

INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361

Regular School Board Meeting Agenda
Monday, July 20, 2020 at 5:00 PM
Electronic Meeting held Via ZOOM

Mission Statement: *In partnership with parents and the community, the International Falls School District will prepare every student to become a productive citizen by developing their maximum potential within a safe climate of mutual respect and trust.*

Topic: July School Board Meeting
Time: Jul 20, 2020 05:00 PM Central Time (US and Canada)

Join Zoom Meeting
<https://isd361.zoom.us/j/85495559706?pwd=cjVlQlEvd0tLck5ybGtERE5QdUhkdz09>

Meeting ID: 854 9555 9706
Password: 2XzyzX
One tap mobile
+13017158592,,85495559706#,,,,0#,,030572# US (Germantown)
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CALL TO ORDER

1. Roll Call:

<input type="checkbox"/> Mike Holden	<input type="checkbox"/> Michelle Hebner
<input type="checkbox"/> Toni Korpi	<input type="checkbox"/> Jennifer Windels
<input type="checkbox"/> Ted Saxton	<input type="checkbox"/> Terry Murray
<input type="checkbox"/> Roxanne Skogstad-Ditsch	
<input type="checkbox"/> Kevin Grover	<input type="checkbox"/> Ella Bahr-Jeffries, Student Representative

2. Pledge of Allegiance

APPROVAL OF AGENDA

1. Approve agenda as presented. Motion by __, second by __. Motion carried / failed.

OPEN FORUM

1. Public Open Forum

CONSENT AGENDA

Approve the Consent Agenda as presented. Motion by ____; second by _____. Motion carried / failed.

1. Approve past meeting minutes for the regular school board meeting on June 15, 2020. 4
2. Approve current accounts payable due in the amount of \$1,509,452.46 . 9

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3. Approve payroll in the amount of \$649,879.93 for pay periods June 19th, June 26th, July 3rd, and July 19th.
4. Approve hire of George McDonald as Industrial Technology Teacher at a .55 FTE for the 2020-2021 school year.
5. Approve hire of Charlie Anderson as Annual Advisor for the 2020-2021 school year.
6. Approve hire of Jessica Crosby as Football Cheerleader Advisor for the 2020-2021 Football season. This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.
7. Approve hire of Karla Line as Hockey Cheerleader Advisor for the 2020-2021 season. This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.
8. Approve hire of Doug Lothian as Speech Team Advisor for the 2020-2021 season. This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.
9. Approve hire of Sasha Moss as Title I Licensed Teacher for the 2020-2021 school year.
10. Accept resignation of Colton Carlson, Custodian, effective Monday July 27, 2020.
11. Appoint Melissa Tate as Section 504 Officer for Grades K-5, and appoint Marc Glowack as alternate Section 504 Office for Grades K-5.
12. Appoint Kevin Grover as Title IX Officer (District Wide), and appoint Tim Everson as alternate Title IX Officer (District Wide).
13. Appoint Tim Everson as Human Rights Officer, and Melissa Tate as alternate Human Rights Officer.
14. Appoint Marc Glowack as Section 504 Officer for Grades 6-12, and appoint Melissa Tate as alternate Section 504 Office for Grades 6-12.
15. Approve annual notice of compliance for academic vocational programs of non-discrimination per attached. 34
16. Approve hire of Andrea Kappleman as Assistant Volleyball Coach for the 2020-2021 season. This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.
17. Approve agreement with Rainy River Community College for Post Secondary Enrollment Options for the 2020-2021 school year. 35
18. Receive the 2020-2021 Student Activities Handbook to be approved at August 17, 2020 school board meeting. 40
19. Approve the 403b Plan update adding Vanguard and Prudential (Invesco) as approved Vendors.
20. Approve the 2020-2021 FHS Student Handbook. 76
21. Approve the 2020-2021 FES Student Handbook. 130
22. Renew prime vendor contract with to US Food Service, Grand Forks, for the 2020-2021 school year. Year 2 of contract agreement.
23. Renew the bread quotation to Pan O Gold for the school year 2020-2021. Year 2 of quotation.
24. Approve the amendment to the Joint Powers Agreement with Northland Learning Center. 153

ACTION ITEMS

1. Resolution Acceptance of Gifts and Donations. Motion by __, second by __. Motion carried / failed. 174
 2. Adopt Resolution Adopting the FY22 Long Term Facility (LTFM) 10 year Plan. Moved by __, second by __. Motion carried / failed.
 3. Approve agreement with Rainy Lake Medical Center (RLMC) for therapy services effective August 31, 2020 to August 30, 2022. Motion by __, second by __. Motion carried / failed. 183
- **Member Jennifer Windels to abstain from vote.

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4. Approve the Secretarial position changes as recommended. Motion by __, second by __.

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Motion carried / failed.

- 1) Guidance Department Secretary
- 2) Principal Secretary
- 3) Athletics and General Office Secretary
- 4) Principal and Building Secretary
- 5) Office and Community Education Secretary

ADMINISTRATIVE REPORTS

1. Melissa Tate, Elementary Principal
2. Tim Everson, Secondary Principal
3. Kevin Grover, Superintendent:
4. Committee Reports:
 - a. Community Education Advisory Board
 - b. Recreation Commission
 - c. Student Council

CLOSE SESSION

Close Session Supt

1. The meeting will be closed as permitted by Minnesota Statutes, section 13D.05 to perform the year end evaluation of Superintendent, Kevin Grover. Motion by __, second by __. Motion carried / failed.

REOPEN

Reopen Supt.

1. Reopen session and give brief performance evaluation statement of Kevin Grover, Superintendent. Motion by __, seconded by __. Motion carried / failed.

ADJOURNMENT

Motion by __, second by __ to adjourn meeting at __ pm. Motion carried / failed.

MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, July 15, 2019 at 5:00 p.m.
Falls High School Cafeteria

CALL TO ORDER

Ted Saxton, Board Chair, called the meeting to order at 5:01 pm. Members present: Ted Saxton, Michelle Hebner, Mike Holden, Terry Murray, Toni Korpi, Jennifer Windels, Roxanne Skogstad-Ditsch and Kevin Grover. Members absent: None.

Pledge of Allegiance

APPROVAL OF AGENDA

Motion by Michelle Hebner, then second by Roxanne Skogstad-Ditsch. Motion Carried.

Michelle Hebner: Yea, Mike Holden: Yea, Toni Korpi: Yea, Terry Murray: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Jennifer Windels: Yea
Yea: 7, Nay: 0

1. Approve agenda as presented. Motion by ___, second by ___. Motion carried / failed.

OPEN FORUM

1. Public Open Forum

CONSENT AGENDA

Motion by Roxanne Skogstad-Ditsch, then second by Toni Korpi. Motion Carried.

Michelle Hebner: Yea, Mike Holden: Yea, Toni Korpi: Yea, Terry Murray: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Jennifer Windels: Yea
Yea: 7, Nay: 0

1. Approve past meeting minutes for the regular school board meeting on May 18, 2020.
2. Approve current accounts payable due in the amount of \$1,118,963.38.
3. Approve payroll in the amount of \$606,151.88 for pay periods May 22, 2020, June 5, 2020 and special payroll May 29, 2020 and June 3, 2020.
4. Second reading of School Board Policy 203.5 - School Board Meeting Agenda
5. Second reading of School Board Policy 204 - School Board Meeting Minutes
6. Second reading of School Board Policy 207 - Public Hearings
7. Second reading of School Board Policy 209 - Code of Ethics
8. Second reading of School Board Policy 212 - School Board Member Development
9. Second reading of School Board Policy 213 - School Board Committees
10. Second reading of School Board Policy 214 - Out of State Travel by School Board Members
11. Second reading of School Board Policy 203.7 - School Board Member Attendance
12. Second reading of School Board Policy 203.6 - Consent Agendas
13. Approve use of school field by City of International Falls Fire Department for fireworks in the event a celebration is able to be held in July or August.
14. Receive update the 2019 KAPE report from BethAnne Slatinski, P&I Coordinator.

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15. Receive the 10 year Long Term Facility Maintenance Plan (LTFM) for approval at the July 20, 2020 meeting.
16. Approve agreement with CLA for fiscal year 2019-2020 audit services.
17. Approve PSEO and concurrent enrollment agreement with Bemidji State University for the 2020-2021 school year.
18. Approve concurrent enrollment agreement with Lake Superior College.
19. Amend hire terms for Don Rolando, Boys' Head Basketball Coach to include the following language: This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.
20. Approve hire of Lori Potter as Boys' Basketball Cheerleader Advisor for the 2020-2021 season. This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.
21. Approve hire of Paul Hjelle as Head Cross Country Coach for the 2020-2021 season. This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.
22. Approve hire of Sheryl Hendrickson as Assistant Cross Country Coach for the 2020-2021 season. This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.
23. Approve hire of Jared Kostiuk as Assistant Football Coach for the 2020-2021 season. This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.
24. Approve the hire of Charlie Anderson as Assistant Boys' Basketball Coach for the 2020-2021 season. This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.
25. Approve hire of Jacob Ettestad as Assistant Football Coach for the 2020-2021 season. This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.
26. Approve hire of Steve Joslyn as Head Boys Swimming Coach for the 2020-2021 season. This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.
27. Approve hire of Josh Sobkowicz as Assistant Boys Swimming Coach for the 2020-2021 season. This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.
28. Approve hire of Ariana Cipriano as Knowledge Bowl Advisor for the 2020-2021 season. This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.
29. Approve hire of Jay Boyle as Math Advisor for the 2020-2021 season. This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.
30. Approve Sarah Peterson as Head Volleyball Coach for the 2020-2021 season. This hire and payment for duties is contingent upon having a season. Payment will be prorated in the event that there is a shortened season due to COVID-19.

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31. Accept resignation from Kacey Kujala, Social Studies Teacher effective May 29, 2020.
32. Approve hire of Kyle Schmidt as 1.0 FTE Elementary Physical Education teacher for the 2020-2021 school year.
33. Approve the Memorandum Of Understanding with L331 regarding stranding of the ALC licensed position.
34. Approve hire of Anne Sullivan as 1.0 FTE Licensed Instructor for the ALC effective the 2020-2021 school year contingent upon approval of stranding MOU with L331.
35. Approve hire of Angela Schwartz as 1.0 Early Childhood Special Education Teacher effective 2020-2021 school year.
36. Approve hire of Nathan Harnit as 1.0 FTE Social Studies Teacher effective the 2020-2021 school year.
37. Approve property, automobile insurance and liability insurance renewal for fiscal year 2020-2021 with Trulnsure. Property/Auto/General Liability - \$98,697 and Workers Compensation - \$44,480.
38. Receive the FHS 2020-2021 Student Handbook for adoption at the July 20, 2020 meeting.
39. Receive the FES 2020-2021 Student Handbook for adoption at the July 20, 2020 meeting.
40. Approve MREA membership for the 2020-2021 and 2021-2022 fiscal years.
41. Approve the following project estimates and contractors:
 - 1) Morrison Sealcoating: Sealcoating at FES per project description at a cost estimate of \$22,280
 - 2) Morrison Sealcoating: Sealcoating at FHS per project description at a cost estimate of \$18,600.
 - 3) Kantor Electric: LED Lighting project at a cost estimate of \$35,952.
 - 4) Hiller Commercial Floors: FES gym resurface project at a cost estimate of \$51,000.

ACTION ITEMS

1. Resolution Acceptance of Gifts and Donations.

Motion by Michelle Hebner, then second by Toni Korpi. Motion Carried.
Michelle Hebner: Yea, Mike Holden: Yea, Toni Korpi: Yea, Terry Murray: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Jennifer Windels: Yea
Yea: 7, Nay: 0
2. Resolution Authorizing Investment Manager for 2020A Bond Proceeds.

Motion by Terry Murray, then second by Jennifer Windels. Motion Carried.
Michelle Hebner: Yea, Mike Holden: Yea, Toni Korpi: Yea, Terry Murray: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Jennifer Windels: Yea
Yea: 7, Nay: 0
3. Approve the 2020-2021 MSHSL Resolution for Membership.

Motion by Mike Holden, then second by Michelle Hebner. Motion Carried.
Michelle Hebner: Yea, Mike Holden: Yea, Toni Korpi: Yea, Terry Murray: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Jennifer Windels: Yea
Yea: 7, Nay: 0
4. Receive Superintendent year end performance evaluation summary and form. Evaluation form due back June 30th to Jennifer Horne.

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5. Approve the general fund final revenue and expense budgets as follows:

- 1) Final FY2019-2020 revenue budget in the amount of \$13,239,840 and final expense budget in the amount of \$13,801,449. Budget amounts include donation fund 11 revenue budget in amount of \$160,000 and expense budget in amount of \$160,000.
- 2) Adopted FY2020-2021 revenue budget in amount of \$13,071,718 and final expense budget in the amount of \$14,217,727. Budget amounts include donation fund 11 revenue budget in amount of \$150,000 and expense budget in amount of \$150,000.

Motion by Roxanne Skogstad-Ditsch, then second by Terry Murray. Motion Carried.

Michelle Hebner: Yea, Mike Holden: Yea, Toni Korpi: Yea, Terry Murray: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Jennifer Windels: Yea
Yea: 7, Nay: 0

6. Approve the community education fund 04 revenue and expense budgets as follows:

- 1) Final FY2019-2020 revenue budget in the amount of \$358,729 and final expense budget in the amount of \$376,986.
- 2) Adopted FY2020-2021 revenue budget in amount of \$390,357 and final expense budget in the amount of \$390,314.

Motion by Mike Holden, then second by Terry Murray. Motion Carried.

Michelle Hebner: Yea, Mike Holden: Yea, Toni Korpi: Yea, Terry Murray: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Jennifer Windels: Yea
Yea: 7, Nay: 0

7. Approve the food service fund revenue and expense budgets as follows:

- 1) Final FY2019-2020 revenue budget in the amount of \$540,566 and final expense budget in the amount of \$535,509.
- 2) Adopted FY2020-2021 revenue budget in amount of \$560,500 and final expense budget in the amount of \$575,961.

Motion by Roxanne Skogstad-Ditsch, then second by Terry Murray. Motion Carried.

Michelle Hebner: Yea, Mike Holden: Yea, Toni Korpi: Yea, Terry Murray: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Jennifer Windels: Yea
Yea: 7, Nay: 0

ADMINISTRATIVE REPORTS

1. Melissa Tate, Elementary Principal
2. Tim Everson, Secondary Principal
3. Kevin Grover, Superintendent:

MINUTES
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4. Committee Reports:
- 4.1. Community Education Advisory Board
 - 4.2. Recreation Commission
 - 4.3. Student Council

ADJOURNMENT

Motion by Michelle Hebner, then second by Toni Korpi to adjourn meeting at 6:13 p.m.

Michelle Hebner: Yea, Mike Holden: Yea, Toni Korpi: Yea, Terry Murray: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Jennifer Windels: Yea
Yea: 7, Nay: 0

Approved Minutes:

	7/20/2020		7/20/2020
District Clerk	Date	Board Chair	Date

Payables Summary
July 20, 2020

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
8050	JOSTENS INC	6/25/2020	1206119	2020 Yearbook Payment		0 \$ (1,831.93)
8067	Anderson, Amy	6/16/2020	Dawson	Senior Lunch Acct Reund		0 \$ 9.80
8068	CAPTURE YOUR MOMENT	6/16/2020	6/8/2020	Cap and Gown Photos for 2020 graduation		0 \$ 1,025.00
	CAPTURE YOUR MOMENT	6/16/2020	6/8/2020	Cap and Gown Photos for 2020 graduation		0 \$ 500.00
8069	KGHS-AM	6/16/2020	19293	KAPE (coalition advertising)		0 \$ 5,280.00
8070	MN POWER	6/16/2020	WO2615110	For installation of sectionalizing cabinet and cable to new 3 phase transformer.		0 \$ 12,400.00
8071	UMD	6/16/2020	Holly J. Wold	RL Sportfishing Scholarship 5/2020 - \$500 Tony Lynch Scholarship 5/2020 - \$500		0 \$ 1,000.00
8072	MN PEIP	6/16/2020	977583	July Health Insurance		0 \$ 114,697.76
8073	AFSCME Council 65	6/19/2020	20200619ADAFS%	Payroll accrual		0 \$ 898.72
	AFSCME Council 65	6/19/2020	20200619ADAFS%	Payroll accrual		0 \$ 289.85
	AFSCME Council 65	6/19/2020	20200619ADAFS%	Payroll accrual		0 \$ 12.77
	AFSCME Council 65	6/19/2020	20200619ADAFSLC	Payroll accrual		0 \$ 15.67
	AFSCME Council 65	6/19/2020	20200619ADAFSLC	Payroll accrual		0 \$ 9.00
	AFSCME Council 65	6/19/2020	20200619ADAFSLC	Payroll accrual		0 \$ 0.33
8074	AFT Local #331	6/19/2020	20200619ADDUE1	Payroll accrual		0 \$ 2,842.53
	AFT Local #331	6/19/2020	20200619ADDUE1	Payroll accrual		0 \$ 93.66
8075	Falls Education Foundation	6/19/2020	20200619ADFEF	Payroll accrual		0 \$ 50.00
8076	Gurstel Law Firm PC	6/19/2020	20200619ADGARN	Payroll accrual		0 \$ 22.46
8077	ND Child Support Division	6/19/2020	20200619ADCSP1C	Child Support		0 \$ 276.93
8078	United Way of Northeastern MN	6/19/2020	20200619ADUWA`	Payroll accrual		0 \$ 8.00
8079	American Recycling	6/18/2020	AMRE966	Monitor Recycling	6052000122	\$ 30.00
8080	ANTHEM SPORTS	6/18/2020	271991	BASEBALL SUPPLIES	2922000059	\$ 122.72
8081	ARROWHEAD LIBRARY SYSTEM	6/18/2020	7333	Library Catalog System	6202000000	\$ 625.00
8082	AT & T Mobility	6/18/2020	52520	Tech Dir Phone and Bus Wi-fi		0 \$ 49.65
	AT & T Mobility	6/18/2020	52520	Tech Dir Phone and Bus Wi-fi		0 \$ 114.72
	AT & T Mobility	6/18/2020	52520	Tech Dir Phone and Bus Wi-fi		0 \$ 644.24

Payables Summary
July 20, 2020

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
8083	CAROLINA BIOLOGICAL SUPPLY CO	6/18/2020	51051765	Science Dept; Starfish	2602000006	\$ 33.00
8084	FRONTIER	6/18/2020	60120	Monthly Telephone Maint Agreement	8102000019	\$ 180.65
8085	KANTOR ELECTRIC INC	6/18/2020	52020	Partial Payment for Electrical FES HVAC	8102000142	\$ 19,475.00
	KANTOR ELECTRIC INC	6/18/2020	15910	Repair to BB Hoop Switch	0	\$ 194.00
	KANTOR ELECTRIC INC	6/18/2020	15910	Repair to BB Hoop Switch	0	\$ 84.46
8086	KGHS-AM	6/18/2020	53120	School Matters	102000000	\$ 198.00
8087	Lenci Enterprises, Inc.	6/18/2020	61820	Partial Payment to General Contractor	8102000143	\$ 104,975.00
8088	Marco Technologies LLC	6/18/2020	416287514	C Anderson Bus Class Printer	0	\$ 116.29
	Marco Technologies LLC	6/18/2020	416287266	FHS; B & W Copy Machine 754E	3002000009	\$ 1,559.23
	Marco Technologies LLC	6/18/2020	416287720	Comm Ed; C458 Copier	5002000001	\$ 213.77
8089	MEDTOX LABORATORIES	6/18/2020	52020665124	Employee Drug Testing	0	\$ 58.23
8090	MIDCONTINENT COMMUNICATIONS	6/18/2020	60920	Transpor; Internet Service	7612000000	\$ 85.00
8091	MN ENERGY RESOURCES CORP	6/18/2020	60420	Natural Gas Services	8102000013	\$ 19.24
	MN ENERGY RESOURCES CORP	6/18/2020	60420	Natural Gas Services	8102000013	\$ 242.09
	MN ENERGY RESOURCES CORP	6/18/2020	60420	Natural Gas Services	8102000013	\$ 639.41
	MN ENERGY RESOURCES CORP	6/18/2020	60420	Natural Gas Services	8102000013	\$ 213.13
8092	MN POWER	6/18/2020	61020	Electricity Bill	8102000012	\$ 306.68
	MN POWER	6/18/2020	61020	Electricity Bill	8102000012	\$ 1,528.69
	MN POWER	6/18/2020	61020	Electricity Bill	8102000012	\$ 1,637.84
	MN POWER	6/18/2020	61020	Electricity Bill	8102000012	\$ 2,056.91
	MN POWER	6/18/2020	61020	Electricity Bill	8102000012	\$ 4,913.53
	MN POWER	6/18/2020	61020	Electricity Bill	8102000012	\$ 98.61
8093	Mystery Science Inc.	6/18/2020	84858	FES Mystery Science Renewal	1302000271	\$ 999.00
8094	Premier Furniture and Equipment	6/18/2020	2929	Office Supplies (12m)	7902000099	\$ 3,060.00
8095	Shred-N-Go	6/18/2020	105664	Confidential Paper Shredding	1102000030	\$ 450.59
8096	THE JOURNAL	6/18/2020	53120	Advertising Local Newspaper	1102000000	\$ 731.90
8097	UHL	6/18/2020	53120	Partial Payment--Controls for FES HVAC project	8102000144	\$ 28,158.00
8098	Falls Education Foundation	6/26/2020	20200626ADFEF	Payroll accrual	0	\$ 30.00
8099	United Way of Northeastern MN	6/26/2020	20200626ADUWA`	Payroll accrual	0	\$ 3.00

Payables Summary
July 20, 2020

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
8100	Falls Education Foundation	6/26/2020	20200626BDFEF	Payroll accrual	0	\$ 30.00
8101	United Way of Northeastern MN	6/26/2020	20200626BDUWA\	Payroll accrual	0	\$ 3.00
8102	Falls Education Foundation	6/26/2020	20200626CDFEF	Payroll accrual	0	\$ 30.00
	Falls Education Foundation	6/26/2020	20200626DDFEF	Payroll accrual	0	\$ -
	Falls Education Foundation	6/26/2020	20200626EDFEF	Payroll accrual	0	\$ (30.00)
	Falls Education Foundation	6/26/2020	20200626FDFEF	Payroll accrual	0	\$ 30.00
8103	United Way of Northeastern MN	6/26/2020	20200626CDUWA\	Payroll accrual	0	\$ 3.00
	United Way of Northeastern MN	6/26/2020	20200626DDUWA\	Payroll accrual	0	\$ -
	United Way of Northeastern MN	6/26/2020	20200626EDUWA\	Payroll accrual	0	\$ (3.00)
	United Way of Northeastern MN	6/26/2020	20200626FDUWA\	Payroll accrual	0	\$ 3.00
8104	Falls Education Foundation	6/26/2020	20200626GDFEF	Payroll accrual	0	\$ 30.00
8105	United Way of Northeastern MN	6/26/2020	20200626GDUWA\	Payroll accrual	0	\$ 3.00
8106	Annie's Frozen Yogurt	6/26/2020	105862	Frozen Yogurt	7702000000	\$ 50.00
8107	AUTO-JET MUFFLER CORP	6/26/2020	456620	Bus Parts	0	\$ 174.35
8108	Davenport Group	6/26/2020	105862	Dell Chromebooks	6052000116	\$ 40,292.00
8109	Falls Advanced Chiropractic Center	6/26/2020	61620	DOT Physical (N.K, K,K)	0	\$ 180.00
8110	FRONTIER	6/26/2020	61620	Monthly Telephone Service	8102000019	\$ 34.46
	FRONTIER	6/26/2020	61620	Monthly Telephone Service	8102000019	\$ 872.97
	FRONTIER	6/26/2020	61620	Monthly Telephone Service	8102000019	\$ 11.75
8111	HAWKINS INC	6/26/2020	4732651	Pool Chemicals	8102000039	\$ 675.60
8112	Inland Leasing	6/26/2020	58973692	Cafeteria Vending Rental	7702000001	\$ 182.13
8113	K&K MEYERS INC	6/26/2020	377	Install Dead Bolt	0	\$ 116.46
8114	KOERTER'S INC	6/26/2020	133906	Lawnmower Gas	0	\$ 38.67
	KOERTER'S INC	6/26/2020	133974	Lawnmower Gas	0	\$ 50.19
8115	Lenci Enterprises, Inc.	6/26/2020	Draw 1	General Contractor	8102000146	\$ 56,715.00
8116	LOFFLER	6/26/2020	3435432	Vicky's Printer Toner	0	\$ 163.00
8117	Marco Technologies LLC	6/26/2020	7675523	Guid Office Cost per Copy	7102000000	\$ 18.30
	Marco Technologies LLC	6/26/2020	7679715	Bus Office Copy Per Copy	1102000004	\$ 20.24
8118	Marco Technologies LLC	6/26/2020	416969368	FES; Color Copier and FHS; Mailroom Copier	3002000010	\$ 497.93
	Marco Technologies LLC	6/26/2020	416969368	FES; Color Copier and FHS; Mailroom Copier	3002000010	\$ 534.36
8119	MinnKota Media Blasting	6/26/2020	175	Sandblast Bus Tire	0	\$ 250.00

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8120	MSHSL	6/26/2020	36691	ATHLETIC DEPARTMENT CALEND.	2922000055	\$ 20.00
8121	North Country Collision	6/26/2020	5037	Rust repair Tan Van	7602000019	\$ 660.60
8122	NORTH STAR PUBLISHING	6/26/2020	47751	KAPE Thank You Postcards	0	\$ 95.01
	NORTH STAR PUBLISHING	6/26/2020	47752	NEW Prom grand march ticket keep sakes	9182000027	\$ 107.66
8123	NORTHEAST SERVICE COOPERATIVE	6/26/2020	2164	Asbestos on-site Monitoring & Project Management	8102000131	\$ 8,576.40
	NORTHEAST SERVICE COOPERATIVE	6/26/2020	35639	Asbestos Inspection	8102000109	\$ 8,006.94
8124	OVERHEAD DOOR COMPANY	6/26/2020	49180	Garage door torsion springs	7602000025	\$ 361.30
8125	RATWIK ROSZAK & MALONEY PA	6/26/2020	60120	Attorney Consultation	0	\$ 253.00
8126	SHANNONS INC	6/26/2020	61720	FES HVAC project	8102000147	\$ 357,021.40
	SHANNONS INC	6/26/2020	19583	hot water expansion tank FES	8102000099	\$ 775.00
	SHANNONS INC	6/26/2020	22280RT	FHS; Supplies	0	\$ 62.20
8127	SNICKERS CONCRETE	6/26/2020	1942	Isd 361 Improvements	8102000151	\$ 5,500.00
8128	WATER DEPT	6/26/2020	62020	Water Usage	8102000014	\$ 536.90
	WATER DEPT	6/26/2020	62020	Water Usage	8102000014	\$ 448.26
	WATER DEPT	6/26/2020	62020	Water Usage	8102000014	\$ 581.22
	WATER DEPT	6/26/2020	62020	Water Usage	8102000014	\$ 49.43
	WATER DEPT	6/26/2020	62020	Water Usage	8102000014	\$ 159.82
8129	JOSTENS INC	6/26/2020	1206119	2020 Yearbook Payment	0	\$ 789.88
8130	ND Child Support Division	7/2/2020	20200702ADCSP1	Child Support	0	\$ 276.93
8131	Battalion, Dustin	6/30/2020	Khloe	Foodservice Acct Refund	0	\$ 4.35
8132	Grunwald, Noelle	6/30/2020	Sierra G	Foodservice Acct Refund	0	\$ 20.20
8133	Hill, Phillip	6/30/2020	Lilly, Damien, Gilli	Foodservice Acct Refund	0	\$ 48.00
8134	Horne, Brian	6/30/2020	Madison	Foodservice Acct Refund	0	\$ 21.20
8135	Jaksa, Hector	6/30/2020	Gavin & Shae Jens	Foodservice Acct Refund (Gavin \$48.10 & Shae \$ 71.20)	0	\$ 119.30
8136	Kelly, Shawn	6/30/2020	Cody	Foodservice Balance Refund	0	\$ 4.32
8137	Krasaway, Bradley	6/30/2020	Sidney K	Foodservice Acct Refund	0	\$ 13.75
8138	Legarrie, Wendy	6/30/2020	Logan	Foodservice Acct Refund	0	\$ 16.85
8139	MacIntyre, Stacy	6/30/2020	John Glover	Foodservice Acct Refund	0	\$ 40.55
8140	Mann, Lisa	6/30/2020	Martylynn	Foodservice Acct Refund	0	\$ 6.95
8141	Meyers, Dawnelle	6/30/2020	Kerry	Senior Foodservice Acct	0	\$ 3.95

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				Refund		
8142	Muehring, Brandon	6/30/2020	Bradley	Foodservice Acct Refund	0	\$ 33.15
8143	Netland, Kathy	6/30/2020	Cameron	Foodservice Acct Refund	0	\$ 16.15
8144	Schrock, Stanley	6/30/2020	Nicholas	Foodservice Acct Reund	0	\$ 55.90
8145	Stenberg, Dana	6/30/2020	Destiny Blumer	Foodservice Acct Refund	0	\$ 54.95
8146	Thorpe, Lisa	6/30/2020	Jack	Foodservice Acct Refund	0	\$ 13.25
8147	Vance, Sara	6/30/2020	Felicia & Dawsyn	Foodservice Acct Refund	0	\$ 21.15
8148	BSN SPORTS	6/30/2020	302556442	Track Uniforms	2922000066	\$ 4,326.00
8149	Carpenter, Barbara	6/30/2020	61920	Early Retirement Incentive	0	\$ 881.10
8150	DOMINO'S PIZZA	6/30/2020	31120	FHS; AlaCarte Pizza	0	\$ 2,318.40
8151	HOUGHTON MIFFLIN	6/30/2020	954936885	St Thomas Textbooks	1102000036	\$ 188.16
	HOUGHTON MIFFLIN	6/30/2020	954936885	St Thomas Textbooks	1102000036	\$ 611.84
	HOUGHTON MIFFLIN	6/30/2020	95484275	St Thomas Textbooks	1102000036	\$ 201.10
	HOUGHTON MIFFLIN	6/30/2020	95484275	St Thomas Textbooks	1102000036	\$ 653.90
	HOUGHTON MIFFLIN	6/30/2020	954841835	St Thomas Textbooks	1102000036	\$ 410.75
8151	HOUGHTON MIFFLIN	6/30/2020	954841835	St Thomas Textbooks	1102000036	\$ 1,335.62
8152	INTL FALLS CITY OF	6/30/2020	63020	Police Liason	1102000016	\$ 5,160.00
8153	KANTOR ELECTRIC INC	6/30/2020	15919	Pool LED Lighting	8102000120	\$ 15,792.00
	KANTOR ELECTRIC INC	6/30/2020	15924	Pool LED Lighting	8102000120	\$ 630.50
	KANTOR ELECTRIC INC	6/30/2020	15921	Pool Locker Rooms Lighting & Tile	8102000119	\$ 10,745.00
8154	MF ATHLETIC COMPANY	6/30/2020	129728	TRACK SUPPLIES	2922000060	\$ 513.00
	MF ATHLETIC COMPANY	6/30/2020	129728	TRACK SUPPLIES	2922000060	\$ 480.00
	MF ATHLETIC COMPANY	6/30/2020	121283	TRACK SUPPLIES	2922000060	\$ 14.95
	MF ATHLETIC COMPANY	6/30/2020	121283	TRACK SUPPLIES	2922000060	\$ 150.00
8155	MN ENERGY RESOURCES CORP	6/30/2020	61620	Natural Gas Services	8102000013	\$ 354.08
	MN ENERGY RESOURCES CORP	6/30/2020	62220	Garage; Natural Gas Services	8102000013	\$ 79.51
8156	OFFICE DEPOT	6/30/2020	1.00122E+11	Lounge Equipment (12 e)	7902000120	\$ 966.87
	OFFICE DEPOT	6/30/2020	1.00122E+11	Lounge Equipment (12 e)	7902000120	\$ 1,199.98
	OFFICE DEPOT	6/30/2020	1.00134E+11	Office Equipment (Seating)	7902000118	\$ 199.99
8157	ROCHESTER TELECOM SYSTEMS INC	6/30/2020	62220	Long Distance Phone Calls	8102000033	\$ 26.04
	ROCHESTER TELECOM SYSTEMS INC	6/30/2020	62220	Long Distance Phone Calls	8102000033	\$ 26.04
8158	AT & T Mobility	7/10/2020	62520	IT Dir. Phone and Bus WI-FI	1102100000	\$ 114.69

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	AT & T Mobility	7/10/2020	62520	IT Dir. Phone and Bus WI-FI	1102100000	\$ 49.65
8159	Educator Benefit Consultants, LLC	7/10/2020	14942	403b Third Party Admin Svc	1102100003	\$ 164.63
8160	First Dakota Indemnity Co	7/10/2020	3607355	2021 Worker's Comp Insurance	0	\$ 44,880.00
8161	FRONTIER	7/10/2020	62520	Monthly Telephone Service	8102100015	\$ 181.53
8162	MIDCONTINENT COMMUNICATIONS	7/10/2020	62720	July ALC Phone & Data	3002100001	\$ 167.39
8163	MN DEPT OF HEALTH	7/10/2020	#361	Monthly Birth Record Request	0	\$ 180.00
8164	UP NORTH BUILDERS INC	7/10/2020	70120	Remaining Baseball Dugout Payment	1102100002	\$ 7,155.00
8165	Storey, Joy	7/10/2020	Alana's Refund	Foodservice Account Refund	0	\$ 9.95
8168	FRIENDS GARBAGE SERVICE, LLC	7/15/2020	63020	June Garbage Service	0	\$ 1,790.10
8169	Gearhart's Floral & Gifts	7/15/2020	086443/1	Flowers and Balloons for Graduation	0	\$ 373.00
8170	KEEP ENTERPRISES INC	7/15/2020	32395	4 Tire Mounts	0	\$ 67.00
8171	KOERTER'S INC	7/15/2020	134082	Lawnmower Gas	0	\$ 47.81
8172	MN ENERGY RESOURCES CORP	7/15/2020	62620	June Natural Gas	0	\$ 655.93
	MN ENERGY RESOURCES CORP	7/15/2020	62620	June Natural Gas	0	\$ 466.41
	MN ENERGY RESOURCES CORP	7/15/2020	70820	Stadium; Natural Gas	0	\$ 19.24
8173	RAINY LAKE MEDICAL CENTER	7/15/2020	3540	June Therapy Services	0	\$ 1,978.00
	RAINY LAKE MEDICAL CENTER	7/15/2020	3540	June Therapy Services	0	\$ 586.50
8174	SCHOOL SPECIALTY	7/15/2020	2.08125E+12	FES; 3rd Gr Supplies	0	\$ 64.95
8175	The Design Group Inc	7/15/2020	2869	FES HVAC Project Mech Comm Serv.	0	\$ 1,200.00
8176	THE JOURNAL	7/15/2020	63020	June Advertising	0	\$ 780.41
8177	Thompson, Sara	7/15/2020	70120	June Marketing Consultant Fee	0	\$ 1,230.00
8178	UPPER LAKES FOODS	7/15/2020	673753-00	Dishwasher Parts	0	\$ 37.87
8179	Annie's Frozen Yogurt	7/21/2020	24628	Frozen Yogurt	7702100000	\$ 100.00
8180	ARROWHEAD LIBRARY SYSTEM	7/21/2020	7346	Library Catalog System	6202100000	\$ 625.00
8181	Bond Trust Services Corp.	7/21/2020	57366	Alt Bond Interest	0	\$ 13,623.75
	Bond Trust Services Corp.	7/21/2020	58449	Alt Fac Bond Agent Fee	0	\$ 475.00
	Bond Trust Services Corp.	7/21/2020	58450	Arena Bond Agent Fee	0	\$ 475.00
	Bond Trust Services Corp.	7/21/2020	57367	Arena Bond Interest	0	\$ 30,175.00
8182	CITIZENS FOR BACKUS	7/21/2020	70120	July ALC Lease Agreement	0	\$ 703.73
8183	Education Innovation Partners	7/21/2020	1391	Monthly EIP Billing	6052100002	\$ 206.25

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8184	K&K MEYERS INC	7/21/2020	22162	Ceiling tile for pool locker rooms	7602100001	\$ 2,414.00
8185	LVC Companies Inc	7/21/2020	39041	Semi Annual Kitch Maint	0	\$ 527.60
8186	Marco Technologies LLC	7/21/2020	418736492	Comm Ed; Minolta C458 Copier	5002100000	\$ 212.72
	Marco Technologies LLC	7/21/2020	418735973	FHS; B & W Copy Machine 754E	3002100002	\$ 1,559.23
	Marco Technologies LLC	7/21/2020	418736278	Printer in Business Classroom	3002100003	\$ 114.95
8187	MN ASSOC OF SECONDARY SCHOOL	7/21/2020	Tim Everson	2021 Membership Renewal	0	\$ 870.00
8188	MN SCHOOL BOARD ASSN	7/21/2020	24957R2K4M1	Association Dues and Boardbooks Subscription	0	\$ 5,562.00
8189	MREA	7/21/2020	2021-1504	2021 Membership	0	\$ 3,631.00
8190	POSTMASTER	7/21/2020	62020	Bulk Mailing Permit # 67	1102100001	\$ 240.00
8191	SKYWARD INC MN BRANCH	7/21/2020	205935	Skylert (12 Months)	6052100001	\$ 1,975.75
8192	THYSSENKRUPP ELEVATOR	7/21/2020	3005344329	Quarterly Elevator Oil & Grease	8102100020	\$ 207.99
8193	TRUINSURE	7/21/2020	20410	FY21 Insurance Policy	0	\$ 3,606.40
	TRUINSURE	7/21/2020	20403	FY21 Insurance Policy	0	\$ 5,652.77
8194	Vend-ucation	7/21/2020	2020-000870	Vend Software License	0	\$ 180.00
192000106	Christianson, Ginger	6/30/2020	52920	May Mileage Reimbursement	0	\$ 36.92
	Christianson, Ginger	6/30/2020	62420	June Mileage Reimbursement	0	\$ 36.92
192000107	Everson, Timothy	6/30/2020	62720	Cell Phone Reimbursement	0	\$ 450.00
192000108	Grover, Kevin	6/30/2020	62220	Cell Phone Reimbursement	0	\$ 450.00
192000109	Hopkins, Michelle	6/30/2020	63020	2nd Qtr Mileage Reimbursement	0	\$ 51.75
192000110	Tate, Melissa	6/30/2020	63020	Cell Phone Reimbursement	0	\$ 450.00
192000111	Slatinski, BethAnne	6/30/2020	ERIN20200630A	Phone Plan Reimbursement	0	\$ 360.00
201901439	Educator Benefit Consultants, LLC	6/19/2020	20200619ADTSAID	Payroll accrual	0	\$ 53.08
	Educator Benefit Consultants, LLC	6/19/2020	20200619ADTSAM	Payroll accrual	0	\$ 196.17
	Educator Benefit Consultants, LLC	6/19/2020	20200619ADTSASF	Payroll accrual	0	\$ 326.66
	Educator Benefit Consultants, LLC	6/19/2020	20200619ADTSEC	Payroll accrual	0	\$ 2,154.91
	Educator Benefit Consultants, LLC	6/19/2020	20200619ADTSECC	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	6/19/2020	20200619ADTSFR	Payroll accrual	0	\$ 2,298.14
	Educator Benefit Consultants, LLC	6/19/2020	20200619ADTSGR	Payroll accrual	0	\$ 480.78
	Educator Benefit Consultants, LLC	6/19/2020	20200619ADTSHO	Payroll accrual	0	\$ 150.35
	Educator Benefit Consultants, LLC	6/19/2020	20200619ADTSMC	Payroll accrual	0	\$ 105.30

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	Educator Benefit Consultants, LLC	6/19/2020	20200619ADTSSYN	Payroll accrual	0	\$ 250.00
	Educator Benefit Consultants, LLC	6/19/2020	20200619ADTSVAI	Payroll accrual	0	\$ 3,159.93
	Educator Benefit Consultants, LLC	6/19/2020	20200619ADTSVAI	Payroll accrual	0	\$ 65.39
	Educator Benefit Consultants, LLC	6/19/2020	20200619AFTSAM	Payroll accrual	0	\$ 196.17
	Educator Benefit Consultants, LLC	6/19/2020	20200619AFTSASP	Payroll accrual	0	\$ 142.16
	Educator Benefit Consultants, LLC	6/19/2020	20200619AFTSECC	Payroll accrual	0	\$ 1,258.57
	Educator Benefit Consultants, LLC	6/19/2020	20200619AFTSECC	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	6/19/2020	20200619AFTSFRA	Payroll accrual	0	\$ 618.37
	Educator Benefit Consultants, LLC	6/19/2020	20200619AFTSGR\	Payroll accrual	0	\$ 111.55
	Educator Benefit Consultants, LLC	6/19/2020	20200619AFTSHOI	Payroll accrual	0	\$ 52.18
	Educator Benefit Consultants, LLC	6/19/2020	20200619AFTSMG	Payroll accrual	0	\$ 65.39
	Educator Benefit Consultants, LLC	6/19/2020	20200619AFTSSTA	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	6/19/2020	20200619AFTSVAL	Payroll accrual	0	\$ 1,357.65
	Educator Benefit Consultants, LLC	6/19/2020	20200619AFTSVAL	Payroll accrual	0	\$ 65.39
201901440	Empower Retirement	6/19/2020	20200619ADDEFCC	Payroll accrual	0	\$ 135.00
	Empower Retirement	6/19/2020	20200619ADDEFCC	Payroll accrual	0	\$ 15.00
	Empower Retirement	6/19/2020	20200619AFHCSP	Payroll accrual	0	\$ 2,893.06
	Empower Retirement	6/19/2020	20200619AFHCSP	Payroll accrual	0	\$ 6.90
201901441	Internal Revenue Service	6/19/2020	20200619ADFICA	Payroll accrual	0	\$ 13,735.61
	Internal Revenue Service	6/19/2020	20200619ADFICA	Payroll accrual	0	\$ 514.02
	Internal Revenue Service	6/19/2020	20200619ADFICA	Payroll accrual	0	\$ 240.67
	Internal Revenue Service	6/19/2020	20200619ADFTA	Payroll accrual	0	\$ 200.00
201901441	Internal Revenue Service	6/19/2020	20200619ADFTP	Payroll accrual	0	\$ 33.43
	Internal Revenue Service	6/19/2020	20200619ADFTX	Payroll accrual	0	\$ 17,651.79
	Internal Revenue Service	6/19/2020	20200619ADFTX	Payroll accrual	0	\$ 608.82
	Internal Revenue Service	6/19/2020	20200619ADFTX	Payroll accrual	0	\$ 92.99
	Internal Revenue Service	6/19/2020	20200619ADMDCf	Payroll accrual	0	\$ 3,212.33
	Internal Revenue Service	6/19/2020	20200619ADMDCf	Payroll accrual	0	\$ 120.20
	Internal Revenue Service	6/19/2020	20200619ADMDCf	Payroll accrual	0	\$ 56.29
	Internal Revenue Service	6/19/2020	20200619AFFICA	Payroll accrual	0	\$ 13,735.61
	Internal Revenue Service	6/19/2020	20200619AFFICA	Payroll accrual	0	\$ 514.02
	Internal Revenue Service	6/19/2020	20200619AFFICA	Payroll accrual	0	\$ 240.67
	Internal Revenue Service	6/19/2020	20200619AFMDCR	Payroll accrual	0	\$ 3,212.33

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Internal Revenue Service	6/19/2020	20200619AFMDCR	Payroll accrual	0	\$ 120.20
	Internal Revenue Service	6/19/2020	20200619AFMDCR	Payroll accrual	0	\$ 56.29
201901442	MINNESOTA REVENUE	6/19/2020	20200619ADSITA	Payroll accrual	0	\$ 60.00
	MINNESOTA REVENUE	6/19/2020	20200619ADSITA	Payroll accrual	0	\$ 20.00
	MINNESOTA REVENUE	6/19/2020	20200619ADSITMI	Payroll accrual	0	\$ 8,355.81
	MINNESOTA REVENUE	6/19/2020	20200619ADSITMI	Payroll accrual	0	\$ 283.11
	MINNESOTA REVENUE	6/19/2020	20200619ADSITMI	Payroll accrual	0	\$ 48.28
	MINNESOTA REVENUE	6/19/2020	20200619ADSITP	Payroll accrual	0	\$ 12.00
201901443	MN Teachers Retirement Association	6/19/2020	20200619ADTRAC	Payroll accrual	0	\$ 13,089.41
	MN Teachers Retirement Association	6/19/2020	20200619ADTRAC	Payroll accrual	0	\$ 542.48
	MN Teachers Retirement Association	6/19/2020	20200619ADTRAC	Payroll accrual	0	\$ 37.05
	MN Teachers Retirement Association	6/19/2020	20200619AFTRAC	Payroll accrual	0	\$ 13,822.46
	MN Teachers Retirement Association	6/19/2020	20200619AFTRAC	Payroll accrual	0	\$ 572.86
	MN Teachers Retirement Association	6/19/2020	20200619AFTRAC	Payroll accrual	0	\$ 39.13
201901444	Public Employees Retirement Associat	6/19/2020	20200619ADPERA	Payroll accrual	0	\$ 3,745.47
	Public Employees Retirement Associat	6/19/2020	20200619ADPERA	Payroll accrual	0	\$ 86.95
	Public Employees Retirement Associat	6/19/2020	20200619ADPERA	Payroll accrual	0	\$ 230.23
	Public Employees Retirement Associat	6/19/2020	20200619AFPERA	Payroll accrual	0	\$ 4,321.72
	Public Employees Retirement Associat	6/19/2020	20200619AFPERA	Payroll accrual	0	\$ 100.32
	Public Employees Retirement Associat	6/19/2020	20200619AFPERA	Payroll accrual	0	\$ 265.65
201901445	Public Employees Retirement-DCP	6/19/2020	20200619ADDCP	Payroll accrual	0	\$ 24.00
	Public Employees Retirement-DCP	6/19/2020	20200619AFDCP	Payroll accrual	0	\$ 24.00
201901446	Educator Benefit Consultants, LLC	6/26/2020	20200626ADTSAID	Payroll accrual	0	\$ 53.08
201901446	Educator Benefit Consultants, LLC	6/26/2020	20200626ADTSAM	Payroll accrual	0	\$ 196.17
	Educator Benefit Consultants, LLC	6/26/2020	20200626ADTSASF	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	6/26/2020	20200626ADTSECC	Payroll accrual	0	\$ 1,864.66
	Educator Benefit Consultants, LLC	6/26/2020	20200626ADTSECC	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	6/26/2020	20200626ADTSFR	Payroll accrual	0	\$ 2,248.14
	Educator Benefit Consultants, LLC	6/26/2020	20200626ADTSGR	Payroll accrual	0	\$ 480.78
	Educator Benefit Consultants, LLC	6/26/2020	20200626ADTSHO	Payroll accrual	0	\$ 104.35
	Educator Benefit Consultants, LLC	6/26/2020	20200626ADTSMC	Payroll accrual	0	\$ 105.30
	Educator Benefit Consultants, LLC	6/26/2020	20200626ADTSSYN	Payroll accrual	0	\$ 100.00
	Educator Benefit Consultants, LLC	6/26/2020	20200626ADTSVAI	Payroll accrual	0	\$ 2,815.43

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	Educator Benefit Consultants, LLC	6/26/2020	20200626ADTSVAI	Payroll accrual	0	\$ 65.39
	Educator Benefit Consultants, LLC	6/26/2020	20200626AFTSAM	Payroll accrual	0	\$ 196.17
	Educator Benefit Consultants, LLC	6/26/2020	20200626AFTSASP	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	6/26/2020	20200626AFTSECC	Payroll accrual	0	\$ 1,028.07
	Educator Benefit Consultants, LLC	6/26/2020	20200626AFTSECC	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	6/26/2020	20200626AFTSFRA	Payroll accrual	0	\$ 618.37
	Educator Benefit Consultants, LLC	6/26/2020	20200626AFTSGR\	Payroll accrual	0	\$ 111.55
	Educator Benefit Consultants, LLC	6/26/2020	20200626AFTSHOI	Payroll accrual	0	\$ 52.18
	Educator Benefit Consultants, LLC	6/26/2020	20200626AFTSMG	Payroll accrual	0	\$ 65.39
	Educator Benefit Consultants, LLC	6/26/2020	20200626AFTSSTA	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	6/26/2020	20200626AFTSVAL	Payroll accrual	0	\$ 1,201.65
	Educator Benefit Consultants, LLC	6/26/2020	20200626AFTSVAL	Payroll accrual	0	\$ 65.39
201901447	Empower Retirement	6/26/2020	20200626AFHCSP	Payroll accrual	0	\$ 2,565.16
201901448	Internal Revenue Service	6/26/2020	20200626ADFICA	Payroll accrual	0	\$ 9,514.58
	Internal Revenue Service	6/26/2020	20200626ADFICA	Payroll accrual	0	\$ 296.10
	Internal Revenue Service	6/26/2020	20200626ADFTA	Payroll accrual	0	\$ 200.00
	Internal Revenue Service	6/26/2020	20200626ADFTX	Payroll accrual	0	\$ 13,216.55
	Internal Revenue Service	6/26/2020	20200626ADFTX	Payroll accrual	0	\$ 374.53
	Internal Revenue Service	6/26/2020	20200626ADMDCf	Payroll accrual	0	\$ 2,225.17
	Internal Revenue Service	6/26/2020	20200626ADMDCf	Payroll accrual	0	\$ 69.25
	Internal Revenue Service	6/26/2020	20200626AFFICA	Payroll accrual	0	\$ 9,514.58
	Internal Revenue Service	6/26/2020	20200626AFFICA	Payroll accrual	0	\$ 296.10
	Internal Revenue Service	6/26/2020	20200626AFMDCR	Payroll accrual	0	\$ 2,225.17
	Internal Revenue Service	6/26/2020	20200626AFMDCR	Payroll accrual	0	\$ 69.25
201901449	MINNESOTA REVENUE	6/26/2020	20200626ADSITA	Payroll accrual	0	\$ 60.00
	MINNESOTA REVENUE	6/26/2020	20200626ADSITMI	Payroll accrual	0	\$ 6,323.20
201901449	MINNESOTA REVENUE	6/26/2020	20200626ADSITMI	Payroll accrual	0	\$ 185.59
201901450	MN Teachers Retirement Association	6/26/2020	20200626ADTRAC	Payroll accrual	0	\$ 12,179.78
	MN Teachers Retirement Association	6/26/2020	20200626ADTRAC	Payroll accrual	0	\$ 378.68
	MN Teachers Retirement Association	6/26/2020	20200626AFTRAC	Payroll accrual	0	\$ 12,861.91
	MN Teachers Retirement Association	6/26/2020	20200626AFTRAC	Payroll accrual	0	\$ 399.89
201901451	Educator Benefit Consultants, LLC	6/26/2020	20200626BDTSAID	Payroll accrual	0	\$ 53.08
	Educator Benefit Consultants, LLC	6/26/2020	20200626BDTSAM	Payroll accrual	0	\$ 196.17

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Educator Benefit Consultants, LLC	6/26/2020	20200626BDTSASF	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	6/26/2020	20200626BDTSECC	Payroll accrual	0	\$ 1,864.66
	Educator Benefit Consultants, LLC	6/26/2020	20200626BDTSECC	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	6/26/2020	20200626BDTSFRA	Payroll accrual	0	\$ 2,248.14
	Educator Benefit Consultants, LLC	6/26/2020	20200626BDTSGR\	Payroll accrual	0	\$ 480.78
	Educator Benefit Consultants, LLC	6/26/2020	20200626BDTSHO	Payroll accrual	0	\$ 104.35
	Educator Benefit Consultants, LLC	6/26/2020	20200626BDTSMG	Payroll accrual	0	\$ 105.30
	Educator Benefit Consultants, LLC	6/26/2020	20200626BDTSSYN	Payroll accrual	0	\$ 100.00
	Educator Benefit Consultants, LLC	6/26/2020	20200626BDTSVAI	Payroll accrual	0	\$ 2,815.43
	Educator Benefit Consultants, LLC	6/26/2020	20200626BDTSVAI	Payroll accrual	0	\$ 65.39
	Educator Benefit Consultants, LLC	6/26/2020	20200626BFTSAM	Payroll accrual	0	\$ 196.17
	Educator Benefit Consultants, LLC	6/26/2020	20200626BFTSASP	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	6/26/2020	20200626BFTSECC	Payroll accrual	0	\$ 1,028.07
	Educator Benefit Consultants, LLC	6/26/2020	20200626BFTSECC	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	6/26/2020	20200626BFTSFRA	Payroll accrual	0	\$ 618.37
	Educator Benefit Consultants, LLC	6/26/2020	20200626BFTSGR\	Payroll accrual	0	\$ 111.55
	Educator Benefit Consultants, LLC	6/26/2020	20200626BFTSHOI	Payroll accrual	0	\$ 52.18
	Educator Benefit Consultants, LLC	6/26/2020	20200626BFTSMG	Payroll accrual	0	\$ 65.39
	Educator Benefit Consultants, LLC	6/26/2020	20200626BFTSSTA	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	6/26/2020	20200626BFTSVAL	Payroll accrual	0	\$ 1,201.65
	Educator Benefit Consultants, LLC	6/26/2020	20200626BFTSVAL	Payroll accrual	0	\$ 65.39
201901452	Empower Retirement	6/26/2020	20200626BFHCSP	Payroll accrual	0	\$ 2,565.16
201901453	Internal Revenue Service	6/26/2020	20200626BDFICA	Payroll accrual	0	\$ 9,250.11
	Internal Revenue Service	6/26/2020	20200626BDFICA	Payroll accrual	0	\$ 296.10
	Internal Revenue Service	6/26/2020	20200626BDFTA	Payroll accrual	0	\$ 200.00
	Internal Revenue Service	6/26/2020	20200626BDFTX	Payroll accrual	0	\$ 12,811.63
	Internal Revenue Service	6/26/2020	20200626BDFTX	Payroll accrual	0	\$ 374.53
	Internal Revenue Service	6/26/2020	20200626BDMDCF	Payroll accrual	0	\$ 2,163.32
201901453	Internal Revenue Service	6/26/2020	20200626BDMDCF	Payroll accrual	0	\$ 69.25
	Internal Revenue Service	6/26/2020	20200626BFFICA	Payroll accrual	0	\$ 9,250.11
	Internal Revenue Service	6/26/2020	20200626BFFICA	Payroll accrual	0	\$ 296.10
	Internal Revenue Service	6/26/2020	20200626BFMDCR	Payroll accrual	0	\$ 2,163.32
	Internal Revenue Service	6/26/2020	20200626BFMDCR	Payroll accrual	0	\$ 69.25

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201901454	MINNESOTA REVENUE	6/26/2020	20200626BDSITA	Payroll accrual	0	\$ 60.00
	MINNESOTA REVENUE	6/26/2020	20200626BDSITM	Payroll accrual	0	\$ 6,122.42
	MINNESOTA REVENUE	6/26/2020	20200626BDSITM	Payroll accrual	0	\$ 185.59
201901455	MN Teachers Retirement Association	6/26/2020	20200626BDTRAC	Payroll accrual	0	\$ 11,859.86
	MN Teachers Retirement Association	6/26/2020	20200626BDTRAC	Payroll accrual	0	\$ 378.68
	MN Teachers Retirement Association	6/26/2020	20200626BFTRAC	Payroll accrual	0	\$ 12,524.08
	MN Teachers Retirement Association	6/26/2020	20200626BFTRAC	Payroll accrual	0	\$ 399.89
201901456	Educator Benefit Consultants, LLC	6/26/2020	20200626CDTSAID	Payroll accrual	0	\$ 53.08
	Educator Benefit Consultants, LLC	6/26/2020	20200626CDTSAM	Payroll accrual	0	\$ 196.17
	Educator Benefit Consultants, LLC	6/26/2020	20200626CDTSASF	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	6/26/2020	20200626CDTSECC	Payroll accrual	0	\$ 1,864.66
	Educator Benefit Consultants, LLC	6/26/2020	20200626CDTSECC	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	6/26/2020	20200626CDTSFRA	Payroll accrual	0	\$ 2,248.14
	Educator Benefit Consultants, LLC	6/26/2020	20200626CDTSGR	Payroll accrual	0	\$ 480.78
	Educator Benefit Consultants, LLC	6/26/2020	20200626CDTSHO	Payroll accrual	0	\$ 104.35
	Educator Benefit Consultants, LLC	6/26/2020	20200626CDTSMG	Payroll accrual	0	\$ 105.30
	Educator Benefit Consultants, LLC	6/26/2020	20200626CDTSSYN	Payroll accrual	0	\$ 100.00
	Educator Benefit Consultants, LLC	6/26/2020	20200626CDTSVAL	Payroll accrual	0	\$ 2,815.43
	Educator Benefit Consultants, LLC	6/26/2020	20200626CDTSVAL	Payroll accrual	0	\$ 65.39
	Educator Benefit Consultants, LLC	6/26/2020	20200626CFTSAM	Payroll accrual	0	\$ 196.17
	Educator Benefit Consultants, LLC	6/26/2020	20200626CFTSASP	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	6/26/2020	20200626CFTSECC	Payroll accrual	0	\$ 1,028.07
	Educator Benefit Consultants, LLC	6/26/2020	20200626CFTSECC	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	6/26/2020	20200626CFTSFRA	Payroll accrual	0	\$ 618.37
	Educator Benefit Consultants, LLC	6/26/2020	20200626CFTSGR	Payroll accrual	0	\$ 111.55
	Educator Benefit Consultants, LLC	6/26/2020	20200626CFTSHO	Payroll accrual	0	\$ 52.18
	Educator Benefit Consultants, LLC	6/26/2020	20200626CFTSMG	Payroll accrual	0	\$ 65.39
	Educator Benefit Consultants, LLC	6/26/2020	20200626CFTSSTA	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	6/26/2020	20200626CFTSVAL	Payroll accrual	0	\$ 1,201.65
	Educator Benefit Consultants, LLC	6/26/2020	20200626CFTSVAL	Payroll accrual	0	\$ 65.39
201901457	Empower Retirement	6/26/2020	20200626CFHCSP	Payroll accrual	0	\$ 34,518.66
201901458	Internal Revenue Service	6/26/2020	20200626CDFICA	Payroll accrual	0	\$ 9,508.80
	Internal Revenue Service	6/26/2020	20200626CDFICA	Payroll accrual	0	\$ 296.10

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Internal Revenue Service	6/26/2020	20200626CDFTA	Payroll accrual	0	\$ 200.00
	Internal Revenue Service	6/26/2020	20200626CDFTX	Payroll accrual	0	\$ 13,049.08
	Internal Revenue Service	6/26/2020	20200626CDFTX	Payroll accrual	0	\$ 374.53
	Internal Revenue Service	6/26/2020	20200626CDMDCF	Payroll accrual	0	\$ 2,223.81
	Internal Revenue Service	6/26/2020	20200626CDMDCF	Payroll accrual	0	\$ 69.25
	Internal Revenue Service	6/26/2020	20200626CFFICA	Payroll accrual	0	\$ 9,508.80
	Internal Revenue Service	6/26/2020	20200626CFFICA	Payroll accrual	0	\$ 296.10
	Internal Revenue Service	6/26/2020	20200626CFMDCR	Payroll accrual	0	\$ 2,223.81
	Internal Revenue Service	6/26/2020	20200626CFMDCR	Payroll accrual	0	\$ 69.25
201901459	MINNESOTA REVENUE	6/26/2020	20200626CDSITA	Payroll accrual	0	\$ 60.00
	MINNESOTA REVENUE	6/26/2020	20200626CDSITM†	Payroll accrual	0	\$ 6,243.17
	MINNESOTA REVENUE	6/26/2020	20200626CDSITM†	Payroll accrual	0	\$ 185.59
201901460	MN Teachers Retirement Association	6/26/2020	20200626CDTRAC	Payroll accrual	0	\$ 11,859.86
	MN Teachers Retirement Association	6/26/2020	20200626CDTRAC	Payroll accrual	0	\$ 378.68
	MN Teachers Retirement Association	6/26/2020	20200626CFTRAC	Payroll accrual	0	\$ 12,524.08
	MN Teachers Retirement Association	6/26/2020	20200626CFTRAC	Payroll accrual	0	\$ 399.89
201901461	Public Employees Retirement Associat	6/26/2020	20200626ADPERA†	Payroll accrual	0	\$ 268.63
	Public Employees Retirement Associat	6/26/2020	20200626AFPERAC	Payroll accrual	0	\$ 309.96
201901462	Educator Benefit Consultants, LLC	6/26/2020	20200626DDTSVA†	Payroll accrual	0	\$ -
201901463	Internal Revenue Service	6/26/2020	20200626DDFICA	Payroll accrual	0	\$ (163.23)
	Internal Revenue Service	6/26/2020	20200626DDFTX	Payroll accrual	0	\$ (225.29)
	Internal Revenue Service	6/26/2020	20200626DDMDCF	Payroll accrual	0	\$ (38.18)
	Internal Revenue Service	6/26/2020	20200626DDFICA	Payroll accrual	0	\$ (163.23)
	Internal Revenue Service	6/26/2020	20200626DFMDCF	Payroll accrual	0	\$ (38.18)
201901464	MINNESOTA REVENUE	6/26/2020	20200626DDSITMI	Payroll accrual	0	\$ (114.29)
201901465	Public Employees Retirement Associat	6/26/2020	20200626BDPERA†	Payroll accrual	0	\$ (171.13)
	Public Employees Retirement Associat	6/26/2020	20200626BFPERAC	Payroll accrual	0	\$ (197.46)
201901466	Educator Benefit Consultants, LLC	6/26/2020	20200626DDTSAIC	Payroll accrual	0	\$ (53.08)
	Educator Benefit Consultants, LLC	6/26/2020	20200626DDTSAM	Payroll accrual	0	\$ (196.17)
	Educator Benefit Consultants, LLC	6/26/2020	20200626DDTSAS†	Payroll accrual	0	\$ (46.16)
	Educator Benefit Consultants, LLC	6/26/2020	20200626DDTSEC†	Payroll accrual	0	\$ (1,864.66)
	Educator Benefit Consultants, LLC	6/26/2020	20200626DDTSEC†	Payroll accrual	0	\$ (46.16)
	Educator Benefit Consultants, LLC	6/26/2020	20200626DDTSFR†	Payroll accrual	0	\$ (2,248.14)

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	Educator Benefit Consultants, LLC	6/26/2020	20200626DDTSGR'	Payroll accrual	0	\$ (480.78)
	Educator Benefit Consultants, LLC	6/26/2020	20200626DDTSHO	Payroll accrual	0	\$ (104.35)
	Educator Benefit Consultants, LLC	6/26/2020	20200626DDTSMC	Payroll accrual	0	\$ (105.30)
	Educator Benefit Consultants, LLC	6/26/2020	20200626DDTSSYN	Payroll accrual	0	\$ (100.00)
	Educator Benefit Consultants, LLC	6/26/2020	20200626DFTSAM	Payroll accrual	0	\$ (196.17)
	Educator Benefit Consultants, LLC	6/26/2020	20200626DFTSASP	Payroll accrual	0	\$ (46.16)
	Educator Benefit Consultants, LLC	6/26/2020	20200626DFTSECC	Payroll accrual	0	\$ (1,028.07)
	Educator Benefit Consultants, LLC	6/26/2020	20200626DFTSECC	Payroll accrual	0	\$ (46.16)
	Educator Benefit Consultants, LLC	6/26/2020	20200626DFTSFRA	Payroll accrual	0	\$ (618.37)
	Educator Benefit Consultants, LLC	6/26/2020	20200626DFTSGR\	Payroll accrual	0	\$ (111.55)
	Educator Benefit Consultants, LLC	6/26/2020	20200626DFTSHOI	Payroll accrual	0	\$ (52.18)
	Educator Benefit Consultants, LLC	6/26/2020	20200626DFTSMG	Payroll accrual	0	\$ (65.39)
	Educator Benefit Consultants, LLC	6/26/2020	20200626DFTSSTA	Payroll accrual	0	\$ (46.16)
	Educator Benefit Consultants, LLC	6/26/2020	20200626DFTSVAL	Payroll accrual	0	\$ (1,201.65)
	Educator Benefit Consultants, LLC	6/26/2020	20200626DFTSVAL	Payroll accrual	0	\$ (65.39)
	Educator Benefit Consultants, LLC	6/26/2020	20200626EDTSVAL	Payroll accrual	0	\$ (2,815.43)
	Educator Benefit Consultants, LLC	6/26/2020	20200626EDTSVAL	Payroll accrual	0	\$ (65.39)
201901467	Empower Retirement	6/26/2020	20200626DFHCSP	Payroll accrual	0	\$ (34,518.66)
201901468	Internal Revenue Service	6/26/2020	20200626DDFTA	Payroll accrual	0	\$ (200.00)
	Internal Revenue Service	6/26/2020	20200626EDFICA	Payroll accrual	0	\$ (9,345.57)
	Internal Revenue Service	6/26/2020	20200626EDFICA	Payroll accrual	0	\$ (296.10)
	Internal Revenue Service	6/26/2020	20200626EDFTX	Payroll accrual	0	\$ (12,823.79)
	Internal Revenue Service	6/26/2020	20200626EDFTX	Payroll accrual	0	\$ (374.53)
	Internal Revenue Service	6/26/2020	20200626EDMDCF	Payroll accrual	0	\$ (2,185.63)
	Internal Revenue Service	6/26/2020	20200626EDMDCF	Payroll accrual	0	\$ (69.25)
	Internal Revenue Service	6/26/2020	20200626EFFICA	Payroll accrual	0	\$ (9,345.57)
	Internal Revenue Service	6/26/2020	20200626EFFICA	Payroll accrual	0	\$ (296.10)
	Internal Revenue Service	6/26/2020	20200626EFMDCR	Payroll accrual	0	\$ (2,185.63)
	Internal Revenue Service	6/26/2020	20200626EFMDCR	Payroll accrual	0	\$ (69.25)
201901469	MINNESOTA REVENUE	6/26/2020	20200626DDSITA	Payroll accrual	0	\$ (60.00)
201901469	MINNESOTA REVENUE	6/26/2020	20200626EDSITM†	Payroll accrual	0	\$ (6,128.88)
	MINNESOTA REVENUE	6/26/2020	20200626EDSITM†	Payroll accrual	0	\$ (185.59)
201901470	MN Teachers Retirement Association	6/26/2020	20200626DDTRAC	Payroll accrual	0	\$ (11,859.86)

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	MN Teachers Retirement Association	6/26/2020	20200626DDTRAC	Payroll accrual	0	\$ (378.68)
	MN Teachers Retirement Association	6/26/2020	20200626DFTRAC	Payroll accrual	0	\$ (12,524.08)
	MN Teachers Retirement Association	6/26/2020	20200626DFTRAC	Payroll accrual	0	\$ (399.89)
201901471	Public Employees Retirement Associat	6/26/2020	20200626CDPERA	Payroll accrual	0	\$ (97.50)
	Public Employees Retirement Associat	6/26/2020	20200626CFPERAC	Payroll accrual	0	\$ (112.50)
201901472	Educator Benefit Consultants, LLC	6/26/2020	20200626EDTSAID	Payroll accrual	0	\$ 53.00
	Educator Benefit Consultants, LLC	6/26/2020	20200626EDTSAM	Payroll accrual	0	\$ 196.17
	Educator Benefit Consultants, LLC	6/26/2020	20200626EDTSASF	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	6/26/2020	20200626EDTSECC	Payroll accrual	0	\$ 1,864.66
	Educator Benefit Consultants, LLC	6/26/2020	20200626EDTSECC	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	6/26/2020	20200626EDTSFRA	Payroll accrual	0	\$ 2,248.02
	Educator Benefit Consultants, LLC	6/26/2020	20200626EDTSGR\	Payroll accrual	0	\$ 480.78
	Educator Benefit Consultants, LLC	6/26/2020	20200626EDTSHO	Payroll accrual	0	\$ 104.35
	Educator Benefit Consultants, LLC	6/26/2020	20200626EDTSMG	Payroll accrual	0	\$ 105.30
	Educator Benefit Consultants, LLC	6/26/2020	20200626EDTSSYN	Payroll accrual	0	\$ 100.00
	Educator Benefit Consultants, LLC	6/26/2020	20200626EFTSAMI	Payroll accrual	0	\$ 196.17
	Educator Benefit Consultants, LLC	6/26/2020	20200626EFTSASP	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	6/26/2020	20200626EFTSECO	Payroll accrual	0	\$ 1,027.95
	Educator Benefit Consultants, LLC	6/26/2020	20200626EFTSECO	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	6/26/2020	20200626EFTSFRA	Payroll accrual	0	\$ 618.25
	Educator Benefit Consultants, LLC	6/26/2020	20200626EFTSGRV	Payroll accrual	0	\$ 111.55
	Educator Benefit Consultants, LLC	6/26/2020	20200626EFTSHO	Payroll accrual	0	\$ 52.18
	Educator Benefit Consultants, LLC	6/26/2020	20200626EFTSMG	Payroll accrual	0	\$ 65.39
	Educator Benefit Consultants, LLC	6/26/2020	20200626EFTSSTA	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	6/26/2020	20200626EFTSVAL	Payroll accrual	0	\$ 1,201.53
	Educator Benefit Consultants, LLC	6/26/2020	20200626EFTSVAL	Payroll accrual	0	\$ 65.39
	Educator Benefit Consultants, LLC	6/26/2020	20200626FDTSVAL	Payroll accrual	0	\$ 2,815.31
	Educator Benefit Consultants, LLC	6/26/2020	20200626FDTSVAL	Payroll accrual	0	\$ 65.39
201901473	Empower Retirement	6/26/2020	20200626EFHCSP	Payroll accrual	0	\$ 34,518.32
201901474	Internal Revenue Service	6/26/2020	20200626EDFTA	Payroll accrual	0	\$ 200.00
	Internal Revenue Service	6/26/2020	20200626FDFICA	Payroll accrual	0	\$ 9,492.49
201901474	Internal Revenue Service	6/26/2020	20200626FDFICA	Payroll accrual	0	\$ 296.10
	Internal Revenue Service	6/26/2020	20200626FDFTX	Payroll accrual	0	\$ 13,019.59

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Internal Revenue Service	6/26/2020	20200626FDFTX	Payroll accrual	0 \$	374.53
	Internal Revenue Service	6/26/2020	20200626FDMDCF	Payroll accrual	0 \$	2,219.99
	Internal Revenue Service	6/26/2020	20200626FDMDCF	Payroll accrual	0 \$	69.25
	Internal Revenue Service	6/26/2020	20200626FFFICA	Payroll accrual	0 \$	9,492.49
	Internal Revenue Service	6/26/2020	20200626FFFICA	Payroll accrual	0 \$	296.10
	Internal Revenue Service	6/26/2020	20200626FFMDCR	Payroll accrual	0 \$	2,219.99
	Internal Revenue Service	6/26/2020	20200626FFMDCR	Payroll accrual	0 \$	69.25
201901475	MINNESOTA REVENUE	6/26/2020	20200626EDSITA	Payroll accrual	0 \$	60.00
	MINNESOTA REVENUE	6/26/2020	20200626FDSITM	Payroll accrual	0 \$	6,226.46
	MINNESOTA REVENUE	6/26/2020	20200626FDSITM	Payroll accrual	0 \$	185.59
201901476	MN Teachers Retirement Association	6/26/2020	20200626EDTRAC	Payroll accrual	0 \$	11,859.83
	MN Teachers Retirement Association	6/26/2020	20200626EDTRAC	Payroll accrual	0 \$	378.68
	MN Teachers Retirement Association	6/26/2020	20200626EFTRAC	Payroll accrual	0 \$	12,524.02
	MN Teachers Retirement Association	6/26/2020	20200626EFTRAC	Payroll accrual	0 \$	399.89
201901477	Public Employees Retirement Associat	6/26/2020	20200626DDPERA	Payroll accrual	0 \$	251.52
	Public Employees Retirement Associat	6/26/2020	20200626DFPERA	Payroll accrual	0 \$	290.21
201901478	Educator Benefit Consultants, LLC	6/26/2020	20200626FD TSAID	Payroll accrual	0 \$	53.08
	Educator Benefit Consultants, LLC	6/26/2020	20200626FD TSAM	Payroll accrual	0 \$	195.75
	Educator Benefit Consultants, LLC	6/26/2020	20200626FD TSASP	Payroll accrual	0 \$	46.00
	Educator Benefit Consultants, LLC	6/26/2020	20200626FD TSECC	Payroll accrual	0 \$	1,863.50
	Educator Benefit Consultants, LLC	6/26/2020	20200626FD TSECC	Payroll accrual	0 \$	46.00
	Educator Benefit Consultants, LLC	6/26/2020	20200626FD TSFRA	Payroll accrual	0 \$	2,247.62
	Educator Benefit Consultants, LLC	6/26/2020	20200626FD TSGR	Payroll accrual	0 \$	480.50
	Educator Benefit Consultants, LLC	6/26/2020	20200626FD TSHOI	Payroll accrual	0 \$	104.30
	Educator Benefit Consultants, LLC	6/26/2020	20200626FD TSMG	Payroll accrual	0 \$	105.00
	Educator Benefit Consultants, LLC	6/26/2020	20200626FD TSSYN	Payroll accrual	0 \$	100.00
	Educator Benefit Consultants, LLC	6/26/2020	20200626FFT SAMI	Payroll accrual	0 \$	195.75
	Educator Benefit Consultants, LLC	6/26/2020	20200626FFT SASP	Payroll accrual	0 \$	46.00
	Educator Benefit Consultants, LLC	6/26/2020	20200626FFT SECO	Payroll accrual	0 \$	1,025.72
	Educator Benefit Consultants, LLC	6/26/2020	20200626FFT SECO	Payroll accrual	0 \$	46.00
	Educator Benefit Consultants, LLC	6/26/2020	20200626FFT SFRA	Payroll accrual	0 \$	617.43
	Educator Benefit Consultants, LLC	6/26/2020	20200626FFT SGRV	Payroll accrual	0 \$	111.25
	Educator Benefit Consultants, LLC	6/26/2020	20200626FFT SHOI	Payroll accrual	0 \$	52.04

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201901478	Educator Benefit Consultants, LLC	6/26/2020	20200626FFTSMG	Payroll accrual	0	\$ 65.25
	Educator Benefit Consultants, LLC	6/26/2020	20200626FFTSSTA	Payroll accrual	0	\$ 46.00
	Educator Benefit Consultants, LLC	6/26/2020	20200626FFTSVAL	Payroll accrual	0	\$ 1,199.67
	Educator Benefit Consultants, LLC	6/26/2020	20200626FFTSVAL	Payroll accrual	0	\$ 65.25
	Educator Benefit Consultants, LLC	6/26/2020	20200626GDTSVAI	Payroll accrual	0	\$ 2,814.51
	Educator Benefit Consultants, LLC	6/26/2020	20200626GDTSVAI	Payroll accrual	0	\$ 65.25
201901479	Empower Retirement	6/26/2020	20200626FFHCSP	Payroll accrual	0	\$ 2,533.31
201901480	Internal Revenue Service	6/26/2020	20200626FDFTA	Payroll accrual	0	\$ 200.00
	Internal Revenue Service	6/26/2020	20200626GDFICA	Payroll accrual	0	\$ 9,244.46
	Internal Revenue Service	6/26/2020	20200626GDFICA	Payroll accrual	0	\$ 296.08
	Internal Revenue Service	6/26/2020	20200626GDFTX	Payroll accrual	0	\$ 12,802.73
	Internal Revenue Service	6/26/2020	20200626GDFTX	Payroll accrual	0	\$ 374.54
	Internal Revenue Service	6/26/2020	20200626GDMDCI	Payroll accrual	0	\$ 2,162.03
	Internal Revenue Service	6/26/2020	20200626GDMDCI	Payroll accrual	0	\$ 69.24
	Internal Revenue Service	6/26/2020	20200626GFFICA	Payroll accrual	0	\$ 9,244.46
	Internal Revenue Service	6/26/2020	20200626GFFICA	Payroll accrual	0	\$ 296.08
	Internal Revenue Service	6/26/2020	20200626GFMDCF	Payroll accrual	0	\$ 2,162.03
	Internal Revenue Service	6/26/2020	20200626GFMDCF	Payroll accrual	0	\$ 69.24
201901481	MINNESOTA REVENUE	6/26/2020	20200626FDSITA	Payroll accrual	0	\$ 60.00
	MINNESOTA REVENUE	6/26/2020	20200626GDSITMI	Payroll accrual	0	\$ 6,119.78
	MINNESOTA REVENUE	6/26/2020	20200626GDSITMI	Payroll accrual	0	\$ 185.59
201901482	MN Teachers Retirement Association	6/26/2020	20200626FDTRAC	Payroll accrual	0	\$ 11,842.77
	MN Teachers Retirement Association	6/26/2020	20200626FDTRAC	Payroll accrual	0	\$ 378.66
	MN Teachers Retirement Association	6/26/2020	20200626FFTRAC	Payroll accrual	0	\$ 12,506.01
	MN Teachers Retirement Association	6/26/2020	20200626FFTRAC	Payroll accrual	0	\$ 399.86
201901486-	BMO	6/30/2020		See separate summary report		\$ 17,298.93
201901558	Credit Cards					
201901559	MN DEPT OF REVENUE	6/30/2020	63020	2020 2nd Qtr Sales Tax	0	\$ 7.00
	MN DEPT OF REVENUE	6/30/2020	63020	2020 2nd Qtr Sales Tax	0	\$ 123.48
	MN DEPT OF REVENUE	6/30/2020	63020	2020 2nd Qtr Sales Tax	0	\$ 17.52
202000001	Educator Benefit Consultants, LLC	7/2/2020	20200702ADTSASF	Payroll accrual	0	\$ 96.16
	Educator Benefit Consultants, LLC	7/2/2020	20200702ADTSECC	Payroll accrual	0	\$ 290.39
	Educator Benefit Consultants, LLC	7/2/2020	20200702ADTSFR/	Payroll accrual	0	\$ 50.00

Payables Summary
July 20, 2020

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Educator Benefit Consultants, LLC	7/2/2020	20200702ADTSHO	Payroll accrual	0	\$ 196.16
	Educator Benefit Consultants, LLC	7/2/2020	20200702ADTSSYN	Payroll accrual	0	\$ 150.00
	Educator Benefit Consultants, LLC	7/2/2020	20200702ADTSVAI	Payroll accrual	0	\$ 244.62
	Educator Benefit Consultants, LLC	7/2/2020	20200702AFTSASP	Payroll accrual	0	\$ 96.16
	Educator Benefit Consultants, LLC	7/2/2020	20200702AFTSECC	Payroll accrual	0	\$ 230.78
	Educator Benefit Consultants, LLC	7/2/2020	20200702AFTSVAL	Payroll accrual	0	\$ 156.16
202000002	Empower Retirement	7/2/2020	20200702ADDEFC	Payroll accrual	0	\$ 135.00
	Empower Retirement	7/2/2020	20200702ADDEFC	Payroll accrual	0	\$ 15.00
	Empower Retirement	7/2/2020	20200702AFHCSP	Payroll accrual	0	\$ 293.08
	Empower Retirement	7/2/2020	20200702AFHCSP	Payroll accrual	0	\$ 6.92
202000003	Internal Revenue Service	7/2/2020	20200702ADFICA	Payroll accrual	0	\$ 3,411.10
	Internal Revenue Service	7/2/2020	20200702ADFICA	Payroll accrual	0	\$ 200.24
	Internal Revenue Service	7/2/2020	20200702ADFTP	Payroll accrual	0	\$ 12.00
	Internal Revenue Service	7/2/2020	20200702ADFTX	Payroll accrual	0	\$ 4,752.37
	Internal Revenue Service	7/2/2020	20200702ADFTX	Payroll accrual	0	\$ 290.17
	Internal Revenue Service	7/2/2020	20200702ADMDCf	Payroll accrual	0	\$ 797.76
	Internal Revenue Service	7/2/2020	20200702ADMDCf	Payroll accrual	0	\$ 46.83
	Internal Revenue Service	7/2/2020	20200702AFFICA	Payroll accrual	0	\$ 3,411.10
	Internal Revenue Service	7/2/2020	20200702AFFICA	Payroll accrual	0	\$ 200.24
	Internal Revenue Service	7/2/2020	20200702AFMDCR	Payroll accrual	0	\$ 797.76
	Internal Revenue Service	7/2/2020	20200702AFMDCR	Payroll accrual	0	\$ 46.83
202000004	MINNESOTA REVENUE	7/2/2020	20200702ADSITMI	Payroll accrual	0	\$ 2,135.47
202000004	MINNESOTA REVENUE	7/2/2020	20200702ADSITMI	Payroll accrual	0	\$ 117.12
	MINNESOTA REVENUE	7/2/2020	20200702ADSITP	Payroll accrual	0	\$ 12.00
202000005	MN Teachers Retirement Association	7/2/2020	20200702ADTRAC	Payroll accrual	0	\$ 1,075.62
	MN Teachers Retirement Association	7/2/2020	20200702ADTRAC	Payroll accrual	0	\$ 161.82
	MN Teachers Retirement Association	7/2/2020	20200702AFTRAC	Payroll accrual	0	\$ 1,135.85
	MN Teachers Retirement Association	7/2/2020	20200702AFTRAC	Payroll accrual	0	\$ 170.88
202000006	Public Employees Retirement Associat	7/2/2020	20200702ADPERA	Payroll accrual	0	\$ 2,759.23
	Public Employees Retirement Associat	7/2/2020	20200702ADPERA	Payroll accrual	0	\$ 58.62
	Public Employees Retirement Associat	7/2/2020	20200702AFPERA	Payroll accrual	0	\$ 3,183.72
	Public Employees Retirement Associat	7/2/2020	20200702AFPERA	Payroll accrual	0	\$ 67.65
202000007	Public Employees Retirement-DCP	7/2/2020	20200702ADDCP	Payroll accrual	0	\$ 24.00

Payables Summary
July 20, 2020

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Public Employees Retirement-DCP	7/2/2020	20200702AFDCP	Payroll accrual	0	\$ 24.00
202121112	Glowack, Marc	7/15/2020	63020	Cell Phone Reimbursement	0	\$ 450.00
202121113	Heiss, Victoria	7/15/2020	63020	Cell Phone Reimbursement	0	\$ 450.00
202121114	Holt, Thomas	7/15/2020	63020	Cell Phone Reimbursement	0	\$ 450.00
202121115	Mankus, Linda	7/15/2020	30320	Para Pro Test Reimbursment	0	\$ 55.00
Total						\$ 1,509,452.46

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount	
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount				
XXXXXXXXXXXX8335	06/17/2020	6120	SteelEug000	Steele Eugene L	United Truck Body Co, Hermantow	UNITED T000	06/24/2020		Invoiced	A	135.94	
	1	Bus parts				Gene's c/c00000	06/30/2020	135.94				
	06/09/2020	6119	SteelEug000	Steele Eugene L	Oreilly Auto Parts 39, Internat	O'REILLY000	06/24/2020		Invoiced	A	51.98	
	2	Transportation			8102000011	Gene's c/c00001	06/30/2020	51.98				
	06/05/2020	6117	SteelEug000	Steele Eugene L	United Truck Body Co, Hermantow	UNITED T000	06/24/2020		Invoiced	A	234.58	
	1	Brake parts				Gene's c/c00000	06/30/2020	234.58				
	06/05/2020	6118	SteelEug000	Steele Eugene L	Oreilly Auto Parts 39, Internat	O'REILLY000	06/24/2020		Invoiced	A	45.89	
	2	Transportation			8102000011	Gene's c/c00002	06/30/2020	45.89				
	06/02/2020	6116	SteelEug000	Steele Eugene L	Mannco Trucking Inc, Internatio	MANNCO T000	06/24/2020		Invoiced	A	82.24	
	2	Misc. parts for Transportation (Blanket)			7602000001	Gene's c/c00003	06/30/2020	82.24				
	05/29/2020	6121	SteelEug000	Steele Eugene L	Oreilly Auto Parts 39, Internat	O'REILLY000	06/24/2020		Invoiced	A	-29.09	
	2	Transportation			8102000011	Gene's c/c00004	06/30/2020	-29.09				
											6 transaction(s) for XXXXXXXXXXXX8335. Total Amount ==>	521.54
XXXXXXXXXXXX7362	06/10/2020	6122			Usps.Com Postal Store, 800-782-	US POSTA000	06/24/2020		Invoiced	A	1,308.15	
	1	Postage Paid Envelops				Stacy's C/C00000	06/30/2020	1,308.15				
	05/29/2020	6123			Usps Po 2647200549, Intl Falls,	POSTMAST000	06/24/2020		Invoiced	A	4.20	
	1	Postage				Stacy's C/C00001	06/30/2020	4.20				
											2 transaction(s) for XXXXXXXXXXXX7362. Total Amount ==>	1,312.35
XXXXXXXXXXXX7124	06/08/2020	6151	BLESIMIC000	Blesi Michael E	Menards Intl Falls, Intl Falls	MENARDS 000	06/24/2020		Invoiced	A	5.95	
	2	Goo Gone Spray Gel			6052000123	Mike's C/C00000	06/30/2020	3.96				
	3	Razor Blade Srafer			6052000123	Mike's C/C00000	06/30/2020	1.99				
XXXXXXXXXXXX7132	06/01/2020	6152	ANDERJER000	Anderson Jeremy R	Oreilly Auto Parts 39, Internat	O'REILLY000	06/24/2020		Invoiced	A	8.27	
	2	Transportation			8102000011	Jeremy's C/C00000	06/30/2020	8.27				
XXXXXXXXXXXX5747	06/04/2020	6114	GROVEKEV000	Grover Kevin K	Mn Board Of School Adm, 651-582	MN BOARD000	06/24/2020		Invoiced	A	300.00	
	1					Kevin's C/C00000	06/30/2020	300.00				
	06/04/2020	6115	GROVEKEV000	Grover Kevin K	Mn Board Of School Adm, 651-582	MN BOARD000	06/24/2020		Invoiced	A	7.47	
	1					Kevin's C/C00000	06/30/2020	7.47				
											2 transaction(s) for XXXXXXXXXXXX5747. Total Amount ==>	307.47
XXXXXXXXXXXX7648	06/26/2020	6173	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US Ms26n5sh0, Amzn.Co	AMAZON B000	06/30/2020		Invoiced	A	14.95	
	2	Paraprofessional Educators Coffee Mug 11 oz. P			7902000123	Beth's C/C00000	06/30/2020	14.95				
	06/25/2020	6168	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US Ms9ch6q50, Amzn.Co	AMAZON B000	06/30/2020		Invoiced	A	16.98	
	2	Funny Paraprofessional Coffee Mug Novelty Gift			7902000123	Beth's C/C00001	06/30/2020	16.98				

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description	PO Number	Invoice Number	Invoice Dt	Amount					
XXXXXXXXXXXX7648	continued...										
	06/25/2020	6169	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US Ms87e58u0, Amzn.Co	AMAZON B000	06/30/2020		Invoiced	A	16.99
	2	Andaz Press Funny Quarantine lloz. Ceramic Cof	7902000122	Beth's C/C00002	06/30/2020	16.99					
	06/25/2020	6170	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US Ms1x40791, Amzn.Co	AMAZON B000	06/30/2020		Invoiced	A	387.52
	2	Wacky Waving Inflatable Tube Guy (RP Minis)	7902000124	Beth's C/C00003	06/30/2020	7.99					
	3	Teacher's Choice 8 Player Light Up Game Buzzer	7902000124	Beth's C/C00003	06/30/2020	59.99					
	4	Smoooffly Office Desk Accessories, Chaos Coordi	7902000124	Beth's C/C00003	06/30/2020	7.89					
	5	Warmtree 13" Jumbo Inflatable Dice, Pack of 2	7902000124	Beth's C/C00003	06/30/2020	9.33					
	6	Yuanhe Complete Bingo Game Set-6 Inch Metal Ca	7902000124	Beth's C/C00003	06/30/2020	23.69					
	7	Carson Delloso " Aim High Frames Mini Colorf	7902000124	Beth's C/C00003	06/30/2020	4.24					
	8	ONEDONE Reward Punch Cards (Pack of 200) Behav	7902000124	Beth's C/C00003	06/30/2020	10.95					
	9	Stainless Steel Popcorn Scoop " Easy Fill To	7902000124	Beth's C/C00003	06/30/2020	12.99					
	11	Scissors, VERONES 8 Inch Soft Comfort-Grip Han	7902000124	Beth's C/C00003	06/30/2020	25.78					
	13	Seville Classics 3-Tier Heavy-Duty NSF-Certifi	7902000124	Beth's C/C00003	06/30/2020	89.99					
	14	Kernel Season's COMPLETE SEASONING KIT (Variet	7902000124	Beth's C/C00003	06/30/2020	44.76					
	15	Growth Mindset Bulletin Board	7902000124	Beth's C/C00003	06/30/2020	12.99					
	16	4110 Great Northern Popcorn Premium 8 Ounce (P	7902000124	Beth's C/C00003	06/30/2020	39.99					
	17	Sorbus Desk Organizer Set, Rose Gold 5-Piece D	7902000124	Beth's C/C00003	06/30/2020	26.99					
	18	The Screaming Goat (Book & Figure)	7902000124	Beth's C/C00003	06/30/2020	9.95					
	06/25/2020	6171	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US Ms19v85g2, Amzn.Co	AMAZON B000	06/30/2020		Invoiced	A	35.90
	2	Vygotsky Quote Poster - Talking and Thinking -	7902000122	Beth's C/C00004	06/30/2020	17.95					
	3	Zap Education John Dewey Quote Poster " Teac	7902000122	Beth's C/C00004	06/30/2020	17.95					
	06/25/2020	6172	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US Ms0hf49hl, Amzn.Co	AMAZON B000	06/30/2020		Invoiced	A	23.90
	2	PLGOOD STRAWS Paraprofessional Heart Made of G	7902000123	Beth's C/C00005	06/30/2020	23.90					
	06/24/2020	6164	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US Ms1291hl0, Amzn.Co	AMAZON B000	06/30/2020		Invoiced	A	19.97
	2	YouNique Designs Paraprofessional Coffee Cup,	7902000123	Beth's C/C00006	06/30/2020	19.97					
	06/24/2020	6165	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US Ms7lp62ul, Amzn.Co	AMAZON B000	06/30/2020		Invoiced	A	41.79
	2	Cricut Infusible Ink Transfer Sheet Bundle, Tr	7902000121	Beth's C/C00007	06/30/2020	41.79					
	06/24/2020	6166	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US Ms2tn5xg2, Amzn.Co	AMAZON B000	06/30/2020		Invoiced	A	18.11
	2	Funny Paraprofessional Coffee Mug Novelty Gift	7902000123	Beth's C/C00008	06/30/2020	18.11					
	06/24/2020	6167	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US Ms8oh4kd1, Amzn.Co	AMAZON B000	06/30/2020		Invoiced	A	474.92
	2	Toshiba EM131A5C-BS Microwave Oven with Smart	7902000122	Beth's C/C00009	06/30/2020	119.99					
	3	Post-it Super Sticky Easel Pad, 25 x 30 Inches	7902000122	Beth's C/C00009	06/30/2020	41.58					
	4	Elmer's Disappearing Purple School Glue, Washa	7902000122	Beth's C/C00009	06/30/2020	17.64					
	5	AmazonBasics Storage Cabinet, 6-Section	7902000122	Beth's C/C00009	06/30/2020	172.60					
	6	Crayola Bulk Colored Pencils, Pre-sharpened, B	7902000122	Beth's C/C00009	06/30/2020	41.41					
	7	Wampumtuk English Grammar Teacher Before, Not	7902000122	Beth's C/C00009	06/30/2020	10.99					
	8	I Use This Mug Periodically - Funny Science Pe	7902000122	Beth's C/C00009	06/30/2020	10.88					

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX7648	continued...										
	9	Teacher Nutritional Facts - 1loz White Ceramic			7902000122	Beth's C/C00009	06/30/2020	12.85			
	10	Shipping - Cost of shipping, not including shi			7902000122	Beth's C/C00009	06/30/2020	46.98			
	06/23/2020	6161 SLATIBET000 Slatinski BethAnne K		Amzn Mktp US Ms14z6qil, Amzn.Co		AMAZON B000	06/30/2020		Invoiced	A	335.99
	2	Olde Midway Commercial Popcorn Machine Maker P			7902000124	Beth's C/C00010	06/30/2020	335.99			
	06/23/2020	6162 SLATIBET000 Slatinski BethAnne K		Amzn Mktp US Ms71o2dk1, Amzn.Co		AMAZON B000	06/30/2020		Invoiced	A	67.96
	2	NUOLUX 50pcs Popcorn Boxes,Cardboard Candy Con			7902000124	Beth's C/C00011	06/30/2020	67.96			
	06/23/2020	6163 SLATIBET000 Slatinski BethAnne K		Amzn Mktp US Ms0rf95c0, Amzn.Co		AMAZON B000	06/30/2020		Invoiced	A	199.99
	2	[Upgrade]Eureka Ergonomic V2 Sit To Stand Desk			7902000124	Beth's C/C00012	06/30/2020	199.99			
	06/18/2020	6154 SLATIBET000 Slatinski BethAnne K		Quality Logo Products, 86631256		QUALITY 000	06/24/2020		Invoiced	A	1,551.30
	2	121 (Coalition Directed Activities) Outdoor We			7902000117	Beth's C/C00013	06/30/2020	1,551.30			
	06/16/2020	6153 SLATIBET000 Slatinski BethAnne K		Lamar Media Corp, 225-237-1068,		LAMAR C0000	06/24/2020		Invoiced	A	2,895.00
	1	Billboard Signs		Beth's C/C00014			06/30/2020	2,895.00			
	05/28/2020	6155 SLATIBET000 Slatinski BethAnne K		Borderboxes, Intl Falls, MN, 56		BORDERBO000	06/24/2020		Invoiced	A	4.40
	2	Postage (9c)			7902000115	Beth's C/C00015	06/30/2020	4.40			
	05/28/2020	6156 SLATIBET000 Slatinski BethAnne K		Menards Intl Falls, Intl Falls		MENARDS 000	06/24/2020		Invoiced	A	25.76
	2	Youth Group Activities (12i) Flowerbed			7902000114	Beth's C/C00016	06/30/2020	25.76			
	05/28/2020	6157 SLATIBET000 Slatinski BethAnne K		Amzn Mktp US M72x482m0, Amzn.Co		AMAZON B000	06/24/2020		Invoiced	A	11.25
	2	Home Sweet Classroom Winter Mini Bulletin Boar			7902000100	Beth's C/C00017	06/30/2020	11.25			
	18 transaction(s) for XXXXXXXXXXXX7648. Total Amount ==>										6,142.68
XXXXXXXXXXXX2314	05/29/2020	6159 OLSONKAR000 Olson-Line Karla A		Subway 00112250, Intl Falls, MN		SUBWAY 000	06/24/2020		Invoiced	A	120.96
	2	PBIS			2502000027	Karla's C/C00000	06/30/2020	120.96			
	05/28/2020	6158 OLSONKAR000 Olson-Line Karla A		Sammy S Pizza & Restau, Interna		SAMMY'S 000	06/24/2020		Invoiced	A	278.70
	2	PBIS - End of the Year			2502000025	Karla's C/C00001	06/30/2020	278.70			
	2 transaction(s) for XXXXXXXXXXXX2314. Total Amount ==>										399.66
XXXXXXXXXXXX3600	06/16/2020	6104 HUMBELAU002 Humbert Laurie A		Super One Foods #578, Internati		SUPER ON000	06/24/2020		Invoiced	A	93.75
	2	prom and post prom food			9182000019	Laurie's C/C00000	06/30/2020	93.75			
	06/11/2020	6103 HUMBELAU002 Humbert Laurie A		I2k, 626-969-7780, CA, 91702, U			06/24/2020		Invoiced	A	4,581.96
	1	For FES Carnival		Laurie's C/C00001			06/30/2020	4,581.96			
	06/10/2020	6102 HUMBELAU002 Humbert Laurie A		Menards Intl Falls, Intl Falls		MENARDS 000	06/24/2020		Invoiced	A	343.53
	2	Prom supplies			9182000012	Laurie's C/C00002	06/30/2020	343.53			
	06/05/2020	6100 HUMBELAU002 Humbert Laurie A		Amazon.Com My6bx0zk2, Amzn.Com/		AMAZON B000	06/24/2020		Invoiced	A	158.97
	2	Play-Doh Modeling Compound 24-Pack Case of Col			1302000275	Laurie's C/C00003	06/30/2020	62.97			
	3	Elmer's All Purpose School Glue Sticks, Washab			1302000275	Laurie's C/C00003	06/30/2020	96.00			
	06/05/2020	6101 HUMBELAU002 Humbert Laurie A		Amzn Mktp US My0qn7ez0, Amzn.Co		AMAZON B000	06/24/2020		Invoiced	A	200.77
	2	USB Flash Drive 4GB 10 Pack USB 2.0 Thumb Driv			9182000026	Laurie's C/C00004	06/30/2020	51.58			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount	
	Line	Description	PO Number	Invoice Number	Invoice Dt	Amount						
XXXXXXXXXXXX3600	continued...											
	3	Kootion 20pcs 4GB USB Flash Drive 4 GB Flash D	9182000026	Laurie's C/C00004	06/30/2020	149.19						
06/02/2020	6099	HUMBELAU002 Humbert Laurie A	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	06/24/2020		Invoiced	A			49.62	
	2	Prom packaging	9182000025	Laurie's C/C00005	06/30/2020	49.62						
05/29/2020	6107	HUMBELAU002 Humbert Laurie A	Usps Po 2647200549, Intl Falls,	POSTMAST000	06/24/2020		Invoiced	A			7.35	
	2	FES Mailings	1302000276	Laurie's C/C00006	06/30/2020	7.35						
05/28/2020	6105	HUMBELAU002 Humbert Laurie A	Usps Po 2647200549, Intl Falls,	POSTMAST000	06/24/2020		Invoiced	A			8.25	
	2	Mailing for FES	1302000273	Laurie's C/C00007	06/30/2020	8.25						
05/28/2020	6106	HUMBELAU002 Humbert Laurie A	Sq Mary Casanova Book, Gosq.Com	CASANMAR001	06/24/2020		Invoiced	A			112.00	
	2	Hush Hush, Forest	1302000274	Laurie's C/C00008	06/30/2020	17.00						
	3	Wake Up, Island	1302000274	Laurie's C/C00008	06/30/2020	15.00						
	4	Wolf Shadows	1302000274	Laurie's C/C00008	06/30/2020	10.00						
	5	When Eagles Fall	1302000274	Laurie's C/C00008	06/30/2020	10.00						
	6	Klipfish Code	1302000274	Laurie's C/C00008	06/30/2020	8.00						
	7	Riot	1302000274	Laurie's C/C00008	06/30/2020	10.00						
	8	Menace at Mammoth Cave	1302000274	Laurie's C/C00008	06/30/2020	10.00						
	9	Show Stopper	1302000274	Laurie's C/C00008	06/30/2020	10.00						
	10	Ice Out	1302000274	Laurie's C/C00008	06/30/2020	17.00						
	11	S&H	1302000274	Laurie's C/C00008	06/30/2020	5.00						
			9 transaction(s) for XXXXXXXXXXXX3600. Total Amount ==>									5,556.20
XXXXXXXXXXXX2606	06/24/2020	6160	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/30/2020		Invoiced	A	14.82	
	1			Tom's C/C00000	06/30/2020	14.82						
06/19/2020	6127	HOLT THO000	Holt Thomas T	State Supply, 6517745985, MN, 5	STATE SU000	06/24/2020		Invoiced	A		21.58	
	1	Gaskets for Boilers		Tom's C/C00001	06/30/2020	21.58						
06/18/2020	6126	HOLT THO000	Holt Thomas T	Tessman Company Fargo, Fargo, N	TESSMAN 000	06/24/2020		Invoiced	A		299.40	
	2	Bags of Athletic Pro II grass seed	8102000141	Tom's C/C00002	06/30/2020	267.80						
	3	shipping	8102000141	Tom's C/C00002	06/30/2020	31.60						
06/16/2020	6125	HOLT THO000	Holt Thomas T	Amzn Mktpl US My6x83ii2, Amzn.Co	AMAZON B000	06/24/2020		Invoiced	A		19.99	
	2	72062185 Valve Designed for use with Ingersoll	8102000140	Tom's C/C00003	06/30/2020	19.99						
06/12/2020	6124	HOLT THO000	Holt Thomas T	Smallwood Lock Supply, 91337156	SMALLWOOD000	06/24/2020		Invoiced	A		27.11	
	1	Key blanks for gym curtain		Tom's C/C00004	06/30/2020	27.11						
05/28/2020	6128	HOLT THO000	Holt Thomas T	Midwest Bus Parts Inc, Big Lake	MIDWEST 000	06/24/2020		Invoiced	A		532.05	
	2	Body parts and misc. to repair bus	7602000024	Tom's C/C00005	06/30/2020	532.05						
			6 transaction(s) for XXXXXXXXXXXX2606. Total Amount ==>									914.95
XXXXXXXXXXXX5690	06/01/2020	6111	HEISSVIC000	Heiss Victoria L	Dollar General 15619, Internati	DOLLAR G000	06/24/2020		Invoiced	A	-22.38	
	1	Graduation Supplies		Vicki's C/C00000	06/30/2020	-22.38						

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX5690	continued...										
	06/01/2020	6112	HEISSVIC000	Heiss Victoria L	Dollar General 15619, Internati	DOLLAR G000	06/24/2020		Invoiced	A	21.31
	1	Graduation Supplies				Vicki's C/C00000	06/30/2020	21.31			
	06/01/2020	6113	HEISSVIC000	Heiss Victoria L	Soundnorth., International, MN,	SOUND NO000	06/24/2020		Invoiced	A	227.50
	1	Graduation Programs				Vicki's C/C00001	06/30/2020	227.50			
	05/29/2020	6109	HEISSVIC000	Heiss Victoria L	Amazon.Com M75b66uq0, Amzn.Com/	AMAZON B000	06/24/2020		Invoiced	A	469.35
	1	Books for L West				Vickis C/C00000	06/30/2020	469.35			
	05/29/2020	6110	HEISSVIC000	Heiss Victoria L	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	06/24/2020		Invoiced	A	69.00
	1	Graduation Supplies				Vicki's C/C00002	06/30/2020	69.00			
	05/28/2020	6108	HEISSVIC000	Heiss Victoria L	Teacherspayteachers.Co, 6465880	TEACHERS007	06/24/2020		Invoiced	A	261.98
	1	Rosa Christianson's Class				Vicki's C/C00003	06/30/2020	261.98			
	6 transaction(s) for XXXXXXXXXXXX5690. Total Amount ==>										1,026.76
XXXXXXXXXXXX8863	06/22/2020	6143	HOLT THO000	Holt Thomas T	Northern Lumber Yard I, Intl Fa	NORTHERN005	06/24/2020		Invoiced	A	25.33
	2	FHS			8102000024	FHS Cust00000	06/30/2020	25.33			
	06/19/2020	6142	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/24/2020		Invoiced	A	120.35
	2	FHS blanket			8102000009	FHS Cust00001	06/30/2020	120.35			
	06/18/2020	6141	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/24/2020		Invoiced	A	16.98
	2	FHS blanket			8102000009	FHS Cust00002	06/30/2020	16.98			
	06/17/2020	6140	HOLT THO000	Holt Thomas T	Napa Falls Suply 00229, Interna	NAPA FAL000	06/24/2020		Invoiced	A	36.41
	2	Transportation			8102000027	FHS Cust00003	06/30/2020	36.41			
	06/15/2020	6136	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/24/2020		Invoiced	A	-4.40
	2	FHS blanket			8102000009	FHS Cust00004	06/30/2020	-4.40			
	06/15/2020	6138	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/24/2020		Invoiced	A	79.35
	2	FHS blanket			8102000009	FHS Cust00005	06/30/2020	79.35			
	06/15/2020	6139	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/24/2020		Invoiced	A	24.68
	2	FHS blanket			8102000009	FHS Cust00006	06/30/2020	24.68			
	06/12/2020	6135	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/24/2020		Invoiced	A	13.20
	2	FHS blanket			8102000009	FHS Cust00007	06/30/2020	13.20			
	06/12/2020	6137	HOLT THO000	Holt Thomas T	Soundnorth., International, MN,	SOUND NO000	06/24/2020		Invoiced	A	12.99
	1	Speaker cable for pool speaker				FHS Cust00008	06/30/2020	12.99			
	06/08/2020	6132	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/24/2020		Invoiced	A	77.03
	2	FHS blanket			8102000009	FHS Cust00009	06/30/2020	77.03			
	06/08/2020	6133	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/24/2020		Invoiced	A	16.99
	2	FHS blanket			8102000009	FHS Cust00010	06/30/2020	16.99			
	06/08/2020	6134	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/24/2020		Invoiced	A	3.99
	2	FHS blanket			8102000009	FHS Cust00011	06/30/2020	3.99			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX8863	continued...										
	06/05/2020	6131	HOLT THO000	Holt Thomas T	Northern Lumber Yard I, Intl Fa	NORTHERN005	06/24/2020		Invoiced	A	103.92
	2	Transportation			8102000024	FHS Cust00012	06/30/2020	103.92			
	06/04/2020	6129	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/24/2020		Invoiced	A	11.78
	2	FHS blanket			8102000009	FHS Cust00013	06/30/2020	11.78			
	06/04/2020	6130	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/24/2020		Invoiced	A	59.56
	2	FHS blanket			8102000009	FHS Cust00014	06/30/2020	59.56			
	06/01/2020	6146	HOLT THO000	Holt Thomas T	Koerters, International, MN, 56	KOERTER'000	06/24/2020		Invoiced	A	47.17
	2	Fuel for small engines, ect.			7602000004	FHS Cust00015	06/30/2020	47.17			
	06/01/2020	6147	HOLT THO000	Holt Thomas T	Northern Lumber Yard I, Intl Fa	NORTHERN005	06/24/2020		Invoiced	A	195.86
	2	FHS			8102000024	FHS Cust00016	06/30/2020	195.86			
	06/01/2020	6148	HOLT THO000	Holt Thomas T	Northern Lumber Yard I, Intl Fa	NORTHERN005	06/24/2020		Invoiced	A	211.28
	2	FHS			8102000024	FHS Cust00017	06/30/2020	211.28			
	06/01/2020	6149	HOLT THO000	Holt Thomas T	Northern Lumber Yard I, Intl Fa	NORTHERN005	06/24/2020		Invoiced	A	-211.28
	2	FHS			8102000024	FHS Cust00018	06/30/2020	-211.28			
	05/29/2020	6144	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/24/2020		Invoiced	A	33.88
	2	FHS blanket			8102000009	FHS Cust00019	06/30/2020	33.88			
	05/29/2020	6145	HOLT THO000	Holt Thomas T	Northern Lumber Yard I, Intl Fa	NORTHERN005	06/24/2020		Invoiced	A	195.86
	2	FHS			8102000024	FHS Cust00020	06/30/2020	195.86			
					21 transaction(s) for XXXXXXXXXXXX8863. Total Amount ==>						1,070.93
XXXXXXXXXXXX7691	06/03/2020	6150	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/24/2020		Invoiced	A	19.98
	2	FES blanket			8102000009	FES Cust00000	06/30/2020	19.98			
XXXXXXXXXXXX8122	06/26/2020	6174	MCGONDAN000	McGonigle Daniel	County Mkt. #574, International	COUNTY M000	06/30/2020		Invoiced	A	12.19
	2	Case of water, possibly coffee and some cookie			5002000076	Dan's c/c00000	06/30/2020	12.19			
					76 transaction(s). Total Amount ==>						17,298.93

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

Independent School District #361

Independent School District #361 offers a variety of vocational as well as academic opportunities through the Business Education, Industrial Technology, and Family and Consumer Science Departments. The purpose of this notice is to inform students, parents, employees and the general public that these opportunities are offered regardless of race, color, national origin, sex or disability. Admission in the specific courses is determined by grade level, and/or completion of prerequisite classes. A complete listing of career, educational, and technology course offerings such as: Desktop Publishing, Woodworking, Welding, and Life Skills and Parenting can be found in the Curriculum Guide on the website: www.isd361.k12.mn.us.

The district has designated the following individuals to coordinate compliance with Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments Act of 1972.

Section 504 Officers

Grades K-5: Melissa Tate, FES Principal (Marc Glowack, alternate)

Grades 6-12: Marc Glowack, FHS Dean of Students (Melissa Tate, alternate)

Title IX Officer

Kevin Grover, Superintendent (Timothy Everson, alternate)

Human Rights Officer

Timothy Everson, FHS Principal (Melissa Tate, alternate)

Contact Numbers: (218) 283-2571

Kevin Grover – Extension 1112

Marc Glowack – Extension 1110

Timothy Everson – Extension 1104

Melissa Tate – Extension 1232

Mailing Address:

1515 11th Street
International Falls, MN 56649

For further information on non-discrimination or to obtain the address or the phone number of the Office of Civil Rights Enforcement that serves your area, call 1-800-421-3481.

F.Y.	Cost Center	Obj. Code	Amount	Vendor #	P.O. #

STATE OF MINNESOTA

MINNESOTA STATE COLLEGES AND UNIVERSITIES

Rainy River Community College

INCOME CONTRACT

FOR POSTSECONDARY ENROLLMENT OPTIONS (PSEO) BY CONTRACT

This contract is by and between Falls High School, ISD 361, 1515 11th St., International Falls, MN 56649 (hereinafter "SCHOOL DISTRICT") and the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Rainy River Community College (hereinafter "COLLEGE/UNIVERSITY"). This contract does not apply to concurrent enrollment courses.

WHEREAS, the SCHOOL DISTRICT has a need for a specific service provided by COLLEGE/UNIVERSITY in accordance with Minnesota Statutes §124D.09 and Minnesota State Board Policy 3.5 and System Procedure 3.5.1; and applicable COLLEGE/UNIVERSITY policies.

WHEREAS, the COLLEGE/UNIVERSITY, is empowered to enter into income contracts pursuant to Minnesota Statutes, Chapter 136F;

NOW, THEREFORE, it is agreed:

- I. DUTIES OF SCHOOL DISTRICT. The SCHOOL DISTRICT agrees to provide the following:
 - a. Perform all duties as required by the Postsecondary Enrollment Options Act (M.S. 124D.09) (Attachment A) and Minnesota State Board Policy 3.5 and System Procedure 3.5.1 (Attachment B).

- II. DUTIES OF COLLEGE/UNIVERSITY. COLLEGE/UNIVERSITY agrees to provide the following:
 - a. Perform all duties as required by the Postsecondary Enrollment Options Act (M.S. 124D.09) (Attachment A) and Minnesota State Board Policy 3.5 and System Procedure 3.5.1 (Attachment B).

- III. DUTIES OF COLLEGE/UNIVERSITY and SCHOOL DISTRICT. Both the SCHOOL DISTRICT and the COLLEGE/UNIVERSITY agree to:
 - a. Perform all duties as required by the Postsecondary Enrollment Options Act (M.S. 124D.09) (Attachment A) and Minnesota State Board Policy 3.5 and System Procedure 3.5.1 (Attachment B).

IV. CONSIDERATION AND TERMS OF PAYMENT.

A. Consideration for all services performed by the COLLEGE/UNIVERSITY pursuant to this contract shall be paid by the SCHOOL DISTRICT limited to the courses listed in Attachment D as follows:

1) The SCHOOL DISTRICT will be invoiced by the COLLEGE/UNIVERSITY at the respective academic year rate for tuition, fees, and textbook rental per credit hour per student as follows.

Academic Year	Rate
2020-2021	\$ 213.20 per semester credit

2) Additional fees required for students to complete course(s) shall be negotiated between the two parties and described here.

3) Other non-required costs related to course specific software and tools are the responsibility of the student and described here.

B. Terms of Payment. Payments shall be made by the SCHOOL DISTRICT as follows:

1) Invoices will be sent by the COLLEGE/UNIVERSITY to the SCHOOL DISTRICT by October 1 in the fall and March 1 in the spring.

2) Payments to the COLLEGE/UNIVERSITY by the SCHOOL DISTRICT for the tuition/fees/textbooks charge for each semester will be made within thirty (30) days of the SCHOOL DISTRICT receiving the invoice.

V. TERM OF CONTRACT. This contract shall be effective on August 15, 2020 **or upon the date that the final required signature is obtained by the COLLEGE/UNIVERSITY, whichever occurs later**, and shall remain in effect until June 15, 2021, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. The COLLEGE/UNIVERSITY understands that NO work should begin under this contract until ALL required signatures have been obtained, and the COLLEGE/UNIVERSITY is notified to begin work by the SCHOOL DISTRICT's Authorized Representative.

This agreement is effective for the 2020-2021 Academic Year(s).

VI. CANCELLATION. This contract may be canceled by the COLLEGE/UNIVERSITY or the SCHOOL DISTRICT at any time, with or without cause, upon thirty (30) days' written notice to the other party. In the event of such a cancellation, the COLLEGE/UNIVERSITY shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

VII. AUTHORIZED REPRESENTATIVES.

THE COLLEGE/UNIVERSITY'S AUTHORIZED REPRESENTATIVE. The COLLEGE'S Authorized Representative for the purposes of administration of this contract is:

Name: Dr. Roxanne Kelly, Provost
Address: 1501 Highway 71, International Falls, MN 56649
Telephone: 218.285.2202
E-Mail: Roxanne.kelly@rainyriver.edu
Fax: 218.285.2239

THE SCHOOL DISTRICT'S AUTHORIZED REPRESENTATIVE. The SCHOOL DISTRICT'S Authorized Representative for the purposes of administration of this contract is:

Name: Kevin Grover, ISD 361 Superintendent
Address: 1515 11th Street, International Falls, MN 56649
Telephone: 218.283.2571
E-Mail: kgrover@isd361.k12.mn.us
Fax:

The SCHOOL DISTRICT'S Authorized Representative shall have final authority for acceptance of the COLLEGE/UNIVERSITY services and, if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to Clause II, paragraph B.

VIII. ASSIGNMENT. The SCHOOL DISTRICT shall neither assign nor transfer any rights or obligations under this contract without the prior written consent of the COLLEGE/UNIVERSITY.

IX. LIABILITY. Each party will be responsible for its own acts and behavior and the results thereof. The COLLEGE/UNIVERSITY and the SCHOOL DISTRICT's liability is governed by the Minnesota Tort Claims, Act, Minn. Stat. § 3.736, and other applicable laws.

X. AMERICANS WITH DISABILITIES ACT COMPLIANCE (hereinafter "ADA"). The SCHOOL DISTRICT is responsible for complying with the ADA Act, 42 U. S. C. 12101, et seq. and regulations promulgated pursuant to it for educational services it provides to its students. The COLLEGE/UNIVERSITY will inform students of support services available at COLLEGE/UNIVERSITY but IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

XI. AMENDMENTS. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.

- XII. GOVERNMENT DATA PRACTICES ACT. Both parties must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by either party in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by either party in accordance with this contract. The civil remedies of Minnesota Statutes Section 13.08, apply to the release of the data referred to in this Article by either the SCHOOL DISTRICT or the COLLEGE/UNIVERSITY. In the event either party receives a request to release the data referred to in this Article, the receiving party must immediately notify the other and receive instructions from the other party concerning the release of the data to the requesting party before the data is released.
- XIII. JURISDICTION AND VENUE. This contract shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or the breach thereof, shall be in the state or federal court with competent jurisdiction in Koochiching County, Minnesota.
- XIV. AUDITS. The books, records, documents, and accounting procedures and practices of either party relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor for the COLLEGE/UNIVERSITY and the State Auditor for the SCHOOL DISTRICT.
- XV. OTHER PROVISIONS. (Attach additional page(s) if necessary):

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. MINNESOTA STATE COLLEGES AND UNIVERSITIES

Rainy River Community College

By (authorized college/university/office of the chancellor initiating agreement)	
Title	Provost
Date	

2. SCHOOL DISTRICT:

School District certifies that the appropriate person(s) have executed the contract on behalf of the School District as required by applicable articles, by-laws, resolutions, or ordinances.

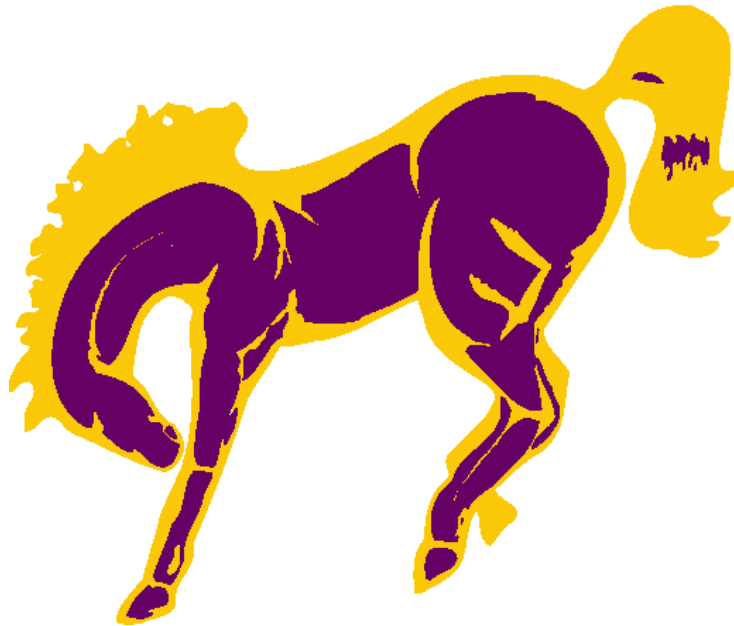
By (authorized signature)	
Title	
Date	

3. AS TO FORM AND EXECUTION:

By (authorized college/university/office of the chancellor initiating agreement)	
Title	Provost
Date	

**INDEPENDENT SCHOOL
DISTRICT 361**

INTERNATIONAL FALLS HIGH SCHOOL



**2020 – 2021
BRONCO ACTIVITIES
HANDBOOK**

BRONCO ACTIVITIES HANDBOOK

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BRONCO ACTIVITIES HANDBOOK

I. THE ADMINISTRATION OF INTERSCHOLASTIC ATHLETICS

A. *Statement of Philosophy*

The Athletic Department's aim is to provide a well-balanced competitive sports program, to create a wide range of opportunities for all, to aid in the enrichment of the lives of the athletes through sacrifices striving toward maximum effort and performance, and to seek the realization of individual and group achievements of worth accomplished through the athlete's own efforts.

B. *Objectives*

1. To provide the athletes with a program in which they are coached by qualified personnel whenever and wherever possible.
2. To expose athletes to an environment in which their health and welfare are always of primary concern.
3. To develop total fitness through a planned conditioning program for efficient and effective performance.
4. To develop an understanding of the theory of play, a thorough knowledge of the rules of the game, mastery of skills, and mental alertness to enable athletes to perform successfully.
5. To learn to exercise self-control and self-discipline and to accept responsibility regardless of the quality of their performances or that of their opponents, creating good sportsmanship.
6. To demand the total involvement of all aspects of individuals -- physically, intellectually, socially, and emotionally -- in an integrated effort toward reaching the goal.
7. To win -- but with the understanding that the value of winning is dependent upon the many sacrifices and the satisfaction derived by the players in successfully meeting the many challenges which competitive situations offer.

C. *Administrative Organization*

BOARD OF EDUCATION

SUPERINTENDENT

DIRECTOR OF MAINTENANCE

SENIOR HIGH PRINCIPAL

BUILDING CUSTODIANS
(Fall under Director of Maintenance)

OTHER PRINCIPALS AND/OR
ADMINISTRATIVE DESIGNEE

DIRECTOR OF ATHLETICS/ACTIVITIES

ATHLETIC Administrative Assistant

ARENA MAINTENANCE AND CUSTODIANS

EQUIPMENT MANAGERS

GROUNDS KEEPER

COACHES 1, 2, 3, 4, ETC.

ASSISTANT COACHES

D. *Affiliations*

1. Minnesota State High School League (MSHSL)
2. Sea Range conference ~ Football only
3. Iron Range Conference
4. Arrowhead Conference

II. TITLE IX – ELIMINATION OF SEX DISCRIMINATION IN ACTIVITIES PROGRAMS

The Federal Government states: "No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance."

A. *Intramural, Club, and Interscholastic Activities (Subpart D, Section 86.41)*

1. Basic Principles

- a. With two exceptions, athletic programs may not be conducted separately on the basis of sex. These exceptions are:
 - (1) Teams in contact sports; football, basketball, wrestling, boxing, ice hockey, rugby, or other sports whose purpose or major activity involves bodily contact. Note that this definition does not apply to baseball and softball. For other sports, a determination must be made as to whether their purpose or major activity involves bodily contact. If a decision cannot be reached, submit the information to the athletic director and request a decision.
 - (2) Teams in sports where selection is based upon competitive skill.
- b. A recipient is permitted, but not required, to conduct teams in which the above two exceptions apply separately unless operation of teams is necessary for effective accommodation of the interests and abilities of members of both sexes.
- c. Where a recipient operates or sponsors a team in a non-contact sport for members of one sex and operates or sponsors no team in that sport for members of the other sex, members of the excluded sex must be allowed to try out for that team if overall athletic opportunities for members of the excluded sex have previously been limited. The fact that there have been no tennis teams for female students does not automatically mean that they must be allowed to try out for the "male" tennis team. They must be permitted to try out for it, however, if opportunities to participate in competitive athletics generally (not just tennis) have previously been more limited for females than for males.
- d. Persons may not be excluded on the basis of sex from participation in a sports offered at the intramural, club, or interscholastic team level, even though it may be a contact sport or the basis for team selection is competitive skill, if sufficient interest exists among members of the sex that would otherwise be excluded from a separate team and if there are fewer opportunities for members of that sex to participate in athletics at the level of competition in question.
- e. A recipient may operate unitary teams (i.e. teams composed of members of both sexes) for which selection based upon competitive skill only if, in doing so, the interest and abilities of members of both sexes are effectively accommodated. In other words, where a school decides that anyone regardless of sex, may try out for a team, and there is a substantial interest on the part of females in that sport, but very few members of that sex have skill

- sufficient to be selected, the sponsorship of the unitary team would be sufficient to meet the interests and abilities of both sexes.
- f. Teams' (usually intramural) in non-contact sports, for which selection is based on interest rather than skill, may not limit membership to students of one sex.
 - g. Equal opportunity to participate in activities must be provided to members of both sexes. Factors to be considered in assessing equality of opportunity include, but are not limited to:
 - (1) Effective accommodations of the interests and abilities of members of both sexes in sports and levels of competition offered.
 - (2) Equipment and supplies provided.
 - (3) Travel and per diem allowance provisions.
 - (4) Opportunities to receive coaching and academic tutoring.
 - (5) Access to locker rooms, practice, and competitive facilities.
 - (6) Access to medical and training facilities and services.
 - (7) Access to housing and dining facilities and services.
 - (8) Efforts to provide publicity.
 - h. Neither equal aggregate nor equal per capita expenditures for male and female teams are required. However, whether necessary funds are provided may be considered in assessing equality of opportunity for members of one sex. Weighing the items listed under PART II: A. g. is more important in determining equality of opportunity than a detailed analysis of the athletic budget.
 - i. Teams composed primarily or exclusively of members of one sex may not be subject to limitations or regulations (not game rules), particularly with respect to scheduling and supervision, that are different from those to which teams composed exclusively or primarily of members of the other sex are subject. Thus, for example, the criteria for eligibility, including medical examination and scholastic average, may not differ on the basis of sex.
 - j. Students may not be denied coaching, instructions, training, or other supervision (except in locker rooms) by a person of the opposite sex nor, conversely, under the regulations relating to employment, may a person be prevented from coaching, instructing, training, or otherwise supervising students of the opposite sex.
 - k. While the length of a season, including the number of opportunities to compete, may not differ on the basis of sex, a school may schedule competitive events in the same sport different times for girls' and boys' teams. For example, the girls' golf team may compete in the fall while the boys' golf team competes in the spring, or girls' basketball may be scheduled on Friday night and boys' on Saturday morning. Opportunities to compete before an audience, however, should be comparable.
 - l. A recipient is required to provide equal opportunities to members of both sexes in athletics as expeditiously as possible, but may have up to one year to do so for elementary school students (in grade 6 and below) and up to three years to do so for students in grade 7 or above. As with physical education, these are not automatic waiting periods. Such an adjustment period may only be justified by the recipient demonstrating:
 - (1) There are real barriers to achieving immediate parity for students of both sexes. (Lack of a female coach to supervise the locker room for female students is not a justification for a delay.)
 - (2) Steps are being taken, with a specific timetable for their implementation, to overcome the barriers so identified.

Note -- Persons conducting compliance reviews should be mindful of the fact that the focus of the activity section is on equal opportunity and not on equality of expenditures. Clearly, the cost of running a male football team will far exceed the costs of running a female field hockey team due to differences in equipment, numbers of team participants, etc.

The Department has eschewed any standards or administrative enforcement methods which make compliance depend upon financial analyses, detailed reviews of activity budgets, the flow or earmarking of funds and determinations of the equality of fund distribution, per se, between women's and men's activity programs.

B. *Codes of Conduct (Including Dress Codes) and other regulations governing the students (Subpart D, Section 86.31 (b) (4-6).*

1. Basic principles – A recipient may not, on the basis of sex:
 - a. Subject any person to separate rules of behavior or other treatment.
 - b. Apply different standards for determining compliance with such rules.
 - c. Make out different punishments or penalties for violations.
 - d. Apply different rules of appearance, including different regulations governing length of hair. In addition, regulations prohibiting beards or moustaches, as they basically only apply to males, are prohibited. In reviewing dress codes, apply a rule of reason. While recipients should be encouraged to adopt dress codes that are not gender specific, i.e., "neat," "clean," "appropriate," the regulation should not be followed so strictly so that to apply it specifically would be disruptive to the educational process. Thus a regulation requiring male students to wear either skirts or slacks would not be a violation.

C. *Honors and Awards (Subpart D, Section 86.31 (b) (1-3)*

1. Basic Principle -- An LEA may not:
 - a. Differentiate on the basis of sex in bestowing awards -- for example, award letters to outstanding male athletes and certificates to outstanding female activities.
 - b. Sponsor activities or clubs that limit membership to one sex -- for example, separate letter clubs or honor societies for girls and boys.
 - c. Bestow awards on the basis of sex -- for example, outstanding boys and outstanding girls. It may give awards to outstanding students, some or all of whom may be male or female. For such honors as Homecoming Queen, Mardi Gras King, etc. the overall opportunities for males and females to be selected should be comparable.
 - d. Have different criteria on the basis of sex for selection -- for example, a higher grade point average for members of one sex than for the other for eligibility for membership in an honor society.

D. *Employment (Board of Education, Superintendent, Principals, Activities Director, or any other person employing someone.)*

1. The policy regarding the specific implications of Title IX for school employment (or employment related practice and procedures) will be as follows:
 - a. All recommendations/decisions relating to employment selection, compensation, and/or promotion, are made on the basis of nondiscriminatory criteria as specified by the central administration and apply without regard to sex.
 - b. All recommendations/decisions regarding the assignment and compensation of staff for

extra-duty functions are made on the basis of nondiscriminatory criteria as specified by the central administration and apply without regard to sex.

- c. All recommendations/decisions regarding leave privileges are made on the basis of nondiscriminatory criteria as specified by the central administration and apply without regard to sex.
- d. All decisions regarding room assignment, access to and use of facilities and supplementary materials are made on the basis of specific criteria and without regard to sex.

III. STAFF RESPONSIBILITIES

A. *The Superintendent is in charge of the School District with general supervision of the activity department.*

B. *The High School Principal*

1. Assists in planning the program
2. Advises in the allocation of financial and physical resources.
3. Coordinates the activity program within the total co-curricular context of the school.
4. Assists in the evaluation of the activity program.
5. Represents the athletic "family" at faculty functions and favorably influences decisions relative to the activity program.

C. *The Activities Director*

1. Gives overall supervision to boys' and girls' activities.
2. Schedules all athletic events, gymnasiums, swimming pools, athletic fields, and other facilities.
3. Any funds and accounts will be overseen by the Business Office.
4. Schedules transportation for activity events in cooperation with the Transportation Director.
5. Develops and administers the activity budgets.
6. Makes all personnel arrangements for a activity events, including contracts, facilities, transportation, officials, ticket sellers, ticket takers, custodians, police supervisors, timers, scorers, coordination with opponent, etc.
7. Supervises all coaches and employees working with activities.
8. Supervises the care and maintains an inventory of all activity equipment.
9. Interprets and administers all Minnesota State High School League events for activities.
10. Administers all public information for activities.
11. Administers any activities insurance plans.
12. Completes such reports as needed for the activities program.
13. Advises the Administration and Board of Education on activity matters.
14. Advises the Superintendent and Principal on staffing needs.
15. Performs such duties as may be assigned by the High School Principal and Superintendent and to perform such duties as to insure a smoothly functioning activity program.
16. Is responsible for evaluating all new candidates for original appointments and shall be a member of the selection committee which includes: an administrator, coach in the field, coach at large, parent, and school board member. The committee shall recommend a candidate to the Activity Director who shall recommend that candidate to the Principal and Superintendent to bring to the Board of Education.
17. Resolves conflicts that may develop from time to time within the ranks of the activities

department.

18. Seeks and finds ways for supporting and financing the activity programs.
19. Receives equipment requests from authorized coaches, evaluates such requests and approves appropriate orders.
20. Attends all home activity contests and/or arranges for proper supervision of home activity contests by administrative personnel.
21. Acts as tournament manager for all league and tournament playoff activities that are assigned to the school district.
22. Sends reminders of upcoming events to schools and officials.
23. Maintains a permanent file of players, medical examinations, insurance forms, records, parent consent forms, payments, etc.
24. Maintains permanent records for each sport, such as wins and losses, outstanding records, letter persons, etc.
25. Maintains a file of all activity suspensions and expulsions from teams in regard to giving each student "due process."
26. Responsible for determining scholastic eligibility of all candidates for activity teams on a weekly/grading period/semester basis and for certifying their eligibility on the proper state forms. Rule on eligibility questions in cooperation with the Principal. Notify coaches/directors of ineligible students.
27. Coordinates with the administration attendance at clinics, state tournaments.
28. Works with the principal, cheerleading advisors and coaches involved in scheduling all activity assemblies and pep rallies.
29. Coordinates the use of all activity facilities with the respective building principals by groups outside the school.
30. Responsible for game management at all home inter-scholastic contests and, when admission is charged, is responsible for the safekeeping and deposit of gate receipts.
31. Arrange for appropriate medical personnel at athletic activities.
32. Promotes publicity for all interscholastic sports, such as sports brochures, press, and radio for all schools and shall assist the booster club in the organization of the game programs.
33. Manages activity facilities and controls the use of same by band, football team, track squad, etc. Hires or makes necessary arrangements to provide ushers, parking, security and other services required by the activity operation.
34. Assumes responsibility for assignment of keys to activity facilities and gymnasium, including physical education facilities.
35. Represents the school in all activity business at league, conference and state meetings.
36. Works out a reasonable and equitable program for the utilization of the concession stand.
37. Responsible for the operation and organization of the press box.
38. Is the liaison person between the coaches and the activity booster clubs.
39. Assists the administration in the preparation and the distribution of complimentary passes for the school district.
40. Maintains an active program that promotes sportsmanship and welcomes the competing teams and guests.
41. Responsible for the annual review of the athletic policy and staff handbook.
42. Constantly evaluates the program, always seeking ways of improving interscholastic activities.
43. Presents recommendations for changes in activity policies to the superintendent. These recommendations shall be acted upon by the Board of Education.

44. Recommend new sports and changes in old ones.
45. Approve half-time performances.
46. Develop an Activity Handbook.
47. Represent the school and activity department in public forums.
48. Handle discipline problems resulting from activity contests in cooperation with the Principal.
49. Orient new coaches and officials.
50. Authorize coach's travel.

D. *Requirements for Coaching*

1. Certification -- The Board of Education believes that each activity coaching assignment normally should be under the supervision of a qualified and duly-appointed certified faculty member. However, there may be situations in which certified and qualified faculty members are not available to supervise/coach the activity. After an effort has been made to secure the services of a qualified and certified faculty member, a qualified non-faculty individual may be employed, and if such an individual is not available, a qualified non-certified individual may be employed.
2. Coaching qualifications - To qualify for employment as a coach, the applicant should adhere to Minnesota State Statutes and the Minnesota State High School League regarding coaching requirements. The school district may employ as a head varsity coach of an interscholastic sport at its secondary school a person who does not have a license as head varsity coach of interscholastic sports and who does not have a bachelor's degree if:
 - a. in the judgment of the school board, the person has the knowledge and experience necessary to coach the sport;
 - b. can verify completion of six quarter credits, or the equivalent, or 60 clock hours of instruction in first aid and the care and prevention of athletic injuries; and
 - c. can verify completion of a coaching methods or theory course.
3. Coaching assignment procedures -- The following regulations will be in force when coaching vacancies arise:
 - a. The Activity Director shall survey the coaching staff in the Spring of each year to determine coaches intentions for the following year.
 - b. At a Board of Education meeting, recommendations for coaching assignments will be made.
 - c. When vacancies develop or new positions are added to the coaching staff, the following actions shall be taken:
 - (1) The Activity Director shall post the position to determine whether or not any present staff members have interest in the position.
 - (2) Once interested candidates are identified, the activity director, in consultation with the principal and head coach (when hiring assistant coaches) shall determine whether or not the interested persons possess the minimum qualifications.
 - (3) The Activity Director shall then notify interested candidates concerning whether or not further consideration will be extended.
 - d. The interview committee shall then recommend the best qualified coaching candidates to the superintendent.
4. Terms of coaching contract -- All coaching assignments shall be for one school year. A supplemental contract shall be executed according to the adopted salary schedule. Subject to requirements of law, the Board of Education has final authority for employing or discontinuing

employment of coaching personnel.

5. Non-faculty (walk-on) Coaches Guidelines

- a. Coaching positions filled with a person that is not a certified faculty member of the Int'l. Falls School District presents some unique problems in the administration of the activity program:
 - (1) Recruiting, selecting, orienting, and supervising non-faculty coaches.
 - (2) Communications between the Activity Director and the coach.
 - (3) Limited school day and interpersonal relationships between the player and the coach.
 - (4) Philosophical difference concerning academics, program goals, bench decorum, and public relations with parents and fans.
 - (5) Time conflicts between the coach's occupation and coaching responsibilities.
 - (6) Filing reports with the activity office and collecting, care and storage of equipment may not be a priority of the non-faculty coach.
- b. Therefore, the non-faculty coach needs to place special emphasis on becoming more familiar with the philosophies, goals and objectives of the department of activities by:
 - (1) Meeting the coaching qualifications required of all coaches.
 - (2) Meeting with the Activity Director prior to the start of the season for indoctrination in the athletic policies and regulations found in the activity handbook. (All non-faculty coaches must attend this meeting prior to the start of their sport season.)
 - (3) Calling the activity office or stopping by on a regular basis.
 - (4) Attending all program staff meetings or holding periodic conferences with the head coach.
 - (5) Following all procedures found in the respective coach's job description.
 - (6) Setting aside time before or after practices to meet individually with team members.
 - (7) Confering with the activity director during last week of season to discuss the awards banquet, end of season reports, and the collection and storage of equipment.
 - (8) Being loyal to the school, its tradition, and supporting all of the programs by attending as many activity contests as possible.

E. *Coaching Expectations and Responsibilities*

1. Coaches' Professional and Personal Relationships and Expectations -- The need for precise job description specifications is becoming obvious with the stronger emphasis on credibility and accountability in coaching. There is a definite need for precise criteria to measure coaching accomplishments within the framework of the Int'l. Falls School District objectives for their activity programs. These major performance areas stand out above others.
 - a. Rapport ~ A coach must be able to develop a good rapport with any number of individuals and groups; team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as a whole, spectators, officials, fellow coaches in the conference, media representatives and the parents of his/her players. Good rapport and an image of competency are invaluable for the coach.
 - b. Cooperation ~ the district expects a maximum of cheerful give and take between all individuals associated in any degree with the comprehensive program. Coaches must work hand in hand with their activity director, principal and other members of their staff.
 - c. Leadership ~ Diligence, enthusiasm, honesty and a love for the game are all part of a professional pride that should be exhibited by any coach. Personal appearance, dress, physical condition -- all should be exemplary. Dressing appropriately for practice,

- following practice schedules and building positive attitudes are very important.
- d. Discipline ~ every facet of discipline is the coach's responsibility. Individually, the coach becomes a model of all that the program represents -- observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season -- at home and away, and the conduct of the crowd -- especially where the student body is concerned. Desire to do well, to win well, and to lose well should be emphasized. Staff, players and spectators should be motivated toward established goals.
 - e. Improvement ~ A coach must constantly take advantage of opportunities presented for self-improvement. Attendance at district meetings, rules clinics, coaches meetings, special workshops and clinics in specific fields and similar in-service training programs is a must. Membership should be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and fuller performance. Keeping abreast of current literature in professional journals, newspapers and magazines, and utilizing enrichment material available in other media forms is also expected.
2. Coaching Techniques
 - a. Use sound and acceptable teaching practices.
 - b. Run well-organized practice sessions.
 - c. Complete pre-season planning well in advance of starting date.
 - d. Adhere to a highly efficient and technically sound program of injury prevention. When injuries do occur, follow a prescribed routine and maintain good communications with patient, trainer, doctor and parents.
 - e. Construct a well-organized game plan.
 - f. Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning and replacement. All purchasing should be accomplished through the allocated budget.
 - g. Keep assistant coaches, student managers and statisticians well informed as to what is expected. Cooperate fully with maintenance staff, transportation people and others similarly involved in the overall program.
 3. Coach-Player Relationships
 - a. To the players on the team ~ the main reason for having activity teams with the school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest extent. Development of positive attitudes is an important means to accomplishing this aim. We must promote and teach only clean, aggressive and fair play, while stressing good sportsmanship at all times. The coach must be the leader and set the example. The coach should be fair and unprejudiced with players, considering their individual differences, needs, interests, temperaments, aptitudes, and environments. Players have a right to expect coaches to have a genuine and up-to-date knowledge of that which they propose to teach. The safety and welfare of players should always be uppermost in the coaches' minds. The coach's primary responsibility is to the individual boy or girl. The activities family must not be ignored, however, since consideration must be given to the family and to their requests.
 - b. To the school district ~ as a coach, you are a frequent topic of conversation at various community locations -- the home, the work place and at the meetings of many civic organizations. Your profession, as well as your reputation as a coach, is constantly under

scrutiny. Your actions and statements should always reflect confidence and respect for the Int'l. Falls School District. Much can be done by the coach in public contacts to build and maintain a high level of confidence in the activity program and the school district.

- c. To the school ~ a coach owes his/her school his/her efforts and loyalty at all times. He/she must constantly strive for excellence in all areas of his/her school. To be effective, a coach must be respected. To be respected, good habits and neat appearance are important; but most important are the examples set by the coach. Being respected is much more important than being well liked. Treat the faculty, the players, and the general students with the same honor and respect that you desire to be shown to you. Private, firm, fair and constant discipline must be maintained. The work of the coach must be an integral part of the educational program of the school. The coach should show mastery of the principles of education and consequent improvement in teaching and coaching. The coach should give support to all endorsed activities of the school. At every opportunity, the coach should urge the student body to be polite, courteous and fair to the visiting team.
- d. To the profession ~ A coach in the Int'l. Falls School District should continue professional growth in both the academic teaching area and the activity coaching area. To best accomplish this, a coach should belong to the various coaching associations open to the profession.
- e. To fellow coaches ~ The makeup of a coaching staff is basically a quasi-autocratic society. The head coach must always be in command. Despite this position of authority, the wise head coach will encourage independent thought on the part of the staff. An important factor is human relations skills which provide for an open exchange of ideas in a courteous, thoughtful manner.

A wise head coach will praise the assistants and award recognition whenever possible. Misunderstandings between coaches should be discussed as soon as possible and in an appropriate location away from the athletes and other people not concerned with the program.

The head coach expects all staff to contribute a full measure of time, effort, thought and energy to the program. The assistant coaches must be willing and able to do things that they may not wish to do, or even like to do. They must fulfill the responsibility to the head coach, the boys and girls, and the sport itself.

It is most difficult to be a good assistant coach; however, the success of the school, the team and the coaching staff is dependent upon the quality and effort of the assistant coaches.

- f. To other coaches in your school ~ One must always bear in mind that his/her sport is not the only sport; it is only part of the total activity educational program of the school. Therefore, it is important to support, promote and cooperate with all the other coaches and activity sponsors for the well-being of the total program.

A coach should support and serve fellow coaches whenever possible. All remarks should reflect confidence in one's fellow coaches. A strong, harmonious, interpersonal relationship must exist among coaches and other faculty members.

- g. To faculty members ~ A coach is responsible for cooperating with every faculty member on the staff. If the coach cooperates with the teachers of academic subjects by allowing an athlete to make up a test on practice time, he/she can be certain that cooperation and help will be returned twofold in efforts by other faculty members to keep the athlete eligible and to get that extra helping hand when the going gets tough.
- h. Physical plant ~ Each coach is responsible for the following:
 - (1) Keeping practice areas and locker rooms in order.
 - (2) Storing equipment neatly and using equipment properly. Pride in the equipment and facilities are of primary importance to all athletes and coaches.
 - (3) Keeping storage areas locked.

F. *End of Seasonal Obligations*

- 1. Policy ~ All coaches in School District 361 must complete certain end of the season responsibilities in order to consider their coaching assignment finalized. Failure to comply may affect future assignments and, in some cases, final coaching stipend payment.
- 2. Annual Sports Report ~ In an attempt to keep the Board of Education informed about the accomplishments and problems of our programs, all varsity, junior varsity and freshman coaches must submit an annual sports report. These reports should be completed within a 15-day period after your season is over. This report will include the following:
 - a. A brief summary of the season and suggestions for improving your program.
 - b. Complete inventory of all equipment and supplies.
 - c. Names of squad members -- indicate letter winners, captains, managers, etc.
 - d. Schedule played with results of games, meets or matches.
 - e. Special honors received by team members.
 - f. New records set for the season, such as individual performance, team scoring, etc.
 - g. Budget request for the next season listing all items in priority order.

G. *Coaches Area of Responsibility*

- 1. Failure to Teach ~ Coaches can be sued for failure to teach fundamentals in their particular sports and protective skills.
 - a. Teach athlete to protect himself.
 - b. Teach proper fundamentals.
 - c. If athlete is praised or encouraged for doing something improperly it will come back to haunt you.
 - d. Negligent entrustment (entrusting authority/activity that is not qualified to carry out that particular authority/activity).
 - (1) Assistant coaches
 - (2) Volunteer coaches
- 2. Failure to Properly Supervise
 - a. If you are not there, you will be liable.
 - b. The more hazardous or the more contact, all the more closely the activity must be supervised. (Senior captain must never supervise any drill.)
 - c. You must be at least immediately accessible to all aspects of practice or activity.
- 3. School Policy ~ Coaches must know school policy in every situation.

- a. If no school policy, go to the Board/Superintendent.
 - b. If you fulfill school policy, you automatically fulfill your duty as a reasonably prudent administrator or coach.
 - c. Know if you have school policy and do not deviate from it.
 - d. Adopt the policy rules of the superior administrative agencies.
4. Equipment ~ Once injury does take place:
- a. Keep the equipment, label it, get evidence of purchase and sequester it.
 - b. If on film, study film and keep it.
 - c. Get witnesses immediately.
5. Reasons for Coach and Administrator Liability
- a. Failure to supervise an activity.
 - b. Negligently entrusting a duty to an under-qualified individual.
 - c. Failing to teach proper skills.
 - d. Failing to teach protective skills.
 - e. Failing to provide and maintain a safe coaching and playing environment.
 - f. Failing to inspect, repair, and recondition equipment properly.
 - g. Failing to teach athletes to inspect their own equipment.
 - h. Failing to provide proper effective equipment.
 - i. Failing to create and set policies and procedures.
 - j. Failing to follow and enforce policies and procedures.
 - k. Failing to adopt safety standards of pertinent administrative organization.
 - l. Failing to match or equate athletes.
 - m. Failing to properly administer first-aid.
 - n. Failure to warn of inherent dangers of the activity
 - o. Failing to assess an injury or incapacity in an athlete.
 - p. Failing to keep adequate and accurate records.
6. Duties of a Coach
- a. Provide safe environments.
 - b. Properly plan an activity.
 - c. Evaluate their athletes or students for injury.
 - d. Match or equate athletes.
 - e. Provide or maintain proper effective equipment.
 - f. Warn of inherent risks of a sport.
 - g. Supervise closely.
 - h. Know and use emergency procedures and first-aid.
 - i. Keep adequate records.
 - j. Know, document, post and adhere to school policies.
7. Professional meetings
- a. Board Policy ~ During the course of the year, the Board of Education, Superintendent, Principal or Activities Director may call a meeting of a professional nature.
 - b. Meetings of the coaching staff may be called by the Activities Director when he feels there is a need for a meeting. Should any member of the coaching staff feel that there is something important enough for a meeting, s/he should discuss it with the Activities Director.
 - c. All head coaches are required to attend the State Association-Sponsored Rules Interpretation Meetings and are expected to attend either conference or district meetings where business concerning their sport will be discussed.

H. *Evaluations*

1. There is much more to coaching on the interscholastic level than winning. A successful coach needs a broad spectrum of competencies that are, in most situations, not taken into account whenever s/he is evaluated. "Not everyone fits the model of the successful coach and the successful coach is not always the one who wins the game."
2. There is much to be understood if one is to be a capable coach. Coaches need to understand growth and development patterns, strength development, stress factors, fatigue levels, psychological readiness, maturation rates, learning curves, modern training techniques and proper sequential development of various skills. This list should be much longer, but the important factor to remember is that it takes knowledge and command of many competencies to be a coach.
3. Without goals and objectives in the program and competencies desired in personnel identified, it is impossible to assess whether goals are being met, or personnel possess the desired competencies.
4. To implement a broad comprehensive evaluation of the coaching staff in your school, it will be necessary to incorporate a multi-step process. It should include: 1) a thorough job description, 2) a plan for self-evaluation by the coach, 3) a method for in-season assessment, 4) procedures for evaluation, 5) comprehensive written end-of-season evaluation, and 6) a statement on coach's rebuttal.

IV. BUSINESS POLICIES PURSUANT TO ACTIVITIES

A. *Annual Equipment Budgets*

1. Equipment budget requests for each sport are to be written by the coaches at the conclusion of their respective seasons, giving all the specific data for ordering. The following items will be purchased by the school:
 - a. Game uniforms
 - b. Any protective equipment not listed below.
2. The following practice equipment is required to be purchased by the athlete. The following are examples:
 - a. Baseball caps
 - b. Baseball gloves
 - c. Footwear for games, meets, and matches
 - d. Golf clubs
 - e. Golf gloves
 - f. Hockey skates
 - g. Hockey sticks
 - h. Practice jerseys
 - i. Practice socks
 - j. Practice uniforms or suits
 - k. Supporters
 - l. Sweat suits
 - m. Game socks
3. The coach and Activities Director will go over each item as to the need and cost.
4. No coach shall order equipment! This should be done through the Activities Office.

B. *Purchasing*

1. The Superintendent and Activities Director then review each budget. If the price is satisfactory, then a purchase is made.
2. The method of selection followed in purchasing is to be set up by the Superintendent with the Activities Director.

C. *Medical Policy*

1. Policy of Minnesota State High School League.
 - a. Any student who intends to participate in High School interscholastic activities and cheerleading activities must have on file in the school, a record of a physical examination performed by a physician within the previous three years.
 - b. A Health Questionnaire will be provided by the Minnesota State High School League and shall be completed annually. The Health Questionnaire will include:
 - (1) A statement by the parent or guardian that the student has no known existing physical condition which would preclude participation, and
 - (2) The signature of the parent or guardian which approves participation in athletic or cheerleading activities.
 - c. After major surgery or serious illness or injury, the attending physician must certify in writing, the student's readiness for participation.
2. Generally, if a student has a doctor's excuse from participation in physical education, it also means the student can't take part in athletics. Special cases may be reviewed by the Principal and/or Activity Director.

D. *Injury Insurance Protection*

1. The Policy of the Minnesota State High School league provides assistance to students injured in Minnesota State High School League activity programs.
2. Students who do not have adequate insurance protection may purchase various plans, (details may be obtained in the Activity Office).

E. *Transportation of Player Personnel*

1. All athletes will be transported by school buses, vans, or cars.
 - a. All athletes are to travel to the destination and home with the team except in emergency cases. If the athlete is not traveling home with the team, he/she is to bring a written permit from parent or guardian and present it to the Activities Director and coach for approval before trip departure.
 - b. In some cases, the parents will request permission from the coach to take their child home or to some other destination at the site of the contest. This request should be pre-approved.
 - c. If a situation ever arises in which a private car is used to transport athletes, the school and private car owner should be sure s/he understands the public-utility and public-liability laws of the state.
 - d. At no time will athletes travel by private cars driven by students.
 - e. When cheerleaders attend contests, they will travel with the team if there is room. If room is not available on the team bus, cheerleaders will not attend.
 - f. Occasionally, a request will be received to allow a student to be transported to some other

destination after a game with someone other than his/her own parents. In this case, the parent should consult with the Principal, Activity director, or administrative designee prior to departure to review the case and a decision will be made on an individual basis.

- g. Other transportation arrangements may be made for cheerleaders when teams are involved in tournament play.

2. Master Transportation Schedule

- a. A transportation schedule is drawn up by the Activities Director, along with the coaches and transportation director, with regards to uses of school buses, vans or cars.
- b. This schedule gives date, sport, time leaving, destination, and time of event.

F. *Transportation of Spectators*

- 1. Policy of Board of Education is that only school personnel shall be transported by school-owned vehicles.

- a. Exceptions to the above rule (with AD approval)

- (1) During the chaperoning of school functions, a wife or husband may accompany the one chaperoning.
- (2) Wives/husbands may travel with their husband/wife on certain occasions.
- (3) Persons attending an activity rules meeting to become qualified officials may travel with the coaches attending their respective sport's rules meeting.
- (4) The school policy regarding members of the media riding player buses to out-of-town games, meets, etc. is as follows:

- (a) Use of player bus for rides would be an occasional or emergency situation rather than a normal or every-games situation.
- (b) Permission would be granted by the Activities Director as far in advance of the trip as possible if (1) the coach gives permission, and (2) if there is room. The decision of the Activities Director is final.
- (c) Members of the media are not to request permission from the coach or bus driver.
- (d) Members of the media are not to bring friends.
- (e) The ride may be cancelled on short notice.
- (f) The school will not provide meals.
- (g) The reporter is not to report conversations or happenings on the bus or interfere in any way.
- (h) Media are encouraged to serve as statisticians when possible.

G. *Inclement Weather Policy/Athletics*

In the event that school is closed or classes are cancelled due to inclement weather, all practices and/or events will also be cancelled or postponed until a later date. However, at the coach's discretion and with consideration for parent concerns regarding the weather, practices may be held on those days that school is cancelled or postponed if the following condition are met:

- 1. No practices will be allowed before noon. This provides time for snow removal from school grounds or for the temperature to rise in the case of cold weather.
- 2. Practices should be held at their regularly scheduled times after school unless the coaches of

those teams that share facilities communicate with each other and agree upon earlier start times.

3. If practices are to be held at their regularly scheduled time after school, the following schedule should be used:
 - a. If a team was scheduled to be out of town and that trip is postponed, that team will be placed into the second practice time slot, unless coaches of the teams involved mutually agree on a schedule change. (Example: Boys basketball was scheduled out of town but the game was postponed. Girls' basketball would practice first. Boys basketball would follow.)
 - b. If a team is scheduled for a home game and the game is postponed, that team will practice in the second practice time slot, unless coaches of the teams involved mutually agree on a schedule change. (Example: Boys basketball was scheduled for a home game but the game was postponed. Girls' basketball would practice first. Boys basketball practice would follow.)
 - c. If both teams (boys/girls basketball, for example) were scheduled to be out of town and those games are postponed, the teams would practice according to their regular practice schedule, unless coaches of the teams involved mutually agree on a schedule change.
4. All practices will be voluntary.
5. There will be no consequences for those students who miss practice because of weather conditions.
6. Coaches are responsible for contacting **ALL** players about practice times

On days that school is closed or classes are cancelled, travel to an out of town event may be allowed, provided the opposing school is in session.

In the event that the weather should decline while in transit to or from a contest, it is the responsibility of the bus driver to determine if travel can be completed in a safe manner.

On those days that school is optional for students, student-athletes must be in attendance for at least $\frac{1}{2}$ day in order to participate in practice or contest that evening.

G. *Use of School Vehicles*

1. No coach shall schedule the use of school vehicles.
2. The Activities Director schedules the use through the Director of Transportation.
3. Movies on the bus must be approved by the coach. Movies must be PG-13 or under with coach's discretion.

H. *Tournament Play*

1. Is the responsibility of Minnesota State High School League, Region or Sub-Region.
2. Is the responsibility of participating schools.

I. *Ticket Information*

1. Admission charges are determined by the Board of Education. Complimentary tickets are available at the discretion of the Activities Director.
2. Gate receipts are counted and deposited in the District Funds.
3. Monies received from the sale of tickets must be balanced against ticket numbers. Any long or short amounts are to be noted.

J. *Awards Programs are to be determined by individual activities*

K. *The school Letter – Varsity Competition*

1. Criteria for lettering in athletics are listed below. Along with these criteria athletes must have completed the sports season as members of their respective squads and have recommendations from their coaches.
 - a. BASEBALL: The athlete must play in at least one-third of the total innings played during the regular season or 50% of regular season games. Pitchers are exempt from the above because some don't play in every game. In these cases, it becomes a coach's decision.
 - b. BASKETBALL (BOYS AND GIRLS): The athlete must play in at least $\frac{1}{4}$ of the total halves played during the regular season. (Exceptions may be made if a team wins its' conference, section or qualifies for State competition.)
 - c. CLAY TARGET LEAGUE (BOYS AND GIRLS):
 - (1) Athlete must average 20 or more points per round in competition play at season end
 - (2) Athlete must have a valid score for every week of competition
 - (3) Lettering will be left to the discretion of the coach
 - d. CROSS-COUNTRY: Letters will be given to the top nine (9) runners on both teams. (If they make the Section Team, sometimes it ends up being ten (10) depending on how tight it is.)
 - e. FOOTBALL: The athlete must have played in at least twelve quarters of all games played during the regular season.
 - f. GOLF:
 - (1) The athlete must qualify through local weekly competition and participate in at least $\frac{3}{4}$ of the total matches played during the regular season.
 - (2) The athlete qualifies to play in the regional golf match.
 - g. HOCKEY (BOYS AND GIRLS): The Athlete must have played in at least $\frac{1}{3}$ of the total periods played during the regular season.
 - h. SOFTBALL: Play in at least $\frac{1}{3}$ the total innings played during regular season. Pitchers are exempt and they become a coach's decision.
 - i. SWIMMING/DIVE (BOYS AND GIRLS):

BOYS:

 - (1) Score 100 points or more in a season
 - (2) Be a senior athlete and have shown improvement throughout the season
 - (3) Swim only ~ Place top 18 (or swim equivalent time) at Section 6A Preliminary Finals
 - (4) Diving only ~ Place in the top 8 at Section 6A Finals

GIRLS:

 - (1) Score 70 points or more in a season
 - (2) Finish in the Top 18 at Section 7A Finals

- (3) A senior swimmer who has participated fully throughout the season and shown Improvement

j. TRACK (BOYS):

- (1) The athlete must score one or more points in the IRC meet or qualify for the Region 7 meet.
- (2) The athlete must average at least two points per meet for all varsity meets completed during the season. (In both 1 & 2, relay points will be divided among all relay team members.)
- (3) Any senior who has completed three consecutive seasons shall be awarded a letter, subject to the coach's approval.
- (4) The athlete meets one of the standards listed below in a varsity track meet:

100	11.7	110 H.H.	17
200	24.2	Shot Put	45'
400	54.0	Discus	130'
800	2:10	Pole Vault	11'
1600	4:50	High Jump	5'8"
3200	10:40	Long Jump	19'
I.M.	44.5	Triple Jump	38'

k. TRACK (GIRLS):

- (1) The athlete must score one or more points in the IRC meet or qualify for the Region 7 meet.
- (2) The athlete has averaged at least two points per meet for all varsity meets completed during the season. (In both 2 & 3, relay points will be given to all relay team members.)
- (3) Any senior who has completed three consecutive seasons shall be awarded a letter, subject to the coach's approval.
- (4) The athlete who meets one of the standards listed below in a varsity track meet:

100	13.5	300 Hurdles	54.0
200	27.5	Shot Put	32'
400	64.0	Discuss	100'
800	2:35	High Jump	4'8"
1600	5:50	Long Jump	15'
3200	13:00	Triple Jump	28'
100 Hurdles	17.4	Pole Vault	8'

l. VOLLEYBALL:

- (1) The athlete must play in at least ½ of the total matches played during the regular season.
- (2) Or discretion of coach with the final decision to be made by the coach.

m. STUDENT MANAGERS AND STATISTICIANS: The coach's decision determines letter winners.

2. Coaches may decide to award letters to athletes under the following circumstances:

- a. An athlete is injured during the season.
- b. An athlete has faithfully participated in the sport for two or more years, one year being the

senior year.

- c. An entire team qualifies for the state tournament. An example would be a spare goalie who did not qualify under the hockey criteria.
- d. An athlete may be short a few quarters, innings, periods, or points, but as been a valuable member of the squad.

L. *Activity Practices and Games*

- 1. There shall be no activity practices scheduled on Sunday or on any other legal holiday observed by the School District – unless approved by Principal or Activities Director.
- 2. There shall be no athletic practices or games scheduled after 7:00 p.m. on Wednesday, (Family night) during the period of time school is in session.
- 3. There shall be no school sponsored events held between 6:00 p.m. and 8:00 p.m. on the day that an election is held.
- 4. Games, meets, or contests are not to be scheduled on Precinct Caucus Day.
- 5. The guidelines of the Minnesota State High School League should be followed in starting practice sessions.
- 6. Practice sessions should be pre-planned with the head coach supervising assistant coaches in this area.
- 7. Practice sessions should not be unreasonable in their duration.
- 8. Coaches should make use of every possible practice opportunity and not call off practices without due cause. A few examples are listed.
 - a. Example #1 – During boys' home track meets, girls' track practice should be conducted in available areas and facilities.
 - b. Example #2 – On boys' track trips out-of-town where a full squad is not involved and does not require all coaches, arrangements should be made to conduct practices for those athletes remaining home.
- 9. All head and assistant coaches are expected to begin their coaching duties on the official date established by the Minnesota State High School League for the opening of practice and to coach until the close of their season. Any exception should be approved by the Activities Director.
- 10. All coaches, head and assistants, should be coaching high school students and middle school students participating on a high school varsity/B team.
- 11. Coaches should report to practice sessions promptly.
- 12. Coaches should be in charge of supervision of player personnel while under their jurisdiction. This includes locker room supervision before and after games and practices, during bus trips, and overnight trips involving athletes staying in motels or hotels. Coaches are responsible for locking and unlocking locker rooms.
- 13. Coaches should not drink or smoke in the presence of athletes under their supervision.

M. *Imprest Funds and Area Association Funds* ~ Monies must be 100% receipted and all expenditures made by way of check and voucher through the Imprest Fund.

N. *Cost for Activity Meals and Lodging*

- 1. No provision for athletes' meals and lodging is made except when reimbursed for State competition.
- 2. Events requiring overnight lodging should not be scheduled; however, special arrangements

should be made if it becomes necessary.

3. Activity teams contemplating eating meals enroute to an event should incorporate the time needed into their departure and game site arrival times. Eating a team meal in town prior to departure is not allowed. If a coach feels there are special circumstances making this necessary, permission must be received from the High School Principal.

O. *Scheduling of Events*

1. All contests are scheduled and contracted by the Activities Director. If a coach schedules a contest, it must be with the approval of the Activities Director.
2. Minnesota State High School League Rules, regulations and sanctioning must be taken into consideration.

P. *Officials Hiring Practices*

1. All officials are contracted by the Activities Director.
2. Officials must meet the Minnesota State High School League requirements, and if they don't the Activities Director should get the right to use the ones from the Minnesota State High School League.
3. Fees paid officials are arranged by the Iron Range Officials Association with the approval of the Iron Range Conference Executive Committee.

Q. *Behavioral Expectations of Athletes*

1. Minnesota State High School League Eligibility Information Bulletin will be followed.
2. Individual coach's expectations
3. LOCKER ROOMS: Cell phones, cameras, PDA's with camera capability and similar devices are not permitted to be used in the locker rooms or bathrooms of ISD 361 at any time. Use of such items in the locker room or bathroom will result in disciplinary action.
4. TOILET PAPERING – Any student/athlete caught or involved in toilet papering property will be suspended as follows: 1st offense=1 week/1 game (greater amount); 2nd offense=3 weeks/3 games (greater amount); 3rd or more=determined by school administration. (Total papering penalty will be accumulative throughout the student's school career.)

R. *Suspension Procedure*

1. Minnesota State High School League suspension rules will be followed:
2. Coach and Activities Director will notify offender, giving them a chance to explain his/her situation.
3. Practice while ineligible:
 - a. The Minnesota State High School League rule applies only to competition against another team in a game or meet. The question of whether to allow an athlete to practice when ineligible is one of local determination.
 - b. School Policy is that the athlete is required to practice with the team during suspension in order to return for competition in that sport.
 - c. A student serving a penalty for a Category I violation may participate in another Category I activity. Participation must commence with opening date of practice to the season's completion to satisfy any penalty previously imposed.

S. *Use of Activity Facilities*

1. Policy of Board of Education:
 - a. Any school activity has first rights to the facilities.
 - b. Recreation activities are free of charge and second choice after school activities.
 - c. Fees are set by the Board of Education
 - (1) Arena
 - (a) College
 - (b) Individual groups or organizations
 - (2) High School and Falls Elementary gyms.
 - (3) High School Pool
 - (4) Track
 - (5) Football Field
 - (6) Weight Room
 - (7) Baseball and Softball Fields

T. *Coach's Annual Report*

1. Each head coach is to prepare a written report at the conclusion of his/her season, and schedule a meeting with the Activities Director to review the report. The report should summarize the season from the Coach's perspective, and include any recommendations to improve his/her activity.

U. *Coach's State Tournament Policy with a Team or Individual Athletes Qualifying*

1. Only varsity coaches will travel with the team with school time off. Their expenses, plus the team or individual athletes' will be the allotment allowed by the MSHSL, or a plan established by the Superintendent, Principal, and Activities Director.
2. Junior Varsity or any other coach paid by the school district may be allowed time off from school and/or any other expenses to attend the state tournament if he/she has specific assigned responsibilities approved by the Superintendent, Principal, and Activities Director.
3. If a "B" coach is the only other person working with the varsity coach, he/she will serve as the assistant coach.
4. Verification of all expenses must be turned into the Activities Department!!
5. Staff Development Funds may be applied for by coaches to attend clinics.

V. *School Attendance of Athletes*

1. Students are required to be in attendance at school for at least ½ day to be eligible on the day they will participate in an interscholastic game or practice.
2. If a student has an excused absence for Friday and there is competition on Saturday, it then becomes the coach's decision whether the student should participate or not.
3. Allowing students to "sleep in" for a couple of hours the morning after an out-of-town game will NOT be permitted. The exception to this would be tournament play where we are required to participate in two or three out-of-town games in a given week. Another exception would be returning from a long distance (Example: Fergus Falls). Head coaches should check with the Activities Director, who in turn will notify the administration on the day preceding the contest if this becomes necessary. Student athletes who fail to comply with this regulation will be rendered ineligible for the next out-of-town game.
4. There will be no excuses granted to athletes to leave school on game day unless there is

administrative approval.

5. Athletes who are excused early from school to play out-of-town games, meets, etc., are not to leave the school grounds without permission.

W. *Letter Jacket Policy* ~ Students who letter in either a boys' sport or girls' sport are entitled to purchase the same letter jacket.

X. *Academic Lettering Policy*

1. Eligibility

- a. Students will be eligible to apply for the letter after completion of Grade 9. Spring (fourth quarter) and the first three quarters of the following school year will be used to determine point totals.
- b. Application forms will be available in the office and must be filled out by students.
- c. A total of 300 points are needed to earn an academic letter.

2. Point Criteria

- a. A cumulative grade point average of 3 or higher is necessary. Those making the principal's list will get 200 points, the "A" honor roll is worth 150 points, and the "B" honor roll is worth 100 points.
- b. Points for attendance are as follows: Zero absences equals 50 points, three or fewer absences equals 25 points. If a student is never tardy, he or she will get another 25 points.
- c. Students will get 50 points for no disciplinary referrals. If a student has any disciplinary referrals, no points will be awarded.
- d. Students will get 50 points for membership in school or community groups with a maximum of 150 points allowed. Students must be active in these groups; their involvement will be verified with a letter from a representative of the group.
- e. Points will be cumulative for the school year but do not carry over. Points must be verified by school officials.
- f. Students will be eligible to purchase a letter jacket. Besides getting a letter, students will also receive a Greek symbol patch that represents academics.

V. NON ATHLETIC ACTIVITIES

A. *Cheerleaders*

1. Cheerleader Squad Composition

- a. Each of the following "A" squad sports will have "A" squad cheerleaders:
 - (1) Football
 - (2) Boys Basketball
 - (3) Boys Hockey
- b. Squads will consist of the following maximum numbers including the mascot:
Football=9 maximum **Basketball**=9 maximum **Hockey**=8 maximum
- c. The "A" and "B" squads will consist of students in grades 9, 10, 11, 12.

2. Cheerleader Practice and Game Policies

- a. Practice days and times will be set by the advisors.
- b. Football cheerleader practice starts ~~two~~ ^{four} weeks before the first game or scrimmage. Fall

sports participants are not required to attend winter sport practice until their season is complete.

- c. Practice may be cancelled by the advisor only.
 - d. If a cheerleader misses the last practice before a game, s/he will not cheer at the next game.
 - e. The captain is responsible to relay all messages to other cheerleaders in the event practice is changed, times are changed, etc.
 - f. Cheerleaders will wear their official uniforms to school the day of a game or other “Bronco” gear as specified by their advisor.
 - g. The Minnesota State High School League Rules govern the participant’s use of alcohol, drugs, and tobacco.
 - h. Any cheerleader caught skipping school will not cheer at the next event and may be removed from the squad.
 - i. Any foul or abusive language or unsportsmanlike actions during a game will result in not cheering at the next game.
3. Cheerleader Advisor Procedures
- a. Responsibilities for tryouts:
 - (1) All squads will try out in the spring.
 - (2) Three practices should be set up for students trying out-
 - (3) Have a demonstration (usually a graduating senior from the squad) to teach the candidates the jumps and cheers
 - (4) Obtain judges if possible (out-of-town college cheerleaders or previous advisors or cheerleaders).
 - (5) Have judging sheets run off.
 - (6) Each Category is a score 1 to 5, 1 being the worst and 5 being the best.

8 count – Execution of Motion	Cheer- Execution of Motion	Chant Execution of Motion	Jump 1 – Execution of Motion
8 Count – Rhythms	Cheer- Rhythms	Chant Rhythms	Jump 1 – Height
8 Count – Memory	Cheer – Difficulty	Chant Voice	Jump 2 – Execution of Motion
8 Count – Spirit	Cheer – Voice	Chant Spirit	Jump 2 – Height
Appearance	Cheer - Spirit	Chant- Memory	Interview

- b. Practice, game, and other responsibilities
 - (1) After cheerleaders are chosen, have squads elect captains.
 - (2) Be sure each cheerleader has filled out the necessary forms and paid his/her fee to the Activities Office.
 - (3) Hand out and collect uniforms.
 - (4) Advisor or approved representative is required to be at all practices on school property.
 - (5) During Winter Sports Week all squads will cheer at all home games.
 - (6) If an advisor from one group cannot make it to a practice, the other advisor may take his/her group.

- (7) Cheerleaders must be in uniform for the whole game and stay for the duration of the game.
 - (8) The advisor must schedule a conference with the Activities Director to review their season.
 - (9) Any payments required out of the Area Association Fund must be approved by the cheerleading advisors and an administrator of the school.
4. School policy on tournaments for cheerleaders
 - a. Squads for Football, Boys Basketball and Boys Hockey will go to all tournament games in their respective sports and do not pay for bus fare or tickets.
 - b. Cheerleaders are not allowed to "sleep in" the morning after a game. If a cheerleader is not at school the day following a game, the cheerleader will not cheer at the next event.
 - c. When a band bus is provided for tournament games, cheerleaders go with them.
 5. School policy on out-of-town games:
 - a. Cheerleaders should be ready to go when picked up at departure site.
 - b. Cheerleaders must ride home with their advisor unless the Principal's office has received a written note from a parent prior to trip departure.
 - c. They cannot go to sites of games on their own and wear their uniforms.
 - d. The School Board requires cheerleaders to travel on the team bus if space is available.
 - e. After the game, all cheerleaders will be returned to the school. Rides home will have to be arranged from there.
 6. School policy under which cheerleaders may represent International Falls High School at certain out-of-town games.
 - a. Present policy allows the cheerleaders to go with the team they represent anytime there is room on the bus, excluding overnight games.
 7. Cheerleader lettering policy
 - a. The cheerleader must cheer in at least 90% of the practices and games.
 - b. Habitual tardiness in both practices and games will be viewed as an absence.
 - c. All lettering criteria are at the discretion of the advisor.
 - d. Dismissal from a squad is at the discretion of the advisor in consultation with administration.

B. Band and Pep Band

1. Concert band (grades 9–12) lettering: To letter in concert band, a student must earn a superior rating at the Section/State level of competition in a solo event or in an ensemble.
2. Pep Band (grades 7–12) will play for an equal number of games for each sport: football, volleyball, boys and girls basketball, boys and girls hockey. The total number of regular season games shall not exceed 18, unless agreed upon by the band director and administration.
3. All students in the junior high and senior high bands are members of the pep band. Students not signed up for band during the school day will be accepted in the pep band upon the consent of the director.
4. The pep band will travel out of town for tournament games as decided upon by the band director and administration.
5. Weather may be a factor in canceling a performance.
6. The pep band will play for pep fests during the school day.
7. Depending on the number of participants for a particular game, the pep band will play pre-game music, "The Star-Spangled Banner" and provide music at half-time and/or between

periods.

8. The pep band will play for a maximum of two events in the same week.
9. The pep band will be supervised by the band director or a person approved by administration.
10. Pep Band lettering: a student will letter in pep band after participating in at least 50% of all scheduled events. Students will be given credit towards lettering for playing "The Star-Spangled Banner" for an unscheduled game.

C. Junior-Senior Prom

1. Date and times of the prom.
 - a. Prom date is scheduled each year, dates may vary.
 - b. The Grand March will be at Falls High School.
 - c. Prom may be held at a local business site.
2. Financing the Prom
 - a. Tickets are sold to cover any costs not covered by the fund raiser.
 - b. Tickets are sold in advance in the high school ticket booth.
 - c. Admission is charged for the Grand March (fundraiser).
3. The following committees are formed:
 - a. Decoration of the site
 - (1) Decorating of the site is started prior to the dance and involves the advisors and members of the prom committee.
 - (2) Theme and decoration plans are formulated by the advisors and prom committee members in January and February and orders are sent by the middle of March.
 - b. Tickets
 - (1) The prom committee is responsible for collecting monies for Grand March Admission.
4. Grand March
 - a. The grand march is directed by the prom committee.
5. Chaperones at the prom are adults coordinated by the prom committee and approved by administration. A chaperone list will be provided to administration for approval prior to the event.

D. Figure Skating

1. Policies and procedures are under the direction of the recreation department.

E. Rules for Rental of School Facilities for Dances by Outside Groups

1. All school activities take precedent over non-school activities.
2. Recreation or quasi-school groups take precedent over non-student groups.
3. All youth groups take precedent over commercial or other groups.
4. Dances which are open to the teenage public, at which tickets are sold, must have a City Permit (this includes a paid police officer.) School sponsored dances, those limited strictly to School District #361 students and their dates, such as Prom and Snowball, do not need a City Permit. It is suggested, however, that all dances purchase a City Permit.
5. All dances should be cleared through the High School Principal, Activity Director, and the person in charge of the building where the dance is scheduled.
6. Fees for custodial services for dances:
 - a. If a dance is being sponsored by a student group or a student support group as a service to students without the intention of making a profit, the group will not be charged for

- using the cafeteria. Any profits made from the dance will be paid to the unreserved general fund. Any loss will be borne by the sponsoring group.
- b. If the dance is sponsored by a group as a fund raiser, the group will pay the rate of \$75.
 - c. For any dance scheduled on a Saturday sponsored by a group as a fund raiser, that group will pay an hourly rate. The exception to this would be the Prom and Snowball.
7. Dates will be scheduled on a first come first serve basis; however, one group will not be allowed to dominate all dates unless there is no demand from other groups. Dates should be booked no more than three months in advance.
 8. Dates may be cancelled with proper notification if the date conflicts with school activities.
 9. The sponsoring organization is responsible for any damage.
 10. Students should not be allowed to re-enter once they have left the dance.
 11. Smoking, drinking, or using controlled substances are not allowed on school property. Students who have been using drugs or alcohol are not to be admitted to the dance. Students found using during the dance should be turned over to the police officer on duty.
 12. Misbehavior should not be tolerated.
 13. Dances should not be scheduled more frequently than every two weeks unless there are unusual circumstances.
 14. Organizations which do a poor job of control or management may not be allowed to rent the facilities again in the future.
 15. All public funds must be handled according to School District Policy and State Law.
 16. All dances must be well chaperoned:
 - a. The sponsoring organization supplies at least two or more ticket takers and at least six chaperones for girls' and boys' toilets, front hallways, back door, and inside the dance. All chaperones should change jobs and circulate for best effect.
 - b. Chaperones should arrive at least 15 minutes before the doors are to open.
 - c. Chaperones must monitor the bathrooms on a regular basis watching for smoking and drinking.
 - d. At the end of the dance, allow students to leave only by the southwest exit.
 - e. Chaperones are asked to police pop cans on the dance floor, on the outside grounds, and close any open lockers in the hallways.
 - f. At least one chaperone couple should stay until all students have vacated the school premises.
 17. All monies received by school or quasi-school sponsors must be deposited with the Activity Director's secretary before any monies are dispersed. Monies dispersed are to be dispersed by voucher according to School Board policy from the Area Association account.
 18. Custodian's services will be paid for by check made payable to: School District #361 and given to the accounts Receivable bookkeeper after the custodian's wages have been determined by her. These funds will be dispersed by voucher from the Area Association account.

F. Speech

1. Expectations and responsibilities for students participating in Speech.
 - a. Practices (meetings)
 - (1) Practice (meeting) times will be set by the coach or advisor.
 - (2) Students are to be on time for each practice (meeting) and are expected to be able to stay for the entire practice (meeting).

- (3) During practice (meetings), students are to be respectful of the coach/advisor and team members. When critiquing a team member, it must be done in a positive and productive manner
 - (4) If a student misses or knows they will be gone for a practice (meeting), they must notify the coach/advisor. Failure to do this could result in an unexcused absence.
 - (5) Participation in a meeting ***cannot*** be made up; however, the student needs to make arrangements with coach/advisor about making up practice time.
 - (6) If a student needs to leave a practice (meeting) early, they need to discuss this with the coach/advisor prior to the practice (meeting) ***NOT*** during the practice (meeting) or as they get up to leave. Failure to do this could result in that practice (meeting) attendance not being counted.
- b. Commitment to a Speech Meets and Tournaments
- (1) The coach/advisor will have the final decision on each student's selection and the cutting of the selection. This is to meet the Community Standard requirement from the MSHSL. Profanity is ***NOT*** allowed in the selection.
 - (2) Students will receive a schedule of the Speech Meets and Tournaments. These start in January and end in April. Students are ***expected*** to participate in ***ALL*** scheduled meets. It is the student's responsibility to give this information to their parents or guardians so they are also aware of these dates and can plan accordingly.
 - (3) Proper attire will be required at ***ALL*** times! ***EVERYONE*** will remain in their competition clothes for the awards (competition clothes are business attire, in some cases casual business attire). Students do not travel in competition clothes, so that they wear to and from each meet should be appropriate to be in public.
 - (4) Students must compete in 80% of Speech meets to compete in subsections or sections. The coach/advisor may waiver this with extenuating circumstances; however, the student must meet the coach/advisor if a waiver is needed.
 - (5) Prior to a student competing in subsections they need to make sure they do not have a conflict with the date of sections and state. If a student advances, they are expected to compete.
 - (6) While traveling to and from a Speech meet and while competing, students are expected to be a good representation of Falls High School.

2. Awards

- a. If any award program is held, it will be held after the last competition.
- b. Varsity lettering policy is as follows:
 - (1) Comply with the Rules and Guidelines as outlined by ISD 361 and MN State High School League
 - (2) Must be a student in good standing with ISD 361
 - (3) Full attendance at 80% of practices (meetings)
 - (4) Compete in 80% of Speech meets (if a student is registered for a meet and the meet is canceled by the coach/advisor or the host school, that meet will count toward the 80% requirement).
- c. Compete in subsections or sections
- d. Maintain a positive attitude, be a good role model to others and be a good representative of Falls High School.
- e. The coach/advisor may waiver part of these requirements if prior arrangements are made and/or due to extenuating circumstances. However, it is the student's responsibility to meet with the coach/advisor if a waiver is needed.

G. Student Council

A. *The media is an important part of the School District's informational and public relations program and every effort is to be made to cooperate with the media agencies.*

1. Newspaper policies:

- a. All print media personnel are to be admitted to all school public events without admission if they are covering the event.
- b. School officials should cooperate with the media to make statistics and appropriate materials available for articles being written.

2. Radio

- a. All local radio stations must have permission to broadcast any school activity live or by delayed broadcast. The broadcast rights are the exclusive property of the School District and can be used only as specified.
- b. All stations receiving permission to broadcast school events must, at their own expense, provide for their own equipment, phone hookups, and special facilities. Special installations must be approved by the School District.
- c. Broadcasts by out of town radio stations are allowed if they request permission and if space is available. All equipment, phone hookups and special arrangements are to be made at the radio stations own expense.

3. Television

- a. The School District reserves all rights to the complete televising of all school events and may be done only upon written request of the station televising.
- b. The partial televising of school events is encouraged if done at the expense of the television station.
- c. The School Board reserves the right to charge for the televising of any school activity.
- d. The television station shall be responsible for all expenses connected with the producing and televising of the event.
- e. Recorded school events may be used for delayed broadcast on cable television with permission from the School District.
- f. If adequate space is not available for those agencies who wish to televise an event, the person in charge of the event shall make the decisions as to who shall have the opportunity to televise the event.
- g. The School District will cooperate with the Minnesota State High School League in the broadcasting of their events and will comply with their policies.

VII. WEIGHT ROOM AND WHIRLPOOL POLICY

- A. The weight room and the whirlpool must be supervised at all times.
- B. Never is a teacher/coach who is supervising to leave those areas without a qualified person in charge.
- C. Never leave the weight room without being sure it is locked.
- D. A student may supervise if under the direct supervision of a qualified adult.
- E. Do not make arrangements for other persons to use these facilities; an example might be a college student or a friend.
- F. Do not open the weight room unless you intend to stay in the room and supervise.

- G. Do not assign any students to the use of the weight room or the whirlpool unless you have knowledge that they will be properly supervised.

VIII. CHAPERONE DUTIES

- A. The bus driver has the final responsibility to determine safe conditions of a trip.
- B. The chaperone is charged with responsibility to assure student safety and behavior.
- C. The chaperone should use the following guidelines to implement a safe and timely trip:
 - 1. Before bus loading, have a written roster of all adults and students. Upon each loading, the student attendance must be checked.
 - 2. At each bus loading, personally greet each rider and assess whether any drugs/alcohol have been used. Do not allow any student to board the bus at International Falls if you determine that they have been using drugs or alcohol.
 - 3. Immediately after loading, outline the rules of ridership, courtesy, noise, school reputation, use of drugs, tobacco, or alcohol.
 - 4. Never hesitate to stop the bus and assign seats, discipline students, or in fact, turn the bus around and abort the trip for serious bus-wide breach of behavior.
 - 5. Outline what stops you intend to make for meals and bathroom; then do your best to follow the plan.
 - 6. Upon loading the bus for return trip home, it is required that you wait a reasonable length of time (approximately 30 minutes) for all students to board. Notify the local law enforcement of any students who are left in a visiting town. Also, notify parents, if possible, upon returning to International Falls.
- D. The bus clean-up should be expedited by the chaperone asking all students to clean their seats and area before student discharge at each bus stop and at destination points.
- E. Any unusual circumstances or behavioral problem should be written up and given immediately to the respective building principal.
- F. The chaperone and bus driver should inspect the bus interior to determine any unusual wear to seats, windows, paint, etc., upon final student discharge.
- G. No student can be released from the bus trip without written permission from his/her parent; any release should have been approved prior to the trip by the student's principal/Athletic Director. Any written permission must be validated.
- H. Chaperones/teachers should be aware that a trip is only to its intended destination.

IX. SCHOOL POLICY REGARDING STUDENT COMPETITION AT THE NATIONAL LEVEL

- A. National competition is not authorized for students in curricular or extra-curricular activities except when a national contest is held in Minnesota or within a radius of 350 miles from International Falls.
- B. Students may attend national competition other than that stipulated in item #1 only if they are accompanied by their parents, with the parents taking all responsibility and expenses are paid by the student and/or parent. Under no circumstances will staff members be released unless at their own expense.
- C. All principals and instructors who may be working with students who potentially may qualify for national competition should notify those students prior to the start of the competition that they will be unable to participate in national competition with school support, sponsorship, or sanction.

X. ACTIVITY FEE SCHEDULE

ATHLETICS	VARSAITY, "B"
Boys' & Girls' Hockey	\$ 87.50
Boys' & Girls' Basketball	\$ 87.50
Football	\$ 87.50
Boys' & Girls' Swimming	\$ 75.00
Boys' & Girls' Cross Country	\$ 75.00
Boys' & Girls' Track	\$ 75.00
Boys' & Girls' Golf	\$ 50.00
Volleyball	\$ 75.00
Baseball	\$ 75.00
Softball	\$ 75.00
Trap Club	\$ 75.00 (payable to FHS Trap Club)
Wrestling	\$ 75.00 (payable to Mustang Wrestling)
Managers for above sports	no cost
NON ATHLETICS	
Cheerleaders	\$ 37.50
Speech/NFL	\$ 37.50
Knowledge Bowl - Grades 11 & 12	\$ 37.50
Math Team	\$ 37.50
Knowledge Bowl - Grades 7-10	\$ 25.00

Maximum fee paid by any one family with more than one child in extra-curricular activities is limited to \$275.00.

Fees must be paid prior to the first official contest. Fees are to be paid to the Athletic/Activities Director's Secretary.

- REFUNDS: Refunds will be made for the following reasons:
- (1) Injury or illness – must be substantiated by physician's statement.
 - (2) Moving out of the district
 - (3) Cut from the squad by the Coaches.

Full refund will be made up until the time of the first contest or public appearance. After the first contest, refunds of 50% will be made up until the mid-season for each activity. No refunds made after an activity has passed the mid-season point.

Refunds will NOT be made to those who quit or are dismissed from a squad for discipline or rules violations.

XI. EXTRA-CURRICULAR SALARIES

Salaries for extra-curricular duties, performed by contract employees, will be paid according to the contract reached with employees.

XII. EXTRA-CURRICULAR AND CO-CURRICULAR ACADEMIC ELIGIBILITY POLICY

Students will be certified eligible to represent Falls High School in Minnesota State High School League activities, all club and extra- and co-curricular activities, Grades 7 - 12, according to Article I, Section 10, of the Minnesota State High School League rules and the following criteria:

- A. To be scholastically eligible, a student must: be passing all classes at Falls High School.
- B. Scholastic eligibility can be regained by following steps C through M below:
- C. If a student is ruled ineligible because of a failing grade, he/she may become eligible in two games or two weeks, whichever is greater, after the date that grades become official. It is the student's responsibility to show evidence of satisfactory (passing) work in the class(es) he/she failed the previous quarter to the activities director. If that class or classes are not taken during the next quarter, the student may become eligible by presenting evidence of satisfactory (passing) work in all classes in the second week of the quarter. A student who failed the previous quarter will remain on academic probation until mid-quarter. If that student has any failing grades at mid-quarter, he/she will become ineligible for the remainder of that quarter.
- D. A student who drops a course with a grade of F will be ineligible for two weeks or two contests (whichever is greater), with a minimum ineligibility of two weeks. A student shall have one week at the beginning of any course to drop that course with no penalty. A student may also drop a course within one week after the start of any semester with no penalty. A student who drops a course after the one-week period will receive a grade of F in the course and will be ineligible from the date the course is officially dropped for two weeks or two contests whichever is greater, with a minimum ineligibility of two weeks.
- E. A student who is ruled ineligible for one quarter may practice but not play, with the approval of the principal, the coach, and the activities director.
- F. Students who are assigned to SPED classes shall be eligible as long as they are making satisfactory progress towards their IEP goals.
- G. Students with disabilities (special education programs or 504 programs) may have modified rules for eligibility as determined by the coach, principal, case manager, and parent.
- H. Official school records constitute the basis for determining scholastic eligibility.
- I. Work done during summer school or other district approved activities, for the purpose of removing scholastic deficiencies, may be used in determining eligibility in athletics/activities. All deficiencies must be successfully removed prior to being certified for eligibility.
- J. Medical excuses and other emergencies will be considered on an individual basis.
- K. College courses taken for high school credit are covered by academic rules of School District #361. Any student who receives a failing grade or a no-credit for a college course taken for high school credit will be declared ineligible on the date Falls High School grades become official, with a minimum ineligibility of two weeks or two games whichever is greater.
- L. In an elective course, if at any time the teacher, student, and parent unanimously agree that the dropping of a course is desirable, there will be no eligibility penalty.
- M. A student may appeal his/her ineligibility status. The appeal will be heard by a panel of the principal, the Activities Director, and one non-involved teacher. The panel will hear from the student, the teacher involved, parents and other interested parties, and give its decision within one week. The student will remain eligible until the appeal is decided. If the appeal is denied, a five week ineligible period begins on the day the student is informed of the panel's decision.
- N. All students enrolled in approved on-line learning programs and students who are home schooled will be required to follow the same guidelines and deadlines as students enrolled at Falls High School.

LEGAL REFERENCE:

Minnesota State High School League Rules, Article I, Section 10 (EDU 701) Revised:

XIII. DIRECTORY OF ACTIVITIES AND PERSONNEL

A. *Administration*

1. Superintendent, Kevin Grover
2. High School Principal, Tim Everson
3. Director of Activities, Bill Mason
4. High School Counselor, Thane Grewatz 73

5. Director of Maintenance, Tom Holt
6. Director of Transportation, Tom Holt

XIV. SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY

A. *General Statements of Policy:*

1. Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 2000, et. seq. and Minnesota Statute sub-section 363.01-.14, the Minnesota Human Rights Act. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.
2. It is the policy of Independent School District No. 361 to maintain a learning and working environment that is free from sexual harassment and sexual violence. The School District prohibits any form of sexual harassment and sexual violence.
3. It shall be a violation of this policy for any student or employee through conduct or communication of sexual nature as defined by this policy.
4. It shall be a violation of this policy for any student or employee of School District No. 361 to be sexually violent to a student or employee.
5. The School District will act to investigate all complaints, either formal or informal, verbal or written, or sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the School District.

B. *Sexual Harassment/Sexual Violence Defined*

1. Sexual Harassment consists of unwelcome sexual advances, requests 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 education environment.
2. Any sexual harassment as defined when perpetrated on any student or employee will be treated as sexual harassment under this policy.
3. Sexual harassment may include but is not limited to:
 - a. verbal harassment or abuse;
 - b. subtle pressure for sexual activity;
 - c. inappropriate patting or pinching;
 - d. intentional brushing against a student's or an employee's body;
 - e. demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
 - f. demanding sexual favors accompanied by implied or overt promises of preferential

treatment with regard to an individual's employment or educational status.

- g. any sexually motivated unwelcome touching; or
- h. sexual violence which is a physical act of aggression that includes a sexual act or sexual purpose.

C. Reporting Procedures

1. Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the School District, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to an appropriate School District official as designated by this policy.
2. 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.

INDEPENDENT SCHOOL DISTRICT NO. 361

International Falls Public Schools does not discriminate on the basis of race, color, creed, national origin, sex, sexual orientation, religion, disability, receipt of public assistance, marital status or age.

*FALLS HIGH SCHOOL
STUDENT HANDBOOK
2020-2021*



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WELCOME TO FALLS HIGH SCHOOL

The staff at Falls High School is looking forward to making this a successful school year for all of our students. With parents and staff working together, we can assure a quality educational experience.

Part of our mission statement at FHS says that the school has the responsibility to provide broad educational opportunities for all students, and the student has the responsibility to take advantage of these opportunities, and demonstrate this responsibility by taking ownership of his/her own education. Let's work together to make our school the best it can be. Have a great school year!

Superintendent
Kevin Grover

Falls High School Principal
Tim Everson

Dean of Students
Marc Glowack

Counselor
Thane Grewatz

Athletic Director
Bill Mason

Police Liaison
Dane Olson



PREFACE

The purpose of this handbook is to present information needed by the student and his/her parent(s) or legal guardian(s). By working with school staff, the student will be provided with opportunities he/she needs to do well in high school and therefore be more ready for life and future educational opportunities.

This handbook should be kept available for students and parent(s)/guardian(s) to use and for referral when you have questions about rules, regulations, and procedures at Falls High School and Alternative Learning Center at Backus.

An overall rule and operational procedure is to be in the right place, at the right time, doing the best you can of what is expected. When you are uncertain or do not understand a rule/procedure, politely ask questions. If you have questions regarding Falls High School procedures and practices, please feel free to contact an administrator by calling 283-2571.

ISD #361 Phone Extension List / Room Assignment 2020-2021
All Extensions Dial: (218) 283-2571

EXT	NAME	ROOM	EXT	NAME	ROOM	EXT	NAME	ROOM
1107	Anderson, Charlie	FHS218	1110	Glowack, Marc	FHSOfc	1108	OT/PT	FHS102
1282	Auran, Lisa	FES106	1106	Grewatz, Thane	FHSOfc	1239	Pavleck, Molly	FES110
1153	Awe, Will	FHS210	1112	Grover, Kevin	FHSOfc	1242	Peterson, Paul	FES112
1131	Bacon, Leah - NURSE	FHS/FES	1194	Grover, Stacy	FHS122	1135	Peterson, Sarah	FHS140
1273	Baron, Mandi	FES2	1123	Hall Monitor	FHS206A	1174	Renberg, Lela	FHS116
1170	Biles, Zane	FHS229	1164	Hamers, Katie	FHS217	1155	Ringhofer, Timm	FHS212
1119	Blesi, Mike	FHS221	1256	Hamilton, Jody	FES208B	1126	Rolando, Don	FHS119
1172	Boelk, Michelle	FHS241	1257	Hayward, Laura	FES100	1152	Rudolph, Jeanna	FHS209
1175	Boiler Room	FHS141	1169	Health Room	FHS226	1120	Sandberg, John	FHS113
1312	Boyle, Jay	FHS200	1100	Heiss, Vicki	FHSOfc	1146	Schindeldecker, Dawn	FHS203
1258	Boyle, Karli	FES101	1279	Hemstad, Chris	FHS107	1276	Schwartz, Angie	FES5
1235	Bragg, Brittany-sick rn	FES Nurse	1230	Hell, Jamie	FESOfc	1127	Simon, Lisa	FHS120
1139	CADD Room	FHS147	1185	Holt, Tom	FHSOfc	1189	Smith, Cory(FHS Equ	FHS163
1122	Casareto, Tony	FHS115	1181	Hopkins, Michelle	FHS122	1176	Slatinski, Bethanne	FHS118
1272	Christianson, Ginger	FES3	1182	Horne, Jennifer	FHS122	1147	Staples, Sarah	FHS204
1161	Christianson, Rosa	FHS213	1275	Humbert, Laurie	FESOfc	1151	Stenberg, Casey	FHS221
1234	Christianson, Rosa	FESgymofc	1128	Jaksa, Carol	FHS121	1246	Strand, Jeanne	FES116
1255	Cipriano, Ariana	FES207	1183	Johnson, Barb	FHSOfc	1124	Study Hall	FHS206A
1148	Com Ed Activity Rm	FHS224	1264	Johnson, Shawn	FES107	1244	Talmage, Julie	FES114
1238	Computer Lab	FES109	1254	Katrin, Jill	FES206	1232	Tate, Melissa	FESOfc
1145	Computer Lab	FHS202	1266	Kitchen FES	FESCaf	1261	Taylor, Jenny	FES104
1201	Conf Room FES	FESOfc	1133	Kitchen FHS	FHS135	1150	Telepresence Room	FHS207
1001	Conf Room FHS	FHSOfc	1140	Koenig, Josh	FHS150A	1191	Thompson, Heidi	FHS101
1121	Copy Room FHS	FHS133A	1268	La Vigne, Kristie	FES1	1105	Toninato, Josie	FHSOfc
1178	Copy Room WEE	FHS100	1187	La Vigne, Sandy	FHS157	1163	Vang, Brandon	FHS219
1167	Cowman, Maria	FHS222	1160	Library-FHS	FHSLMC	1113	Vollom, Tom	FHS214
1265	Custodians FES	FESCust	1237	Library-FES	FESLMC	1267	Walls, Missy	FES4
1134	Custodians FHS	FHS137	1132	Line, Karla	FHS130	1277	Wenberg, Jen	FES5
1193	Dowty, Derek	FHS114	1247	Little, Jeanne	FES200	1240	Wenberg, Jen	FES111
1260	Ebel, Heather	FES103	1154	Mannausau, Alex	FHS211	1251	Wendt, Sara	FES203
1262	Eldien, Brittany	FES105	1138	Mason, Bill-AD	FHSOfc	1101	West, Lisa	FHS106
1248	Erickson, Kevin	FES201	1236	Mason, Terry	FES108	1243	Winkel, Katie	FES113
1102	Erickson, Jen	FHSOfc	1142	McDonald, George	FHS155	1249	Wood, Nicci	FES202
1269	Ettestad, Seth	FES108A	1245	McDonald, Kim	FES115	1144	Wood, Norman	FHS201
1158	Ettestad, Seth	FHS100A	1117	McDonald, Michele	FHS108	1288	Youso, Laurie	FHS112
1104	Everson, Tim	FHSOfc	1186	McGonigle, Daniel	CE157	1252	Zika, Luke	FES204
1280	Faculty Lounge FES	FESOfc	1259	Morrison, Jill	FES102			
1156	Faculty Lounge FHS	FHS216	1253	Nemec, Marci	FES205	1168	New Social Studies	FHS205
1118	Forsythe, Val	FHS215	1137	Olson, David	FHS149	1234	New FES Gym Teach.	FESGym
1271	Forsythe, Val	FES208A	1264	OT/PT	FES107	1103	New FHS Secretary	FHS Ofc
Special Numbers/Fax Numbers								
Bronco Arena: 283-2424 ext. 1301			ALC/Backus: 283-5141 ext.1302			Falls High School Fax: 283-2384		
Bus Garage: 283-2050 ext. 1300			Falls Elementary Fax: 283-3133			Central Office Fax: 283-8104		

INDEPENDENT SCHOOL DISTRICT NO. 361
INTERNATIONAL FALLS, MINNESOTA
2020-21 FALLS HIGH SCHOOL CALENDAR

TUESDAY	SEPTEMBER 1	TEACHER IN-SERVICE/WORK DAY
WEDNESDAY	SEPTEMBER 2	TEACHER IN-SERVICE/WORK DAY
THURSDAY	SEPTEMBER 3	TEACHER IN-SERVICE/WORK DAY
THURSDAY	SEPTEMBER 3	6 th /7 th /New Student Orientation (5:00-5:30 p.m.)
THURSDAY	SEPTEMBER 3	FHS Meet the Teacher Night 6 th -12 th Grade (5:30-7:30 p.m.)
MONDAY	SEPTEMBER 7	NO CLASSES – LABOR DAY
TUESDAY	SEPTEMBER 8	FIRST DAY OF CLASSES
MONDAY	OCTOBER 5	NO CLASSES – TEACHER IN SERVICE
?	OCTOBER ?	FHS MID-TERM REPORTS, 1st Quarter
?	OCTOBER ?	FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.)
?	OCTOBER ?	FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.)
THURSDAY	OCTOBER 15	NO CLASSES-EDUCATION MINNESOTA BREAK
FRIDAY	OCTOBER 16	NO CLASSES-EDUCATION MINNESOTA BREAK
?	NOVEMBER ?	END OF FIRST QUARTER
MONDAY	NOVEMBER 9	NO CLASSES–EXCHANGE DAY FOR CONFERENCES
THURSDAY	NOVEMBER 26	NO CLASSES-THANKSGIVING RECESS
FRIDAY	NOVEMBER 27	NO CLASSES-THANKSGIVING RECESS
?	DECEMBER ?	FHS MID-TERM REPORTS, 2nd Quarter
?	DECEMBER ?	FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.)
TUESDAY	DECEMBER 22	LAST DAY OF CLASSES BEFORE WINTER BREAK
MONDAY	JANUARY 4	SCHOOL REOPENS
?	JANUARY ?	END OF SECOND QUARTER/FIRST SEMESTER
MONDAY	JANUARY 25	NO CLASSES - TEACHER IN SERVICE
MONDAY	FEBRUARY 15	NO CLASSES - PRESIDENT’S DAY
?	FEBRUARY ?	FHS MID-TERM REPORTS, 3rd Quarter
?	FEBRUARY ?	FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.)
FRIDAY	MARCH 19	NO CLASSES – EXCHANGE DAY FOR CONFERENCES
?	MARCH ?	END OF THIRD QUARTER
FRIDAY	APRIL 2	NO CLASSES - GOOD FRIDAY
MONDAY	APRIL 5	NO CLASSES - SPRING BREAK
?	APRIL ?	FHS MID-TERM REPORTS, 4th Quarter
MONDAY	MAY 31	NO CLASSES - MEMORIAL DAY
THURSDAY	JUNE 3	LAST DAY OF CLASSES, END OF FOURTH QUARTER
FRIDAY	JUNE 4	TEACHER WORK DAY
SUNDAY	JUNE 6	2021 GRADUATION–3:00 PM

WEDNESDAY EARLY DISMISSAL SCHEDULE

Falls Elementary & West End Elementary Schools

School Day 8:30 AM - 3:10 PM M, T, Th, F
 School Day 8:30 AM - 2:30 PM **Wednesday**

Falls High School

School Day 8:30 AM - 3:20 PM M, T, Th, F
 School Day 8:30 AM - 2:40 PM **Wednesday**

Locate your child's regular drop off time in the first column and follow across to determine Wednesday adjusted time.

Normal Drop-Off Time M, T, TH, F	"Early Out" Drop-Off Time Wednesdays
3:20 PM	2:40 PM
3:22 PM	2:42 PM
3:24 PM	2:44 PM
3:26 PM	2:46 PM
3:28 PM	2:48 PM
3:30 PM	2:50 PM
3:32 PM	2:52 PM
3:34 PM	2:54 PM
3:36 PM	2:56 PM
3:38 PM	2:58 PM
3:40 PM	3:00 PM
3:42 PM	3:02 PM
3:44 PM	3:04 PM
3:46 PM	3:06 PM
3:48 PM	3:08 PM
3:50 PM	3:10 PM
3:52 PM	3:12 PM
3:54 PM	3:14 PM
3:56 PM	3:16 PM
3:58 PM	3:18 PM
4:00 PM	3:20 PM
4:02 PM	3:22 PM
4:04 PM	3:24 PM
4:06 PM	3:26 PM
4:08 PM	3:28 PM
4:10 PM	3:30 PM
4:12 PM	3:32 PM
4:14 PM	3:34 PM
4:16 PM	3:36 PM
4:18 PM	3:38 PM
4:20 PM	3:40 PM
4:22 PM	3:42 PM
4:24 PM	3:44 PM
4:26 PM	3:46 PM
4:28 PM	3:48 PM
4:30 PM	3:50 PM
4:32 PM	3:52 PM
4:34 PM	3:54 PM
4:36 PM	3:56 PM
4:38 PM	3:58 PM
4:40 PM	4:00 PM
4:42 PM	4:02 PM
4:44 PM	4:04 PM
4:46 PM	4:06 PM

DATA PRIVACY ACT Copies of the school district's full data privacy policy may be obtained from the superintendent's office.

ATTENDANCE

Parents are notified on a nightly basis with a recorded phone message of all absences not reported to the school. Parents are notified in writing by mail of all truants. Please clear absences immediately by calling the FHS office at 283-2571. After 3 days all absences not cleared will turn into truants. Please leave a detailed message anytime with the following information: Day of absence, Student's First and Last name, Grade, Reason for absence, and Parent/Guardian's First and Last name.

1. **Six (6) absences per semester in each class.** (Truancies are counted as absences.)
Students are allowed 6 nonexempt absences in each class per semester. The 7th and all subsequent absences not considered exempt in a given period during the semester will be counted as truants. Student will face disciplinary actions from the district for each truant. Continued truancy may result in loss of credit. Students are allowed one (1) appeal per class per semester.
2. **Four (4) unexcused tardies per semester in each class.**
Students may be removed from class when they reach 5 or more tardies (teacher's discretion). Students denied credit may appeal the decision to the principal or his designee. Students are allowed one (1) appeal per class per semester. Students that are removed from class will be assigned to ISS. While in ISS, students may be required to participate in remediation in order to pass the state required MCA test and achieve the school academic goal.
3. **Three (3) truancies per school year.**
Truancy from one or more class periods on three different school days will result in a letter being mailed home outlining repercussions of continued truancy. Truancy from one or more class periods on seven different school days will result in child being referred to the Koochiching County Truancy Program.

Students will **NOT** be dropped from courses because of excess absences or truancies unless it is an action resulting from the county truancy program. In the event a student is removed from class and placed in ISS, they may be given work to ready themselves for MCA testing and achievement of the school academic goal. Students may not receive credit for work during truant periods.

Exceptions to the above rules may be made on an individual basis for extenuating circumstances over which the student has no control, such as the extended illness of the student or a death in the family.

The principal or his/her designee should be contacted by the parent or guardian if **special attendance problems** arise so that an agreement can be made to deal with the problem. A statement by the physician will be required in a case where a chronic or extended medical problem causes excessive absences. An attendance committee comprised of teachers, administrators, and staff will review chronic attendance problems and refer to the proper resource.

Attendance-Extracurricular Activities

Students participating in any extracurricular activity must be in attendance 1/2 day to participate or practice that day, unless prior approval has been obtained through the principal's office. This policy also applies to pre-excused absence.

Students will not be allowed to "sleep in" for a couple of hours the morning after an out-of-town game. Student athletes who fail to comply with this regulation will be rendered **ineligible** for the next game/contest. Exceptions will be made for extenuating circumstances. Any student who is invited or selected to participate in any post season tournament/all-star team must use their allotted absence days (6). Absence exemption will not be granted for participation in sports or other co-curricular activities not sponsored by the school district.

Absences

Students who arrive after 8:30 a.m. must first report to the office. Failure to report to the office could result in detention. Students that may need to leave campus during the school day must receive a pass from the office and check back in when they return. Failure to do so will result in detention/ISS.

Although parents have the right to keep their children home from school, **the school determines if an absence will count towards the allotted 6 per semester.** Students and their parents are requested to make arrangements in advance if a personal absence is needed.

Exempt Absences (not counting towards allotted six (6) per semester) are: illness of the student, field trip, OSS, serious illness or death in the family, observance of a religious holiday, required presence in court, and medical or dental treatment. In addition, district policy includes participation in school activities as exempt absences. Two (2) campus visits are allowed for Junior's and Senior's per year. Written verification from schools attended is required.

Pre-Excused Absences: Students needing personal absence of three or more consecutive days are requested to fill out a pre-excused absence form available in the office. The form must be signed by a parent/guardian, filled in and signed by the student's teachers, and approved by the principal or his designee. Sixty percent (60%) will count against the six (6) allotted absence days per semester; forty percent (40%) will be exempt from the allotted absence days. Due dates for school work while absent should be worked out with the individual teachers. The pre-excused absence form must be turned into the office at least 2 school days in advance of the requested absence. Students, who have failing grades, incompletes, or detention, will not be approved. Pre-excused absence counts towards the maximum absence rule (6 per semester). Examples of pre-excused absences that may be approved are family vacations (including hunting and fishing), participation in civic and religious events, and personal family business.

Tardy Regulations

A student who arrives at school after 8:30 a.m. must immediately report to the FHS office and get a tardy slip. Report to **class** if you are tardy period's 2-7. If you are more than ten (10) minutes late you become truant. One hour detention will be issued for students reaching tardy #3 and each tardy thereafter per semester.

PBIS-Positive Behavioral Intervention Supports

PBIS is an architecture for addressing behavior through the prevention-oriented structuring of research-based interventions and supports in a hierarchical and progressive manner for the purpose of improved behavioral and academic outcomes. When a student is noticed for doing something good for the school community the student is issued a Bronco Pride card which than can be redeemed for a prize. The PBIS system uses minor and major offenses for recording behavior. Some examples of minor offenses are: Minor Defiance, Minor Disruption, and Minor Dress Code. Some examples of major offenses are: Defiance, Fighting, and Lying/Cheating. When a student reaches four minor offenses the four minor offenses change to one major which equals one detention.

Suspension

Out-of-school suspension may be assigned when deemed necessary. Examples of behaviors that result in suspension are insubordination, failure to serve detention, fighting, bullying, harassment, substance violations, vandalism, assault, and causing a false alarm. In many cases, a referral is made to the juvenile officer.

Students serving in-school suspension will receive 2 bathroom breaks, are required to eat lunch in the cafeteria in an assigned area, and will abide by the ISS classroom rules. ISS will be assigned 2 days after the incident has occurred or the office becomes aware of it. The ISS date to serve will be assigned by the ISS Monitor or Administration. Students serving ISS may be assigned work to help them pass their MCA tests and achieve the school academic goal. Students in ISS will turn their cell phones in to the ISS Monitor as soon as they enter the ISS room.

Students assigned ISS or OSS will **not be eligible to participate or attend any co-curricular or extra-curricular activities on the day(s) of the suspension.** Students who habitually do not serve detention may be put on room restriction and lose hall passes until detention is served.

Detention

After-school detention is a disciplinary measure which is frequently used as a deterrent to several school rule infractions. When a student is assigned to detention, he/she is expected to have the time served on or before the date specified by the principal, or teacher. Students will follow all school rules while serving detention which includes no hats, electronic devices, and sleeping. Students are required to bring school work, and following directions of the detention supervisor. **If a student doesn't complete the specified hours of detention by the date due, he/she will be assigned a day of Lunch Detention. Detention may be served from 7:40-8:20 am (1hr) or 7:50-8:20 am (30 min) in the FHS office. Detention may be served from 3:30-4:20 pm in the FHS Library.** Students who habitually do not serve detention may be put on room restriction and loose hall passes until detention is served.

Lunch Detention

Lunch detention may be used for individuals that typically do not serve their assigned detention. This option may only be determined by the assistant principal, principal, school monitor, teacher or superintendent. In the ISS room all detention rules apply which includes no hats, electronic devices, and sleeping. Students are required to bring school work, and following directions of the detention supervisor.

Removal from Class

Removal from class is the short term exclusion of the student from class during which time the school retains custody of the student.

The following is the procedure for the removal from class:

- a. The initial right and responsibility for the removal of a student from class is that of the classroom teacher. After the initial removal from the class, the student will be sent to the office or ISS room for the remainder of the hour.
- b. If a second removal from a class occurs, an informational administrative conference will be held between the teacher and the principal or the principal's designee. At this conference a decision will be reached as to the length of the

time that the student will be removed from class.

- c. The student shall be returned to the class upon completion of the terms of re-admittance established at the informational administrative conference including, but not limited to, completion of any makeup work and/or a behavior contract.
- d. Per direction of the classroom teacher, the student is to report directly to the office or ISS room, when sent out of class. Failure to do so could result in further disciplinary action. Students sent to ISS may be assigned classroom work by the teacher or work to help them pass their MCA tests and achieve the school academic goal.

Disciplinary Guidelines

(Rules Apply to Full Time and Post-Secondary Students)

- I. Disorderly Conduct:** insubordination, loud profanity, fighting, creating a disturbance or any inappropriate behavior.
 - A. 1-10 day suspension OSS/ISS.
 - B. 2 game/2 week suspension from extracurricular events (whichever is greater) whether participating or a spectator.
 - C. Complaint filed with the juvenile officer.
 - D. Hearing with the juvenile officer, administrator, student, parent/guardian or any combination thereof.

- II. Obscenity:** a student using obscene gestures, language, signs, pictures and/or publications.
 - A. Assigned detention or ISS
 - B. Possible suspension.
 - C. Parent conference.
 - D. Possible referral to juvenile officer.

- III. Assault:** attack another person without being provoked.

First Offense:

 - A. 3-10 day suspension OSS/ISS.
 - B. 2 game/2week suspension from extracurricular events (whichever is greater) whether participating or a spectator.
 - C. Defender must file charges with county attorney.
 - D. Hearing with juvenile officer, administrator, student, parent/guardian or any combination thereof
 - E. Disciplinary action against defender will be determined based on circumstances.

Second Offense:

 - A. Assaulter will be excluded from high school for the remainder of the school year.
 - B. Assaulter will be referred to an alternative learning source.
 - C. Defender must file charge with the county attorney.
 - D. Additional suspension or expulsion will be administered when any school employee is assaulted or injured by a student.

- IV. Bullying and Harassment:** This includes the fear and victimization of a student inhibiting their learning experience and learning environment, relating but not limited to: religious, racial, verbal, cyber, sexual or physical harassment and/or bullying behaviors. NOTE: In harassment cases, the victim has an obligation to report the incident.

First Offense:

 - A. Administrator and/or juvenile officer resolve.
 - B. Detention or ISS (to be determined by administration)
 - C. 2 game/2week suspension from extracurricular events (whichever is greater) whether participating or a spectator.
 - D. Suspension (ISS/OSS)

Second Offense:

 - A. Suspension (ISS/OSS)
 - B. Hearing involving administrator, juvenile officer, students, parents/guardian or any combination thereof.

Third Offense:

 - A. Perpetrator(s) excluded from high school for the remainder of the school year.
 - B. Petition filed by juvenile officer against perpetrator(s).
 - C. Referral to alternative learning source.

- V. Truancy:**

First Offense:

 - A. One hour of detention per hour skipped, up to three (3) hours.
 - B. One day of ISS per four (4) to six (6) hours of truancy.
 - C. Referral to Juvenile Officer/School Social Worker.
 - D. Parent/guardian notification

Second Offense:

 - A. One hour of detention per hour skipped, up to three (3) hours.

- B. One day of ISS per four (4) to seven (7) hours of truancy.
- C. Parent/guardian notification

Third and Subsequent Offenses:

- A. One hour of detention per hour skipped, up to three (3) hours.
- B. One day of ISS per four (4) to seven (7) hours of truancy.
- C. Informational letter sent home regarding Koochiching County Truancy Program.
- D. Parent/guardian notification.

NOTE: If parents/guardians fail to clear a student's pending absence within three (3) school days, the absence will be recorded as truant. Please clear absences, immediately, by calling the FHS office 283-2571. (Absent on Monday – must be cleared by the end of the day on Wednesday). Please leave a detailed message anytime with the following information: day of absence, student's first and last name, grade, reason for absence, and parent/guardian's first and last name.

VI. Vandalism and Theft:

- A. Suspension (ISS/OSS)
- B. Parent/guardian conference.
- C. Restitution.
- D. Referral to the juvenile officer or city attorney (adult).

VII. Tobacco Violations: *(Use or possession of any tobacco products (including e-cigarettes) on school property.)* Smoking or use of any other tobacco products by students (regardless of age) on school premises or at school events or activities is prohibited. Possession of tobacco products on school premises is also prohibited. **Falls High School is Tobacco-Free.**

First Offense:

- A. One day of ISS
- B. Referral to the juvenile officer
- C. 2 game/2 week suspension from extracurricular events (whichever is longer) whether participating or a spectator when offense occurs outside the school day at a district function

Second Offense:

- A. Two days of ISS
- B. Referral to the juvenile officer
- C. Parent conference
- D. Student athlete will lose eligibility for the next 6 consecutive games or 3 weeks (21 calendar days), whichever is greater from extracurricular events whether participating or a spectator when offense occurs outside the school day at a district function

Third and Subsequent Offenses:

- A. Three days of ISS
- B. Referral to the juvenile officer
- C. Parent conference
- D. Student athlete will lose eligibility for the next 12 consecutive contests or 4 weeks (28 calendar days), whichever is greater whether participating or a spectator when offense occurs outside the school day at a district function

Tobacco offenses accumulate for school career

VIII. Alcoholic Beverages and Drugs:

- A. Use or possession of alcoholic beverages shall not be permitted on school property or at school activities. Any student using or possessing alcoholic beverages during the school day shall be charged with the violation and receive Out of School Suspension (OSS) and/or In School Suspension (ISS). Any student using or possessing alcoholic beverages outside the school day at a district function will be charged and receive a 2 game/2 week suspension from extracurricular events (whichever is longer) whether participating or a spectator. Any student caught violating this rule a second time will again be charged and will be suspended from school for up to ten (10) days.
- B. Illegal use or possession of drugs or drug paraphernalia shall not be permitted on school property or at any school event or activity. Any student using or possessing an illegal drug or drug paraphernalia will be charged with the violation and will be suspended from school for up to ten (10) days or expelled from school for one (1) year. Violations will result in 2 game/2 week suspension from extracurricular events (whichever is greater) whether participating or a spectator. Any student caught violating this rule a second time will again be charged and expelled from school for one (1) year.
- C. Any student caught in possession of drugs on school property and caught selling drugs will be expelled from school for one calendar year.
- D. Regulations pertaining to the use or possession of drugs and/or alcoholic beverages apply to all students enrolled in school regardless of age.

IX. Weapons and Articles:

- A. **It is unlawful for any person to bring to school or have in their possession any weapons:** guns, knives, cigarette lighters, explosive devices (fake or real, makes no difference), fire crackers, stink bombs, stun gun, pepper spray, or anything construed by the school to be dangerous or cause alarm or fear in any person in the school or on school property.
- B. Some chains may also be considered dangerous weapons. A notification will be given and documented. Further wear will result in suspension and/or expulsion proceedings.
- C. Violation of said article will result in immediate suspension until a hearing can be arranged with school, parents, and law enforcement personnel.
- D. A student who brings a weapon to school shall be expelled for a period of one (1) year. The principal, under appropriate circumstances, may recommend and the board may impose a lesser penalty. The student may also have charges filed against him/her by a law enforcement agency.
- E. School Board Policy 501, School Weapons Policy: IV. EXCEPTIONS A. 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 or 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.

X. Possession and/or misuse of other devices or other potentially dangerous devices, including but limited to, laser pointers, drones, taser, mace, or pepper spray.

First Offense: Written warning and device confiscated for the day, and parent/guardian must come in to the school to pick up the device.

Second & Third Offense: 1 hour detention, device confiscated *and* parent/guardian must come in to the school to pick up the device.

Fourth & Fifth Offense: One day of ISS, parent/guardian must come in to the school to pick up the device.

Sixth and Subsequent Offenses: The device will be kept for one (1) week and two (2) days of ISS, parent/guardian must come to the school to pick up the device.

XI. Terrorist Threat: A terrorist threat is defined as a threat, including but not limited to, verbal and physical threats made either directly or indirectly with the purpose to terrorize another or others. Charges may be filed with law enforcement.

- A. Inappropriate Comment: General comment not directed at individual or group.
 - 1. Mandatory counselor appointment (Anger Management)
 - 2. Parent meeting with administrator, student, and juvenile officer
 - 3. Detention/ISS
 - 4. Locker search
- B. Threatening statement directed at person or small group.
 - 1. Parent meeting, juvenile officer
 - 2. Mandatory counseling and follow-up
 - 3. ISS/OSS/Expulsion
 - 4. Possible charges
- C. Pre-meditated [thought out] plan or comment of terroristic activity directed at individual or group.
 - 1. Parent meeting and juvenile officer
 - 2. Mandatory counseling and follow-up
 - 3. ISS/OSS/Expulsion
 - 4. Possible charges

XII. Electronic Devices:

CELL PHONES, IPod, gaming/music devices, laptop, iPad, etc. can be disruptive to the educational process and may not be used during the school day (8:30 am - 3:20 pm) with the exception of assigned lunch period and "passing time" between classes. These types of devices must be shut off and are suggested to be kept in the school locker during the periods that they are not to be used. Students caught using electronic devices during the school day (not counting assigned lunch and passing time) will have device confiscated by the classroom teacher until the end of the school day. If a student refuses or is argumentative, 1 day of ISS/OSS will automatically be assigned and the device will be confiscated. The school will **not** be responsible for lost or stolen items.

First Offense: Written warning and taken away for the day.

Second & Third Offense: 1 hour detention, device taken away for the day.

Fourth & Fifth Offense: One day of ISS, parent/guardian must come to the school to pick up the device.

Sixth and Subsequent Offenses: The electronic device will be kept for one (1) week **OR** two (2) days of ISS, parent/guardian

must come to the school to pick up the device.

*** Recording events/taking pictures at school is not allowed without administrator approval and will result in disciplinary action. Posting video or pictures to computer sites that were taken at the school without proper approval is not allowed and will result in disciplinary action regardless of when the posting occurred.**

***Any device with camera capability and similar devices are not permitted to be used in the locker rooms or bathrooms of ISD 361 at any time. Use of such items in the locker room or bathroom will result in disciplinary action.**

***Sexting – the act of sending sexually explicit messages or photographs, primarily between mobile phones. Students involved in such activities will be referred to law enforcement and may face school sanctions if it is determined that any part of the event took place during school hours.**

XII. Dress Code:

Students in the classrooms, including the pool area, are expected to keep themselves well-groomed, neat, and appropriately dressed at all times. FHS has a **NO HAT** rule which does not allow head covering including hats, scarves, and hoods during school hours, 8:00 am – 3:20 pm. Any form of dress which is considered contrary to good hygiene or which is distracting, disruptive, or which is not considered appropriate in appearance (halter tops, tube tops, short shorts, short skirts, two piece swim suits, chains, spikes, sun glasses, long trench coats, or clothing that is profane, supports toilet papering, or advertises guns, alcohol or tobacco products) and detrimental to the purpose or conduct of the school will not be permitted. Bandanas and headbands that look like bandanas may not be displayed in any manner. **You must cover the four (4) B's: back, bottom, bosom (cleavage), and belly.** Shoes and long pants are required in certain classes for health and safety reasons. Shorts, Skirts, and dresses should be mid-thigh. Students who violate may be sent home and charged with an absence.

First Offense: Written/verbal warning and student will correct violation for remainder of the day (ex: turn shirt inside out, change clothing, etc.).

Second Offense: 1 hour detention and student will correct violation for remainder of the day (ex: turn shirt inside out, change clothing, etc.).

Third and Subsequent offenses: Parent/guardian contacted, detention/ISS, and student will correct violation for remainder of the day (ex: turn shirt inside out, change clothing, etc.).

XIII. Intimacy:

Intimacy is a private matter. No kissing, hugging, or other forms of body contact will be allowed in school. Violations will be dealt with in the following manner:

First Offense:

- A. Referral to an administrator
- B. Verbal warning

Second Offense:

- A. Referral to an administrator
- B. Parent contact/conference
- C. Detention

Third and Subsequent Offenses: Detention/Suspension (ISS/OSS).

Keep intimacy a private matter and show respect for each other in public.

NOTICE: No written policy can adequately address each and every specific situation regarding pupil conduct. In general, a student may be subject to disciplinary action for willful violation of school rules; **willful conduct which materially and substantially disrupts the rights of other pupils or the property of the school.**

Disciplinary Actions

DEPENDING UPON THE SEVERITY OF THE INCIDENT, ADMINISTRATION MAY IMMEDIATELY INITIATE A HIGHER LEVEL OF DISCIPLINE.

LEVEL 1

A teacher may select, but is not limited to, one of the following punishments when a violation occurs:

- A. Detention before or after school. Work supervised by assigning teacher.
- B. Parent-teacher-student conference.
- C. Phone call to parents or note (referral) to the administrator.
- D. Removal from class. This step will require a conference before student is re-admitted.
- E. Parent requested to sit in class (s).
- F. ISS

Failure to comply, subjects the student to Level 2.

LEVEL 2

Meeting of the teacher, student, parent/guardian, administrator or any combination thereof to determine disciplinary action.

Failure to comply, subjects the student to Level 3.

LEVEL 3

- A. Involvement of additional authority, law enforcement, juvenile officer (court), superintendent.
- B. Up to ten (10) days of suspension may be assigned, or other disciplinary action deemed appropriate.
- C. For serious or repetitive offenses a teacher may omit Level 1 and refer the student to Level 2 or Level 3 after conferring with an administrator.

Failure to comply, subjects the student to Level 4.

LEVEL 4

The student will be subjected to the expulsion procedures of School District #361 in accord with MN Statutes.

Canine Detection Services

The International Falls School District has entered into an agreement with Interquest Detection Canines, Inc. to provide trained detection canines to conduct random, unannounced inspections of all campus locations within the district. This does include school and district events taking place off campus. These canines are trained to detect the presence of illicit drugs, alcohol, and gunpowder based items. Campus buildings, parking lots, and grounds will be randomly inspected for prohibited items. This includes the school safety zone extending beyond the school property line which is 300 feet or one block whichever is greater. If prohibited items are detected and found, the district will initiate the appropriate disciplinary action. These canines are non-aggressive retrieving breeds such as Golden and Labrador retrievers. They are trained to discriminate specific scents of contraband items and indicate the area where the scent is detected. Interquest provides service to over 1,200 public school districts across the nation. With the recent publicity concerning the dramatic increase in teenage drug use and school violence, the International Falls School District is taking every reasonable precaution to insure a safe and healthy learning environment for all concerned.

Honor Policy

Any student guilty of any form of cheating, including plagiarism and assisting another student to cheat, will receive no credit for the work involved. **Such conduct will require the notification of an administrator and the student's parent/guardian.** Repeated violation may result in loss of credit for the class. "What is plagiarism? Plagiarism is the act of taking someone else's ideas, thoughts, or writings and claiming them for one's own. This may occur either through ignorance, carelessness, or laziness. Most typically, the student will copy from a source (book, magazine, pamphlet, encyclopedia, or Internet) word for word and neglect to give any source credit for the materials. Whether this happens accidentally or deliberately, it is an illegal and unacceptable practice."

Open Study Hall

Open Study Hall is a privilege that allows juniors and seniors the option of leaving school or reporting to designated areas during their open hour. A student who has been approved for open study hall and receives ISS or OSS will lose their open study hall privilege; 1st offense 2 weeks and 2nd offense the remainder of the semester. If a student exhibits poor or unsafe behavior(s) during open study hall or is failing a class, administration reserves the right to revoke the open study hall privilege until deemed appropriate to reinstitute. Open Study Hall Applications may be picked up in the high school office the first week of school. Parents must stop in the FHS office to complete the form or a student may take the form with them to be notarized and returned to the office. The student must meet with Mr. Glowack to go over the form before open study hall is granted.

Dropping Classes (Electives)

1. A student may not change classes they have registered for unless there are extenuating circumstances. In the event of extenuating circumstances a student shall have five (5) school days from the beginning of any course/semester to drop/add a class with no penalty. Students may drop/add after the five (5) day period only with the permission of the instructor or extenuating circumstances. Dropping without teacher approval after five (5) days will result in an "F". PSEO and Online learner withdrawal after five (5) days will result in an "F" on your high school transcript and coinciding mark on postsecondary transcript. The permission of the parent/guardian is needed before a student is allowed to drop a class. A form will be given to the student to take home for his/her parent's/guardian's signature.
2. It is the student's responsibility to contact the counselor concerning the dropping of a course, taking the form home to be signed by the parent/guardian, and returning the signed form to the counselor before the deadline date for each semester.
3. Concurrent Enrollment Students may transition into high school classes to maintain high school credit if the course work becomes too difficult.
4. Parents/guardians are urged to contact the Principal's Office or the Counselor's Office if they have questions regarding the process for dropping classes or the athletic eligibility of their students by calling 283-2571.

Behavior Contract

A behavior contract is a **disciplinary** agreement between a student and a teacher. The agreement specifies the conditions that must be met to remain in class or participate in a school field trip. **Failure to follow the conditions will result in removal from the class**

and/or trip and the grade will be recorded as “NC”, No Credit. Students removed from class or a trip will be assigned to ISS and may be provided classroom assignments or work to strengthen their ability on the MCA tests and school academic goal.

Fire and Tornado Drills

Fire and tornado drills are held each year and monitored by local officials. It is the teachers' responsibility to instruct students in proper evacuation procedures. It is the students' responsibility to know the specific directions for leaving each of the rooms in which he/she has classes. An exit plan is posted in each room. False alarms shall not be given, signaled or transmitted or caused or permitted to be given, signaled or transmitted in any manner. Charges could be filed by the fire or police department. Students who do not follow fire and/or tornado drill procedures and rules will be subject to a meeting with administration and detention will be assigned.

Lock Down Drills

Lockdown drills are held each year to practice emergency procedures and are required by law. It is the teacher's responsibility to instruct students in proper procedures in their classroom. It is the students' responsibility to know what they need to do in each of their classes in the event of a lockdown. In the event a student is outside of their assigned class when a lockdown occurs, enter the closest room immediately. In the event you are in the bathroom or lobby area, go to the office immediately. Students who do not follow the lock down drill procedures and rules will be subject to a meeting with administration and detention will be assigned.

Lockers

School lockers are the property of School District #361. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of a 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.

Students must remain in their assigned locker and must report any malfunctions to the office immediately. If the locker/lock is ruled unfixable, a new lock will be assigned. Jamming your lock is not allowed. For safety reasons, backpacks, purses and jackets are to be left in lockers. At no time is a student to share his/her combination with another student. Students are responsible for the contents of their lockers. Lockers will be emptied by custodians the day after school releases for the summer. Remaining items in lockers will be disposed of that day.

Searches

We are always concerned about providing a safe educational environment for our students. The site administrator or his/her designee has the authority to conduct a search. The scope of the search may include a student's person and areas over which he/she has control, including but not limited to cell phones, computer files, purses, backpacks, any locker assigned the student by the school, and the student's vehicle. The administrator must have reasonable suspicion to believe that under the circumstances, the student may have concealed evidence of misconduct in areas under his/her control. This includes measures taken to keep the school free of chemicals/drugs and/or weapons. Therefore, at times designated by the administration, searches will be conducted to determine the presence of any chemicals/drugs or related paraphernalia and/or weapons. These searches may be conducted on all school property and may utilize law enforcement resources including K-9's.

Out of Town Trips

All pertinent school rules are in effect during school sponsored out-of-town trips. On such events students are representing Falls High School and the community as a whole so they are expected to exhibit the "Bronco Power" PBIS initiative (Proud ~ Optimistic ~ Welcoming ~ Engaged ~ Respectful) and "PUT THEIR BEST FOOT FORWARD" at all times. Students who are participating in out-of-town events must be transported in a school vehicle.

If parents wish to have their **own** child ride home with them, parents/guardians must send a note to school in advance. Only the principal/designee(s) or activities director for MSHSL activities may grant permission.

Parking Regulations

Students are to park **ONLY** in the school lot east of the swimming pool, being careful to avoid parking too close to the swimming pool doors. ***Blocking the emergency lane may result in vehicles being towed away at the owner's expense. Students are NOT to park in the lot to the south of the building or on 11th Street in front of the school.*** Cars parked in the student lot must have parking stickers attached to a window. Parking stickers may be obtained in the office at no cost to the student. Failure to display parking stickers may result in detention, suspension, or towing of the vehicle at owner's expense. Students must park their vehicles appropriately aligned to make room for students and guests. Student vehicles parked inappropriately, blocking in vehicles, making it difficult to enter/exit, causing safety concerns or taking up space will be subject to disciplinary action and/or law enforcement referral. Snowmobiles, ATV's, motorcycles are to be parked in the east parking lot of Bronco Arena; failure to do so may result in detention. Snowmobiles are not to be run on district facility grounds. Disciplinary action will be enforced for the safety and upkeep of district property. **The parking lot is school district property, therefore, student vehicles in the lot may be subject to search by**

administration if circumstances warrant.

Assemblies

Assemblies (Grades 6-12) for speakers, pep fests, and special events (PBIS, homecoming, winter sports week) will be conducted as long as student behavior is not disruptive. An indication of the cultural level of the school is the conduct of its student body at an assembly. Unacceptable behavior may result in the removal, disciplinary action and/or suspending of assemblies for the remainder of the school year.

Closed Noon Hour/Leaving School Grounds

FHS has a closed campus for all age levels, excluding FHS juniors and seniors who have authorized permission. Students are to **eat** their noon lunches **in the cafeteria**. Those who do not wish to purchase a school lunch that is served daily may bring lunches from home to be **eaten in the cafeteria**. Students who leave the building without permission may be regarded as truant or skipping and will be disciplined. Habitual violators will be suspended. Students are to remain in the cafeteria, lobby, gymnasium, or library during lunch period. Roaming the halls or in the parking lot is not allowed and may result in disciplinary action.

Cafeteria

A meal account “pin” number will be issued to each student upon deposit of funds in a meal account or approval of the “Application for Educational Benefits” (free/reduced meal form). **Keep this number confidential; do not lend it out.** A positive balance must be maintained in the meal account; **NO CHARGING WILL BE ALLOWED.** Deposits will be accepted in the FHS office Monday – Friday during the school day or online in your child’s skyward account. Checks or credit cards will be accepted for meal payments, but may not be cashed. **NO BORROWING OR SHARING OF PIN NUMBERS WILL BE ALLOWED.** The person making the purchase must be the same as the person whose name the account is in. Anyone attempting to use an account number not their own will be subject to disciplinary measures. Individuals caught using another student’s personal pin number to purchase items from the cafeteria vending machines will be written up for stealing and be responsible for paying back in full the amount spent on the purchase(s). If you suspect your account privacy has been jeopardized, please contact the office to obtain a new number.

Food will be served in the cafeteria before 8:25 a.m. and at designated lunch hours only.

Behavior and appearance in the cafeteria are a reflection of the cultural level of our student body. Please abide by these guidelines:

- A. No pushing, shoving or getting ahead in line.
- B. Keep the condiment cart clean and dispose of wrappers.
- C. Students are responsible for keeping the area where they sit clean and for removing all lunch items from the table.
- D. Do not throw trays in the garbage. It costs the school district money to replace them which leads to increases in lunch prices.
- E. No throwing of food is allowed.
- F. Food is to be eaten in the cafeteria.
- G. Students must remain in the cafeteria, lobby, front entrance, or library during lunch.
- H. Students are allowed to purchase food and drinks from the cafeteria between classes. All wrappers and bottles must be disposed of properly. If wrappers, bottles, and other garbage are left in the hallways, students will not be allowed to purchase food items between classes.
- I. Ala carte purchases will be permitted for students with positive balances in their meal accounts.
- J. Students are not allowed to order food to be delivered to the school for lunch.

****Violations of the above guidelines may result in cleaning duty, detention, and/or suspension.**

Emergency Contacts (listed in Skyward)

In the event the school is unable to contact the Parents/Guardians listed we will then try the Emergency contacts that you have provided the school with. When listing an Emergency Contact(s) for your child(ren), please be aware that this is giving the school permission to contact them in case your child(ren) becomes ill or injured during school hours and may need to be picked up from school. The school will only release students to guardians or emergency contacts listed in skyward. Therefore it is very imperative you keep the school up to date with the emergency contact information. The emergency contact listed will also receive Emergency outreach calls. For example if the school closes due to inclement weather conditions an automatic phone message will go to all numbers listed in skyward including all guardian and emergency numbers listed.

Parent-Teacher Conferences

Parent-Teacher conferences are held periodically at designated times. Parents are encouraged to make additional appointments with teachers or other school personnel if they feel the need to do so. The school phone number is 283-2571.

Visitors

Anyone other than students or school employees who enter the building during the school day must report to the Main High School Office Door #1 for a Visitor’s Pass before going anywhere in the building. **Visitors will be asked to provide a driver’s license, if possible, before a pass is printed.** Violators may be subject to trespassing charges. Student visitors who wish to attend classes for a day must give two days’ notice and have written permission from teachers and administration. **No visitors will be allowed during the first two or last two weeks of school.** Exceptions may be made on an individual basis.

Hazing Prohibition

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

Daily FHS Announcements

Daily announcements will be electronically available on the school webpage and one will be posted in the office. The bulletin contains information pertinent to students and staff. Notices intended for the bulletin should be written, approved by Principal Everson, and given to Jen Erickson.

Hall Passes

Once classes start, students may not be in the halls unless they have a pass. Students can be expected to be asked for passes by teachers, the Principals, Dean of Students or the hall monitor. Misuse of a pass will result in the loss of pass privilege and possible room restriction or detention.

2020-2021 Class Schedule

(The warning bell at 8:25 a.m. is a signal for students to go to their first hour class)

Class Schedule (Mon./Tues./Thurs./Fri.)

Class Schedule (Wednesday only)

PERIOD	START TIME	END TIME	MINUTES
1	8:30	9:20	50
2	9:25	10:15	50
3	10:20	11:10	50
4	11:15	12:05	50
5	12:10	1:29	
1st Lunch	12:10	12:39	29
2nd Lunch	12:35	1:04	29
3rd Lunch	1:00	1:29	29
6	1:35	2:25	50
7	2:30	3:20	50

PERIOD	START TIME	END TIME	MINUTES
1	8:30	9:14	44
2	9:19	10:03	44
3	10:08	10:52	44
4	10:57	11:41	44
5	11:46	1:00	
1st Lunch	11:46	12:15	29
2nd Lunch	12:08	12:37	29
3rd Lunch	12:31	1:00	29
6	1:05	1:50	45
7	1:55	2:40	45

Dances

All dances will be held at the high school with the exception of Harvest Ball, Snowball, and Prom. Dances are limited to current Falls High School students. Exception: out of town students in grades 11-12 may apply in advance to attend dances. (took out grade levels... "7-9 and 9-12"...listed after limited....want to change since 6th is in the school?)

Student Council

Falls High Student Council is composed of students elected from the student body. Council members represent their class and their school, and are encouraged to work toward open communication between teachers, administration, and the community. Student Council is involved in school projects, activities, community service, and school issues. Elections are held in the spring of each year.

2020-2021 STUDENT COUNCIL MEMBERS

Advisor: Brandon Vang

EXECUTIVE BOARD MEMBER:

President: _____ Treasurer: _____
 Vice President: _____ Historian: _____ Secretary: _____

<i>~2012-21 Falls High Student Council Members~</i>					
<i>7TH GRADE</i>	<i>8TH GRADE</i>	<i>9TH GRADE Freshmen</i>	<i>10TH GRADE Sophomores</i>	<i>11TH GRADE Juniors</i>	<i>12TH GRADE Seniors</i>

Student on the School Board

School District #361 offers a unique opportunity for a Falls High student to be represented on the School Board. One student from grades 10-12 will be chosen by the Student Council to represent the student body on the School Board. The position is for one year and is non-voting.

Fundraising Activities

No fundraising activities will be allowed on school property without permission of the school principal or designee. A general guideline is that fundraising must be done by an organized school group and pertain to school sponsored activities. Fundraising events must be submitted to the Principal's office for prior approval.

Background Check/Criminal History

In accord with Minnesota Law 123B.03 BACKGROUND CHECK, all district employees and volunteers specifically assigned to duties of direct student supervision will have a criminal history background check on file with ISD#361.

Technology/WIFI Use

The intent of our acceptable use policy is to establish and administer guidelines for the use of ISD #361 technology resources by staff, students, and any other users. Technology resources include all voice, video, and data systems such as telephones, televisions, computers, networks, and supplies. The use of technology and the Internet is a privilege, not a right, and inappropriate or unauthorized use will result in disciplinary action, including the termination of those privileges. The complete version of our acceptable use policy can be found on the Internet at www.isd361.org via the School Board Policies tab. ISD#361 has completed installation of a wireless network at Falls High School. Some ISD 361 computer devices use the wireless network while other devices are using our wired network. All ISD #361 devices are filtered. This means all activity is audited and can be monitored. **If you connect your personal device to the ISD #361 guest network, keep in mind that it, too, will run through the filter and all activity is audited and can be monitored.**

Distribution of Literature/Posters

There will be no distribution of non-school printed materials on school property without permission of the school principal or his/her designee. All posters must be cleared by an administrator. Posters are to be displayed only in the stairwells and lobby areas. The complete version of this policy 505 Distribution of Non-school sponsored materials on school premises by students and employees is posted on the website. Full policy is on page 38.

Books and Fines

Students who lose or damage textbooks or other school property must compensate the school for the loss or damage. Willful acts of vandalism to school property will result in charges being filed with law enforcement officials. Conflicts regarding fines and fees will be settled in conciliation court. Non-payment of a fine or fee will result in referral to Collection Agency. The school will charge an appropriate replacement fee for textbooks, workbooks, or library books lost or destroyed by students.

Fees

Fees are charged in certain classes to cover costs that are above and beyond the allowed costs of materials for student projects. Classroom projects will not be allowed to leave the classroom until all fees have been paid. A fee is charged for each extra-curricular activity a student participates in. A maximum out-of-pocket expense for each family is intended to reduce the financial burden on any one family. Students should not be discouraged from participating in school activities because of cost, as the school district can help students and parents/guardians find alternate sources to help pay fees. Contact the Activities Director at 283-2571 ext.1138 for information on activity fees.

Physical Education Class

A student may, when it is necessary, be excused from Physical Education classes. A student shall not be excused from physical education unless he/she presents a written excuse from one of the following:

Doctor.....this excuse must include the length of time for non-participation.

Nurse.....the school nurse evaluate the student's illness or injury.

Parent.....this is valid for one class meeting in a case where the student cannot immediately obtain a doctor's excuse or where the student had just returned to school after a sustained illness. If a student is excused from participation in physical education he/she shall remain in the physical education area if the excuse is for two weeks or less. He/she may be programmed into a study hall if the excuse is longer.

Media Center

The Falls High School Media Center is located on the 2nd floor and is open from 8:00 a.m. to 4:30 p.m. on school days. During the

school day, students must have a signed pass by his/her teacher. During lunch, students must sign in as they enter the LMC, **leaving the library via the emergency exit during a non-emergency will result in detention/suspension.** Students not using the library for the purpose of studying, reading, or using the computers will be asked to leave the library.

The purpose of the Media Center is to support the school's curriculum and educational programs, and to provide educational and recreational reading opportunities.

PRINT MATERIALS include magazines, books and newspapers.

12 NETWORKED COMPUTERS with internet access allow easy access to a variety of networked resources and databases.

BOOKS may be checked out for 21 days. REFERENCE MATERIALS can be checked out for 3 days while, MAGAZINES AND NEWSPAPERS are to be used in the library only.

While in the Library/Media Center, students should be quiet, respectful of others, and constructively occupied.

Medication

Medication is given to students at school, or they are allowed to self-administer it per policy, only when their health or learning would be jeopardized without it. Written consent from parents and a health care provider are always required for staff to give medication to students at school. Parents need to contact the school nurse before any medication can be given at school. It must be checked out by the nurse first. All medication must be supplied in a properly labeled bottle. Please contact the nurse (283-2571 ext. 1131) if you feel your student requires medicine at school or stop in the school. *School personnel are not allowed to dispense over-the-counter medication to students from their personal supply, **students must supply their own.*** The school nurse will assist students who must take prescribed medication regularly during school hours. A consent form signed by a health care provider and parent is needed **for prescribed medication.**

Health Service

The school nurse is available on certain days each week and upon request. Services available include health counseling, vision screening, and medication arrangements.

Homebound Instruction

Upon the recommendation of a doctor and with the approval of the principal or designee(s), home and hospital instruction is provided for students who are ill or seriously injured, causing them to miss school for an extended time. Homebound is arranged through the Principal's office (283-2571).

Graduation Requirement

24 Credits

Students begin earning credits in ninth grade. Included in these credits must be four (4) English, four (4) social studies, three (3) sciences, and three (3) math. In addition, one (1) Music/Art, and one (1) Technology/FACS credits are required. Health/PE is required in ninth grade and a .5 PE credit is required in grades 10-12. 6.5 additional credits are needed to meet academic rigor and graduation requirements. A course description and registration booklet is given to students. Students must have earned the required number of credits to receive a diploma and participate in the graduation ceremony. Extenuating circumstances may be appealed to the Principal. **A student must have a minimum of two credits per semester to be considered for the honor roll.**

Honor Roll

Graduating with honors requires a cumulative GPA of 3.95 or higher through their senior year.

There are three honor rolls established by the principal's office.

Principal's List	4.000	GPA
"A" Honor Roll	3.700 - 3.999	
"B" Honor Roll	3.000 - 3.699	

An honor roll is issued following each marking period.

Semester 1

Semester 2

Grading System

7th through 12th grade students are assigned letter grades each quarter. A quarter and cumulative GPA is listed on each report card as follows:

A	=	4.0	B	=	3.0	C	=	2.0	D	=	1.0
A-	=	3.7	B-	=	2.7	C-	=	1.7	D-	=	0.6
B+	=	3.3	C+	=	2.3	D+	=	1.3	F	=	0

Bonus GPA Grading System

Students completing a weighted course with a grade of C or higher will earn the following GPA points for that course:

A	=	4.5	B	=	3.5	C	=	2.5	D	=	1.0
B-	=	4.2	B-	=	3.2	C-	=	1.7	D-	=	0.6
B+	=	3.8	C+	=	2.8	D+	=	1.3	F	=	0

Weighted Grades

Weighted grades are set forth for select classes at FHS. The school district policy encourages students to enroll in the district's most challenging academic courses to maximize rigor and student potential. A weighted grade course is defined by the district as a Falls High School course designated by the School Board as having grades weighted. To qualify for additional weighted points a student must complete the board approved applied course with a semester grade of "C" or higher. For additional information on the ISD 361's weighted grading policy, see School Board Policy 613.5, Series 600.

Academic Excellence Award

All 9th – 10th graders with a cumulative GPA of 3.7 or higher, 11th graders with a cumulative GPA of 3.85 or higher, or a 12th grader with a cumulative GPA of 3.95 or higher may apply. Information with sample criteria and an application are mailed to eligible students in the spring. Those students meeting the guidelines of 300 points or higher are recognized during an Academic Excellence Award ceremony with an "Award of Excellence" certificate, which enables them to purchase a Greek award to be applied to a letterman's jacket. The "Academic Excellence" designation is also added to their transcript for each year they qualify.

Activities

In addition to the regular curriculum, School District #361 attempts to provide students with opportunities for a well-rounded educational experience. Eligibility papers must be signed before you are allowed to practice your given sport. All fees must be paid before the first official game.

I. Athletics

- Boys' Sports:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Football	Basketball	Track
Cross-Country	Hockey	Baseball
Trap	Swimming	Golf
	Wrestling	Trap

- Girls' Sports:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Volleyball	Basketball	Track
Cross-Country	Hockey	Softball
Swimming	Wrestling	Golf
Trap		Trap

II. Cheerleading

There is a cheerleading squad for each of the following sports: football, boys' basketball and hockey. Try-outs are held in the spring. Falls High eligibility and MSHL rules apply. (List grades that can try-out for cheerleading?)

III. Prom-Junior & Senior

The planning of the prom and post prom is done by the Prom Committee (students in junior and senior class) and its advisor(s). All aspects including but not limited to: planning, fundraising, decorating, selling of tickets, and collecting of the Grand March admittance fee are the responsibilities of the Prom committee, the advisor(s), and volunteers. Prom attendees must be an active FHS junior or senior student **by credit** at the end of the first semester and in good standing at the time of the event. Out of town students may apply in advance to attend prom with a FHS student. Guests attending cannot be exceed the age of 19 as of the prom date. Guests must be in good academic and community standing at the time of the event.

IV. Music

Falls High School has a very fine music department, providing students who have an interest in music opportunities to develop their talents. Music activities include band, and chorus. Performing at games, concerts, competitions, and special events are part of participating in a music group. Elective credit is also earned, and students may qualify for a school letter.

V. Speech

As a member of the speech team, students have the opportunity to build self-confidence in a full schedule of interscholastic competition sponsored by the MSHS League.

VI. Annual Staff

This group works closely with an advisor in planning and producing the annual. The staff consists of an editor-in-chief, class editors, layout people, computer operators, and photographers. The annual is a student production which reflects the interests and activities of student life. The annual is produced in the graphic production class, a one credit elective. Mr. Anderson is the advisor.

VII. Minnesota Honor Society

The Minnesota Honor Society is an organization formed to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service.

Minnesota State High School League

Falls High School is a member of the Minnesota State High School League, an association of secondary schools formed to govern interscholastic contests in athletics, debate, speech, drama, and music. All players and contestants are subject to the rules and regulations of the League. FHS is a member of Region 7 and various other conferences which brings our school into competition with many area schools. Students and players are reminded that at all contests and festivals promote sportsmanship and school pride and are the basis for good competition and behavior.

School Colors
Purple and Gold

School Mascot
Bronco

School Song

Come On Falls High, Come on Falls High,
Fight, Fight, Fight, Fight, Fight!
Score those points and keep a goin'
Show them who's got might, Rah, Rah, Rah!
Keep a footin', Keep a rootin'
Plow through their whole team!
And when you're in that goal sight,
Fight, Fight, Fight!

Yeah team, fight team fight
Yeah team, fight team fight
Team, Team, Team!
(Repeat first part)

Sportsmanship

Come on let's raise our voices loud and strong.
Let's give a cheer to boost our team along.
We'll teach our boys to fight with all their might;
We'll win a victory in sportsmanship tonight.
And be it win or lose, we'll never fuss,
We'll make our Alma Mater proud of us.
With a loud and lusty hip hooray, our friendly foes we'll play.
(Repeat entire verse)

Religious, Racial and Sexual Harassment

Everyone at District 361 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.

1. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:
 - A. name calling, jokes or rumors
 - B. pulling on clothing
 - C. graffiti
 - D. notes or cartoons
 - E. unwelcome touching of a person or clothing
 - F. offensive or graphic posters or book covers
 - G. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
 - H. digital harassment in any of the above forms
2. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer.
3. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
4. Your right to privacy will be respected as much as possible.
5. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
6. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported an incident.
7. This is a summary of the School District policy against religious, racial and sexual harassment and violence. Complete policies are available in the Superintendent's office upon request or online on the district website.

RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE ARE AGAINST THE LAW. DISCRIMINATION IS AGAINST THE LAW.

INDEPENDENT SCHOOL DISTRICT #361

International Falls Public Schools does not discriminate on the basis of race, color, creed, nation-al origin, sex, sexual orientation, religion, and disability, receipt of public assistance, marital status or age.

Section 504 Officer (Gr. K-5)

Melissa Tate, Elementary Principal
1414 11th Avenue, International Falls, MN 56649
218-283-2571 ext. 1232
Alternate: Marc Glowack, Dean of Students Gr. 6-12

Section 504 Officer (Gr. 6-12)

Marc Glowack, Dean of Students 6-12
1515 11th Street, International Falls, MN 56649
218-283-2571 ext. 1110
Alternate: Melissa Tate, Elementary Principal

Title IX Officer (District-wide)

Kevin Grover Superintendent of Schools
1515 11th Street, International Falls, MN 56649
218-283-2571 ext. 1112

Title IX Officer (Alternate)

Tim Everson, FHS Principal
1515 11th Street, International Falls, MN 56649
218-283-2571 ext. 1104

Human Rights Officer

Tim Everson, FHS Principal
1515 11th Street, International Falls, MN 56649
218-283-2571 ext. 1104

Human Rights Officer (Alternate)

Missy Tate, FES Principal
1414 11th Avenue, International Falls, MN 56649
218-283-2571 ext. 1232

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 if disclosed. It includes, but is not limited to: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. Directory information does not include personally identifiable data which references religion, race, color, social position or nationality. The school district may disclose directory information from the education records of a student without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:

1. the types of personally identifiable information that the school district has designated as directory information;
2. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student as directory information.

Bus Policy

District 361 Transportation Department

Bus Garage: 283-2050

In the interest of the safety and comfort of bus students, ISD #361 has a student management and bus suspension policy that is fair to all students. The bus driver has the authority to assign seats on the bus as he/she feels is necessary. When a student breaks a ridership rule the transportation coordinator will enter the infraction on the student management system. It will then be determined if the infraction deserves a warning, (minor offense) or if needs more of a discipline action, a (major offense) will be given to the student. The transportation coordinator may consult the transportation director and building principal on the severity of the infraction, but the transportation director, building principal and the transportation coordinator will have final say on the allocation of disciplinary actions.

The student management system uses minor and major offenses for recording behavior. Some examples of Minor offenses are: Minor Defiance and Minor Disruption. Some examples of Major offenses are: Defiance, Fighting, Lying/Cheating, and Vandalism.

When a student reaches four minor offenses the four minor offenses change to one major which equals one detention.

(This schedule and discipline policy may be adjusted to accommodate students with disabilities.)

First Offense:

- A. Transportation Director and Coordinator resolve.
- B. Detention or ISS (to be determined by Director and Coordinator)
- C. Suspension (ISS/OSS)

Second Offense:

- A. Detention or Suspension (ISS/OSS)
- B. Hearing involving transportation director and coordinator and a building administrator, juvenile officer, students, parents/guardian, student or any combination thereof.
- C. Loss of bus riding privileges', time decided by transportation director and coordinator.

Third Offense:

- A. Suspension (ISS/OSS)
- B. Petition filed by juvenile officer against perpetrator(s).
- C. Loss of bus privileges', time to be decided by transportation director and coordinator.

For flagrant violations or incidents that endanger other students, an immediate suspension will occur. The suspension is from all school buses. The suspension is for bus riding only. Attendance at school is still required.

The 1994 legislature established that riding a school bus is a privilege, not a right. Bus riding privileges may be revoked for failing to demonstrate knowledge of school bus safety principles.

Student safety at the bus stops and on the bus is our number one concern. Students that make the bus ride unsafe will be dealt with immediately and disciplined accordingly.

Weather Policy

Closing Schools Due to Inclement Weather

Closing schools due to bad weather is a difficult decision under the best of circumstances. There are school districts which use hard and fast criteria such as temperature and wind chill, and other school districts will use a combination of factors. In most school districts, the governing policy is to direct the superintendent to execute a decision based upon the best interest of the students and their families.

ISD 361 administration employs a three-part system to determine school closings due to weather: (1) road surface conditions, (2) visibility, and (3) actual air temperature. Common sense dictates that if the roads are iced over and with little opportunity to gravel and salt on the bus routes, school closes regardless of temperature and visibility. By the same token, if the roads are clear and dry, but visibility is under a quarter of mile in a sustained manner, we would close school regardless of temperature.

Closing schools based solely on temperature is the most difficult criterion to use. Factors such as length of bus routes, availability of spare buses on an immediate basis, and temperatures moderating through the day are all part of the decision to close school. It is also important to determine where and when temperatures would be taken. ISD 361 utilizes the automatic weather service at Falls International Airport. This system gives constant updates on visibility, wind, and temperature. Our history in ISD 361 is not to establish by school district policy a predetermined temperature for school closing. Administratively the "close school" decision would be triggered by a -40 F ambient temperature if there were little chance of moderation during the day. This decision would be made by 5:30 A.M.

Parent cooperation is essential for any inclement weather condition. Children need to be dressed for the conditions. It is not uncommon to see students come to school with short skirts, bare legs, sweat shirts or light jackets, no hats, no gloves, or boots. Some districts have very stringent policies covering student winter dress before the student is allowed on a district school bus. ISD 361 has not considered this policy due primarily to difficulty of enforcement.

No school closing decision will be universally accepted. Issues of family schedules, day care, and a host of other problems are always created when a school closes with little notice to parents. Issues of student safety are paramount and this essentially lies in the parent's decision making. A parent always reserves the right to keep their child home and this would be treated as an excused absence. Excessive absences will be handled with the school attendance policy.

Minnesota Comprehensive Assessments (MCA) Refusal to Participate

Parents have the right to refuse to have their student participate in the state-required standardized assessments. Parents need to complete and return the attached form to the school no later than January 15th if they wish to opt their student out of testing in the spring.

We encourage parents to allow their students to participate in the MCA testing in the spring at our school. This is a way that we can measure how well the academic standards have been aligned to our curriculum and daily instruction. Having our students participate in the assessments and then analyzing the results is an effective way to measure how well we are doing as a school and helps us to make necessary changes to help improve our instruction.

More information regarding MCA testing can be found at the following website: <http://education.state.mn.us/MDE/fam/tests/index.htm>

Minnesota Statutes, section 120B.31, subdivision 4a requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information.



Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, this form must be completed by the parent/guardian and returned to the student's school.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. Parents/guardians are required to submit a refusal form **each year** they wish to opt the student out of statewide assessments.

Date _____ (This form is **only** applicable for the 20__ to 20__ school year.)

Student's Legal First Name _____ Student's Legal Middle Initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____ Grade _____

Please initial to indicate you have received information about statewide testing.

_____ I received information on statewide assessments and choose to opt my student out. MDE provides a Parent/Guardian Guide to Statewide Testing on the [MDE website](#) (Students and Families > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

_____ MCA/MTAS Reading _____ MCA/MTAS Science
_____ MCA/MTAS Mathematics _____ ACCESS or Alternate ACCESS for ELLs

I understand that by signing this form I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state's efforts to equitably distribute resources and support student learning.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff

Student ID or MARSS Number _____

INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361

BOARD POLICY 413

SERIES: 400

SUBJECT: DISTRICT HARASSMENT AND VIOLENCE

ADOPTED: By reference

REVISED: 1999, Revised 2010

Page 1 of 7

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

II. GENERAL STATEMENT OF POLICY

- a. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- b. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district harasses a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, a school personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- c. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- d. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

III. DEFINITIONS

a. "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; or
- 3. the threat to do bodily harm to another with present ability to carry out the threat.

b. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability 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. "Immediately" means as soon as possible but in no event longer than 24 hours.

d. Protected Classifications; Definitions

1. "Age" means the person is over the age of 25 years.

2. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:

- a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
- b. has a record of such an impairment; or
- c. is regarded as having such an impairment.

3. "Familial status" means the condition of one or more minors being domiciled with:

- a. their parent or parents or the minor's legal guardian; or
- b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

4. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

5. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.

6. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

7. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

8. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

e. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests 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 employment or 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.

2. Sexual harassment may include, but is not limited to:

- a. unwelcome verbal harassment or abuse;
- b. unwelcome pressure for sexual activity;
- c. 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;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of gender.

F. Sexual Violence: Definition

1. 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 Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:

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

G. Violence: Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, and familial status, status with regard to public assistance, sexual orientation, or disability.

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability 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 harassment or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, 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.

B. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment

or violence prohibited by this policy shall inform the building report taker immediately. 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. School district personnel who fail to inform the building report taker of a report of harassment or violence in a timely manner may be subject to disciplinary action.

- C. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- D. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- E. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.
- F. Use of formal reporting forms is not mandatory.
- G. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VII. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who makes a good faith report of alleged harassment or violence prohibited by this policy or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and 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.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
 Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 Minn. Stat. § 609.341 (Definitions)
 Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
 20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)

29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
 29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
 42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
 42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
 42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
 42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)
Puller v. Indep. Sch. Dist. No. 701, 528 N.W.2d 273 (Minn. Ct. App. 1998)

Cross References:

MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
 MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
 MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
 MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
 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 506 (Student Discipline)
 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 528 (Student Parental, Family, and Marital)

INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361

BOARD POLICY	514 _____
SERIES:	500 Students
SUBJECT:	Bullying Prohibition Policy
ADOPTED:	By reference
REVISED: June 2012, Feb. 2014, June 2014 Page 1 of 9	

A. 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 students' ability to learn and/or a teachers' 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, the school district 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, and other similar disruptive and detrimental behavior.

B. 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, at 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, other students, or 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. This policy also applies to an act of cyberbullying regardless of

whether such act is committed on or off school district property an/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 school district's policy (see MSDBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental 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.

C. DEFINITIONS

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

- 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 or 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.
- 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 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.

D. REPORTING PROCEDURE

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying 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 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 in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal or 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 one of the following individuals:
1. **Building Principals:**
Tim Everson, Head Principal: Falls High School; 218-283-2571 ext. 1104
Marc Glowack, Dean of Students: Falls High School; 218-283-2571 ext. 1110
Melissa Tate; Falls Elementary School; 218-283-2571 ext. 1232
 2. **6 Title IX Officer/Human Rights Officer:**
Kevin Grover, Superintendent of Schools ISD #361 District Office
1515 11th Street; International Falls, MN 56649 218-283-2571 ext. 1112

If the complaint involves the building report taker, the complaint shall be made or filed directly with 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, 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 conducts 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.
- 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.

E. SCHOOL DISTRICT ACTION

- A. 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 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 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.
- D. Upon completion of the 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 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.
- 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 of the remedial or disciplinary action taken, to the extent permitted by law.
- 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.

F. 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, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or 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.

G. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district 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.
- 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 school district 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.

F. The school district may implement violence prevention and character development education programs to prevent 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.

H. 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.

I. 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. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

Cross References: MASA/MSBA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MASA/MSBA Model Policy 413 (Harassment and Violence)
MASA/MSBA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MASA/MSBA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MASA/MSBA Model Policy 423 (Employee-Student Relationships)
MASA/MSBA Model Policy 501 (School Weapons Policy)
MASA/MSBA Model Policy 505 (Distribution of Non-school-Sponsored Materials)
MASA/MSBA Model Policy 506 (Student Discipline)
MASA/MSBA Model Policy 507 (Corporal Punishment)
MASA/MSBA Model Policy 515 (Protection and Privacy of Pupil Records)
MASA/MSBA Model Policy 521 (Student Disability Nondiscrimination)
MASA/MSBA Model Policy 522 (Student Sex Nondiscrimination)
MASA/MSBA Model Policy 525 (Violence Prevention)
MASA/MSBA Model Policy 526 (Hazing Prohibition)
MASA/MSBA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MASA/MSBA Model Policy 709 (Student Transportation Safety Policy)
MASA/MSBA Model Policy 711 (Videotaping on School Buses)
MASA/MSBA Model Policy 712 (Video Surveillance Other Than on Buses)

INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361

INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361

BOARD POLICY 534
Unpaid Meal Charges

Adopted ___ By Reference ___
Revised ___ December 2019 _____

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. GENERAL STATEMENT OF POLICY

- A. The goal of Independent School District No. 361 is to provide nutritious meals to students to promote healthy eating habits and enhance learning, as well as, maintain the financial integrity of the National School Breakfast and Lunch program and eliminate stigmatization of children who are unable to pay meal charges.
- B. It is the policy of Independent School District No. 361 to offer breakfast and lunch meals that meet state and federal regulations.
- C. The school district receives school lunch aid under Minn. Stat. § 124D.111, therefore, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- D. Families may apply for free/reduced price meals any time during the school year. Meal applications are distributed to all families in the school district prior to the start of the school year, and are included in enrollment packets. Meal applications are also available at the both school offices and on the district website. If household income or size change, families can apply for meal benefits anytime during the school year.

Parent(s) or guardian(s) are responsible for meal charges prior to qualifying for meal benefits. Families who qualify for meal benefits are required each school year to complete a new meal application form. District staff will work diligently with parents in this process, however, it is the parent/guardian responsibility to ensure they complete and respond to the annual meal application notification which is sent in August of each school year. A parent/guardian who loses their meal benefit is responsible for meal charges until such time they requalify for meal benefits.

III. PAYMENT OF MEALS

- A. All meal purchases are to be prepaid before meal service begins. Students are assigned a meal account when they enroll in International Falls Public Schools. It is the parent/guardians responsibility to make sure adequate funds are available in their student(s) account each day for breakfast and/or lunch. It is recommended to have at least a week's worth of meals prepaid in the student's account.
- B. Parent(s) or guardian(s) can manage their student(s) meal accounts through online access via Skyward Family Access. The link for Skyward Family Access is found on the district website at www.isd361.k12.mn.us under "Quick Links" then select "Skyward Portal". Family Access allows parent(s) or guardian(s) the ability to:
 - 1. View meal account balances
 - 2. Make payments to student account(s)
 - 3. Set a low balance message
 - 4. View student meal account purchases

If parent(s) or guardian(s) do not have a user name setup for Skyward Family Access they can contact the school office to have this setup.

- C. Student meal account payments can be made as follows:
1. Pay by credit or debit card online through Skyward Family Access or via ISD 361 web store offered through RevTrak. The link to either system is located on district website under "Quick Links". There is a \$1 transaction fee applied to all online payments.
 2. Send cash or check with student to school.
 3. Mail or drop off cash or check to your student's school.
 4. By setting up reoccurring payments:
 - a) Reoccurring payments allow parent(s) or guardian(s) to set a minimum meal account balance which will trigger an automatic payment to the student(s) account. An email notification is sent to the parent(s) or guardian(s) each time a payment is made.
 - b) To setup reoccurring payments go to ISD 361 web store.
 - c) Log into personal account then setup reoccurring payments for each student. If parent(s) or guardian(s) do not have a web store account setup they can contact the school office to have this setup.
- D. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the student's accounts.
- E. Transferring of funds between student sibling accounts requires the approval of the parent or guardian. Graduating senior student account balances will be automatically transferred to a sibling at the end of school year.
1. Parent(s) or guardian(s) with graduating students will be requested to advise the school office if they want their positive senior students account balance refunded, or transferred to the districts meal donation account.

IV. ACCOUNT PURCHASES

Students may purchase meals or ala carte items when funds have been deposited into their meal account.

- A. Kindergarten Breakfast: All kindergarten students qualify to receive one free breakfast each day school is in session. Kindergarten students are always eligible for free breakfast regardless of unpaid meal account balance.
- B. Free/Reduced Breakfast and Lunch Meals: Students who qualify for free/reduced meal benefits will receive the first breakfast and/or lunch meal at no charge. Students eligible for free/reduced meals will always be served a first (1st) quantity breakfast and/or lunch meal regardless of unpaid food service accounts.
- C. Full Paid Breakfast and Lunch Meals: Students who pay the full price for breakfast and lunch meals are required to prepay for those meals prior to being served. When a student who is full paid has "cash in hand" to pay for first meal, the student will be served a first meal regardless of unpaid meal account balance. The "cash in hand" will not be applied towards past due meal account balances.
- D. Ala Carte Purchases: The Falls High School cafeteria offers ala carte items for purchase. Students will not be allowed ala carte purchases if their meal account does not have a prepaid balance to cover the cost of purchase.
- Parent(s) or guardian(s) may choose to block items from being purchased, such as extra milk and ala carte items by contacting Michelle Hopkins at 218-283-2571 ext. 1181 or via email at mhopkins@isd361.org
- E. Second Meal Purchases: Any second (2nd) breakfast or lunch meal purchased by any student regardless of meal application status or kindergarten free breakfast status will be charged at the second meal price. Students must have positive meal account balance to purchase the second (2nd) meal.

V. LOW OR NEGATIVE ACCOUNT BALANCE NOTIFICATION

- A. Parent(s) or guardian(s) are encouraged to utilize Skyward Family Access to manage their student(s) meal account(s). A mobile application for Family Access is also offered by Skyward.
- B. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero as follows. Parent(s) or guardian(s) can also set a low balance email notification via Skyward Family Access.

- C. Parent(s) or guardian(s) will be notified when the student account is at \$10.00 or less via the district telephone and e-mail notification system on Tuesday of each week.
- D. Parent(s) or guardian(s) will be notified when a student account is at negative -\$10.00 via the district telephone/e-mail notification system on Monday of each week.
- E. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.

Policy for Meal Accounts with \$0 or Negative Balances:

Meal Account Balances at negative -\$25.00

When a student's meal account balance is negative -\$25 the districts' nutrition director or designee will call the parent(s) or guardian(s).

The district will continue to serve these students a first quantity breakfast and/or lunch meal. Second quantity meals and ala carte purchases will be denied.

Meal Account Balances at Negative -\$50.00 or more

When a student's meal account balance is negative -\$50.00 the building principal or school social worker will call the parent(s) or guardian(s). An invoice will be sent requesting payment within 30 days.

The district will continue to serve these students a first quantity breakfast and/or lunch meal. Second quantity meals and ala carte purchases will be denied.

VI. UNPAID MEAL CHARGES

The school district will make reasonable efforts to communicate and work with families to resolve the matter of unpaid meal charges. When appropriate, families will be encouraged to apply for meal benefits for their students.

Assistance from county social services may be requested by the building principal, food service director, school social worker or superintendent of schools for possible neglect when attempts to resolve the unpaid meal debt are not successful or disregarded by the parent(s) or guardian(s).

The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.

Collection options for delinquent unpaid meal accounts may include, but are not limited to, use of collection agencies, claims in conciliation court, or any other legal methods permitted by law.

During the year invoices will be sent to families with unpaid balances due to meal charges incurred prior to qualifying for meal benefits, negative balances incurred during a lapse in meal benefits, or the student has left the district with a negative lunch balance. Invoices will request payment within 30 days. If no payment is received within 30 days, a second invoice will be sent requesting payment within 15 days. If no payment is made after 45 days, the invoice will be referred to a collection agency.

At the end of the school year, regardless if the meal account is "stale" or not, unpaid meal account balances of negative \$50 or more, which have not previously been sent an invoice, will be sent an invoice requesting payment within 30 days. If no payment is received within 30 days, a second invoice will be sent requesting payment within 15 days. If no payment is made after 45 days, the invoice will be referred to a collection agency.

If attempts by the Districts collection agency are unsuccessful within 45 days the unpaid balance is sent to a credit agency for impact to the family's credit score.

The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

The school district may not deny any student the opportunity to participate in graduation ceremonies or other commencement activities due to unpaid meal charges.

VII. STAFF MEALS

- A. Staff have the option of purchasing meals or ala carte items through a staff meal account. This option is offered to staff as a prepayment meal account. Staff meal accounts must maintain a positive balance. Staff with negative meal account balances will be refused service.
- B. The district provides a reoccurring payment option to staff through the online payment system via RevTrak. Staff are encouraged to utilize this option if they struggle to maintain a positive meal account.
- C. At the termination of employment any outstanding negative meal account balance will be required to be paid in full or the amount owed will be deducted from the employee's last paycheck. Any positive meal account balance will be refunded to the staff member, or the staff member may elect to donate the balance to the districts meal donation account.

VIII. COMMUNICATION OF POLICY

This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back to school packet, student handbook, etc.) to:

- 1. All households at or before the start of each school year;
- 2. Students and families who transfer into the school district, at the time of enrollment; and
- 3. All school district personnel who are responsible for enforcing this policy.

The school district will post the policy on the school district's website, in addition to providing the required written notification described above.

Legal References:

- Minn. Stat. § 124D.111, Subd. 4
- 42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
- 7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
- 7 C.F.R. § 220.8 (School Breakfast Program Regulations)
- USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
- USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
- USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

**INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361
BOARD POLICY 505**

Distribution of Non-school-Sponsored Materials on School Premises by Students and Employees

Revised June 2018

I. PURPOSE

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school-sponsored material.

- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of non-school-sponsored material on school property and at school activities.

III. DEFINITIONS

- A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B. "Non-school-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks and other publications funded and/or sponsored or authorized by the school. Examples of non-school-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.
- C. "Obscene to minors" means:
1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. "Minor" means any person under the age of eighteen (18).
- E. "Material and substantial disruption" of a normal school activity means:
1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
- In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
- F. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES

- A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, non-school-sponsored material.
- B. Requests for distribution of non-school-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
1. is obscene to minors;
 2. is libelous or slanderous;
 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 4. advertises or promotes any product or service not permitted to minors by law;
 5. advocates violence or other illegal conduct;
 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious or ethnic origin);
 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

- C. Distribution by students and employees of non-school-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
 - 1. whether the material is educationally related;
 - 2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
 - 3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
 - 4. the quantity or size of materials to be distributed;
 - 5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
 - 6. whether distribution would require that non-school persons be present on the school grounds;
 - 7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

- A. No non-school-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of non-school-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any student or employee wishing to distribute (as defined in this policy) non-school-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
 - 1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
 - 2. Date(s) and time(s) of day intended for distribution.
 - 3. Location where material will be distributed.
 - 4. If material is intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.
- D. *If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.*
- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

VII. DISCIPLINARY ACTION

- A. Distribution by any student of non-school-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy.
- B. Distribution by any employee of non-school-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

A copy of this policy will be published in student handbooks and posted in school buildings.

IX. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

[Note: School districts are encouraged to consider additional guidelines which reflect varied local practices relating to this subject matter including addressing the subject of consistency and uniformity for approving or disapproving practices under this policy.]

Legal References: U. S. Const., amend. I

Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)

Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986)

Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1986)

Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)

Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7

School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied 565 U.S. 1036, 132 S.Ct. 592 (2011)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)

MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Non-school Persons)

INTERNATIONAL FALLS PUBLIC SCHOOLS INDEPENDENT SCHOOL DISTRICT #361 BOARD POLICY 709 Student Transportation Safety Policy

Revised June 2018

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

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student Training

1. The school district shall provide students enrolled in grades pre-kindergarten through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades pre-K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades pre-K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.
3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades pre-K through 3 school bus safety training twice during the school year.

4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subd. 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide pre-kindergarten and kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses; including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.
 1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
 2. Rules at the Bus Stop
 - a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.
 - c. Keep your arms, legs, and belongings to yourself.
 - d. Use appropriate language.
 - e. Stay away from the street, road, or highway when waiting for the bus.
 - f. Wait until the bus stops before approaching the bus.
 - g. After getting off the bus, move away from the bus.
 - h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
 - i. No fighting, harassment, intimidation, or horseplay.
 - j. No use of alcohol, tobacco, or drugs.
 3. Rules on the Bus
 - a. Immediately follow the directions of the driver.
 - b. Sit in your seat facing forward.
 - c. Talk quietly and use appropriate language.
 - d. Keep all parts of your body inside the bus.
 - e. Keep your arms, legs, and belongings to yourself.
 - f. No fighting, harassment, intimidation, or horseplay.
 - g. Do not throw any object.
 - h. No eating, drinking, or use of alcohol, tobacco, or drugs.
 - i. Do not bring any weapons or dangerous objects on the school bus.
 - j. Do not damage the school bus.
 4. Consequences
 In the interest of the safety and comfort of bus students, ISD #361 has a student management and bus suspension policy that is fair to all students. When a student breaks a ridership rule the driver will enter the infraction on the student management system. It will then be determined if the infraction deserves a warning or if points need to be given to the student. The bus driver may consult the building principal on the severity of the infraction, but the building principal will have final say on the allocation of points and/or other disciplinary actions. The point system is as follows
 Warning..... 0 points
 Excessive noise..... 1 – 5 points

Abusive language.....	1 – 15 points
Damaging bus property.....	5 – 15 points
Unsafe behavior.....	5 – 15 points
Disobeying the driver.....	5 – 10 points
Injury to others.....	5 – 15 points
Other.....	1 – 15 points

15 points = 3 day suspension

30 points = 5 day suspension

45 points = 10 day suspension

60 points = loss of bus riding privileges for the remainder of the school year

(This schedule and discipline policy may be adjusted to accommodate students with disabilities).

For flagrant violations or incidents that endanger other students, an immediate suspension will occur. The suspension is from all school buses. The suspension is for bus riding only. Attendance at school is still required.

The 1994 legislature established that riding a school bus is a privilege, not a right. Bus riding privileges may be revoked for failing to demonstrate knowledge of school bus safety principles.

Student safety at the bus stops and on the bus is our number one concern. Students that make the bus ride unsafe will be dealt with immediately and disciplined accordingly.

5. **Other Discipline**

Based on the severity of a student’s conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

6. **Records**

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

7. **Vandalism/Bus Damage**

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

8. **Notice**

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

9. **Criminal Conduct**

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. **Parent and Guardian Notification**

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. **Parents/Guardians Responsibilities for Transportation Safety**

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
 3. Communicate safety concerns to their school administrators;
 4. Monitor bus stops, if possible;
5. Have their children to the bus stop five minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
 7. Have a plan in case the bus is late.
 8. Be visible to driver when dropping off students ages pre-K through 1st grade.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

A. School bus drivers shall have a valid Class A, B, or C Minnesota driver’s license with a school bus endorsement. A person possessing a valid driver’s license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver’s license, without a school bus endorsement, may operate a “type A-I” school bus as set forth in Section VII.D., below.

- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-1 school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
 - 1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 - 2. reckless driving;
 - 3. improper or erratic traffic lane changes;
 - 4. following the vehicle ahead too closely;
 - 5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 - 6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
- D. A school bus driver, with the exception of a driver operating a type A-1 school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-1 school bus, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction, and who loses the right to operate a commercial vehicle for any period, or who is disqualified from operating a commercial motor vehicle for any period, shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (*i.e.*, driving while impaired offenses), VII.C.1.h. (*i.e.*, felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

- A. Training
 - 1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

 - 2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.
- B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

 - 1. Safely operate the type of school bus the driver will be driving;
 - 2. Understand student behavior, including issues relating to students with disabilities;
 - 3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - 4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
 - 5. Handle emergency situations; and
 - 6. Safely load and unload students.

The evaluation must include completion of an individual "school bus driver evaluation form" (road test evaluation) as contained in the Model School Bus Driver Training Manual.

[Note: The school district may use alternative assessments rather than those set forth in the Model School Bus Driver Training Manual for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least 8 hours of school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.]

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.

3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.

4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.

5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

[Note: A school district is not required to comply with Section VII.A.5. if the school board determines that alternative locations block traffic, impair student safety, or are not cost effective.]

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minn. Stat. § 169.011, Subd. 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.

2. Type III vehicles must be painted a color other than national school bus yellow.

3. Type III vehicles shall be state inspected in accordance with legal requirements.

4. A type III vehicle cannot be older than 12 years old unless accepted by state and federal law.

5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.

6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.

7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.

8. Type III vehicles must be equipped with mirrors as required by law.

9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.

10. Any type III vehicle used to transport students must carry emergency equipment including:

- a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
- b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
- c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.

11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.

12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.

13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - (5) handling emergency situations;
 - (6) proper use of seat belts and child safety restraints;
 - (7) performance of pretrip vehicle inspections; and
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location; and
 - (d) placing the type III vehicle in "park" during loading and unloading.
 - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
 - (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
 - c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type III vehicle under this section.
 - d. Operators shall submit to a physical examination as required by Minn. Stat. § 171.321, Subd. 2.
 - e. The operator's employer requires pre-employment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minn. Stat. § 181.951, Subds. 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
 - f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn. Stat. § 171.321, Subd. 5.
 - g. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating, or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
 - h. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. § 171.3215, Subd.1(c), (*i.e.*, felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
 - i. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minn. Stat. § 123B.90, Subd. 2 (See Section II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. § 169.451.

3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d (physical examination) and VII.C.1.e (drug testing), above.

D. Type A-I “Activity” Buses Driven by Employees with a Driver’s License Without a School Bus Endorsement

1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a type A-I school bus or a Multifunctional School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minn. Stat. § 171.321, Subd. 2.
 - e. The operator has a valid driver’s license and has not sustained a conviction of a disqualifying offense as set forth in Minn. Stat. § 171.02, Subd. 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration’s “Guideline for the Safe Transportation of Pre-school Age Children in School Buses,” if child safety restraints are used by passengers, in addition to the training required in Section VI, above.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.
4. The word “School” on the front and rear of the bus must be covered by a sign that reads “Activities” when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call “911” or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III “Crash & Emergency Preparedness” of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).
[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within 1 month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
 1. the student’s name and address;
 2. the nature of the student’s disabilities;
 3. emergency health care information; and
 4. the names and telephone numbers of the student’s physician, parents, guardians, or custodians, and some person other than the student’s parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district’s record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district’s school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minn. Stat. § 171.321, Subd. 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver’s license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district’s school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

- Legal References:** Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver’s Duties)
Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)
Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)
Minn. Stat. § 171.321 (Qualifications of School Bus Driver)
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. § 383.33 (Notification of Driver’s License Suspensions)
49 C.F.R. § 383.5 (Transportation Definitions)

- Cross References:** MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 707 (Transportation of Public Students)
MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)

INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361
BOARD POLICY 614
School District Testing Plan and Procedure
Revised October 2018

- I. PURPOSE:** It is the purpose of this policy to set forth the school district's testing plan and procedure.
- II. GENERAL STATEMENT OF POLICY:** The policy of the school district is to implement procedures for testing, test security, documentation, and record keeping.
- III. DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION**
[Note: This listing of school personnel may not be consistent with the personnel in the school district and, consequently, should be amended to reflect the personnel with responsibility for testing in the particular school district.]

A. Superintendent

1. Responsibilities before testing.

- a) Designate a district assessment coordinator and district technology coordinator.
- b) The superintendent, or designee who has been authorized to be the identified official with authority by the school board, pre-authorizes staff access for applicable Minnesota Department of Education (MDE) secure systems.
- c) Annually review and recertify staff who have access to MDE secure systems.
- d) Read and complete the *Assurance of Test Security and Non-Disclosure*. *[Note: This form is included in the 614 Form file of the Policy Reference Manual.]*
- e) Establish a culture of academic integrity.
- f) Fully cooperate with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.
- g) Ensure student information is current and accurate.
- h) Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
- i) Ensure that a current process is included for tracking which students tested with which test monitors and any other adult(s) who were present in the testing room (e.g. staff providing assistance, paraprofessionals, etc.)
- j) Confirm the district assessment coordinator has current information and training specific to test security and the administration of statewide assessments.
- k) Confirm the district assessment coordinator completes Pre-test Editing in the Test Web Edit System (WES).
- l) Post on the school district website the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form.

2. Responsibilities after testing.

- a) Confirm the district assessment coordinator and Minnesota Automated Reporting Student System (MARSS) coordinator complete Post-test Editing in Test WES.
- b) Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed.
- c) Confirm the MARSS coordinator has updated all student records for Post-test Editing.
- d) Confirm the district assessment coordinator has finalized the district's assessment information prior to the close of Post-test Editing in Test WES.
- e) Confirm the district assessment coordinator, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.
- f) Discuss assessment results with the district assessment coordinator and school administrators.

B. District Assessment Coordinator

1. Responsibilities before testing.

- a) Serve as primary contact with MDE regarding policy and procedure questions related to test administration.
- b) Read and complete the *Assurance of Test Security and Non-Disclosure*.
- c) Confirm all staff who handle test materials, administer tests, or have access to secure test content have completed the *Assurance of Test Security and Non-Disclosure*.
 - 1) Maintain the completed *Assurance of Test Security and Non-Disclosure* for two years after the end of the academic school year in which testing took place.
- d) Review with all staff the *Assurance of Test Security and Non-Disclosure* and their responsibilities thereunder.

- e) Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
- f) Establish district testing schedule within the testing windows specified by the MDE and service providers.
- g) Prepare testing conditions, including user access to service provider websites, preparing readiness for online testing, preparing a plan for tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools prior to test administration; establishing process for inventorying and distributing secure test materials where necessary; preparing procedures for expected and unexpected situations occurring during testing; planning for addressing technical issues while testing; identify staff who will enter student responses from paper accommodated test materials and scores from MTAS administration online.
- h) Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.
 - 1) Provide training on proper test administration and test security (Pearson's Training Management System).
 - 2) Verify staff complete any and all test-specific training.
- i) Maintain security of test content, test materials, and record of all staff involved.
 - 1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - 2) Organize secure test materials for online administrations and keep them secure.
 - 3) Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
- j) Confirm that all students have appropriate test materials.

2) Responsibilities on testing day(s).

- a) Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.
- b) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
- c) Contact the MDE assessment contact within 24 hours of a security breach and submit the *Test Security Notification* in Test WES within 48 hours.
- d) Address invalidations and test or accountability codes.

3) Responsibilities after testing.

- a) Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
- b) Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
- c) Return secure test materials as outlined in applicable manuals and resources.
- d) Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.
- e) Review student assessment data and resolve any issues.
- f) Distribute Individual Student Reports no later than fall parent/teacher conferences.

C. School Principal

1) Responsibilities before testing.

- a) Designate a school assessment coordinator and technology coordinator for the building.
- b) Be knowledgeable about proper test administration and test security as outlined in manuals and directions.
- c) Read and complete the *Assurance of Test Security and Non-Disclosure*.
- d) Communicate the importance of test security and expectation that staff will keep test content secure and act with honesty and integrity during test administration.
- e) Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to the service provider or securely disposed of.
- f) Ensure adequate computers and/or devices are available and rooms appropriately set up for online testing.
- g) Verify that all test monitors and test administrators receive proper training for test administration.
- h) Ensure students taking specified tests have opportunity to become familiar with test format, item types, and tools prior to test administration.
- i) Include the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form in the student handbook.

2) Responsibilities on testing day(s).

- a) Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.

- b) Fully cooperate with MDE representatives conducting site visits or MTAS audits.

3) Responsibilities after testing.

- a) Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.
- b) Ensure requirements for embargoed final assessment results are followed.

D. School Assessment Coordinator

1) Responsibilities before testing.

- a) Implement test administration and test security policies and procedures.
- b) Read and complete the *Assurance of Test Security and Non-Disclosure*.
- c) Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the *Assurance of Test Security and Non-Disclosure*.
- d) Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
- e) Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Optional Local Purpose Assessment (OLPA), Minnesota Comprehensive Assessment (MCA), and ACCESS online testing; ensure accommodations are properly reported; confirm how secure paper test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will enter the student responses from paper accommodated test materials and scores from MTAS administrations online.
- f) Train staff, including all state-provided training materials, policies and procedures, and test-specific training.
- g) Maintain security of test content and test materials.
 - 1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - 2) Organize secure test materials for online administrations and keep them secure.
 - 3) Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
 - 4) Identify need for additional test materials to district assessment coordinator.
 - 5) Provide MTAS student data collection forms if necessary.
 - 6) Distribute applicable ACCESS and Alternate ACCESS *Test Administrator Scripts* and *Test Administration Manuals* to test administrators so they can become familiar with the script and prepare for test administration.
 - 7) Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information on the label is accurate.

2) Responsibilities on testing day(s).

- a) Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.
- b) Ensure *Test Monitor and Student Directions* and *Test Administrator Scripts* are followed and answer questions regarding same.
- c) Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.
- d) Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.
- e) Report testing irregularities to district assessment coordinator using the *Test Administration Report*. [Note: This form is included in the 614 Form file of the Policy Reference Manual.]
- f) Report security breaches to the district assessment coordinator as soon as possible.
- g) Responsibilities after testing.
- h) Ensure that all paper test materials are kept locked and secure and security checklists completed.
- i) Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
- j) Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
- k) Return secure test materials as outlined in applicable manuals and resources.
- l) Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.
- m) Ensure requirements for embargoed final assessment results are followed.

E. Technology Coordinator

- 1) Ensure that district is prepared for online test administration and provide technical support to district staff.
- 2) Acquire all necessary user identifications and passwords.
- 3) Read and complete the *Assurance of Test Security and Non-Disclosure*.
- 4) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
- 5) Attend district training and any service provider technology training.
- 6) Review, use, and be familiar with all service provider technical documentation.
- 7) Prepare computers and devices for online testing.
- 8) Confirm site readiness.
- 9) Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. Test Monitor

1) Responsibilities before testing.

- a) Read and complete the *Assurance of Test Security and Non-Disclosure*.
- b) Attend trainings related to test administration and security.
- c) Complete required training course(s) for tests administering.
- d) Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.
- e) Be knowledgeable regarding student accommodations.
- f) Remove or cover any instructional posters or visual materials in the testing room.

2) Responsibilities on testing day(s).

- a) Before test.
 - 1) Receive and maintain security of test materials.
 - 2) Verify that all test materials are received.
 - 3) Ensure proper number of computers/devices or paper accommodated test materials are present.
 - 4) Verify student testing tickets and appropriate allowable materials.
 - 5) Assign numbered test books to individual students.
 - 6) Complete information as directed.
 - 7) Record extra test materials.
- b) During test.
 - 1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.
 - 2) Follow all directions and scripts exactly.
 - 3) Follow procedures for restricting student access to cell phones and other electronic devices, including wearable electronic devices.
 - 4) Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing. *[Note: School districts may allow test monitors to use their cell phones only to alert other staff of issues. If allowed, the school district should train the test monitors on proper and improper use.]*
 - 5) Be knowledgeable about responding to emergency or unusual circumstances and technology issues.
 - 6) Do not review, discuss, capture, email, post, or share test content in any format.
 - 7) Ensure all students have been provided the opportunity to independently demonstrate their knowledge.
 - 8) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - 9) Document the students who tested with the test monitor and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.)
 - 10) Document students who require a scribe or translated directions or any unusual circumstances and report to school assessment coordinator.
 - 11) Report any possible security breaches as soon as possible.
- c) After test.
 - 1) Follow directions and scripts exactly.
 - 2) Collect all materials and keep secure after each session. Upon completion return to the school assessment coordinator.
 - 3) Immediately report any missing test materials to the school assessment coordinator.

G. MTAS Test Administrator

1) Responsibilities before testing.

- a) Read and complete the *Assurance of Test Security and Non-Disclosure*.
- b) Attend trainings related to test administration and security.

- c) Complete required training course(s) for tests administering.
- d) Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.
- e) Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.

2) **Responsibility on testing day(s).**

- a) Before the test.
 - 1) Maintain security of materials.
 - 2) Confirm appropriate MTAS materials are available and prepared for student.
 - 3) During the test.
 - 4) Administer each task to each student and record the score.
 - 5) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.
 - 6) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - 7) Document and report any unusual circumstances to district or school assessment coordinator.
- b) After the test.
 - 1) Keep materials secure.
 - 2) Return all materials.
 - 3) Return objects and manipulatives to classroom.
 - 4) Enter MTAS scores online or return data collection forms to the district or school assessment coordinator.

H. MARSS Coordinator

1) **Responsibilities before testing.**

- a) Confirm all eligible students have unique state student identification (SSID) or MARSS numbers.
- b) Ensure English language and special education designations are current and correct for students testing based on those designations.
- c) Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information.

2) **Responsibilities after testing.**

- a) Ensure accurate enrollment of students in schools during the accountability windows.
- b) Ensure MARSS identifying characteristics are correct, especially for any student not taking an accountability test.
- c) Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.

I. Any Person with Access to Test Materials

Read and complete the *Assurance of Test Security and Non-Disclosure*.

IV. TEST SECURITY

- A. Test Security Procedures will be adopted by school district administration.

[Note: A sample procedure that has been approved by MDE is included in the 614 Form file of the Policy Reference manual.]
- B. Students will be informed of the following:
 - 1) The importance of test security;
 - 2) Expectation that students will keep test content secure;
 - 3) Expectation that students will act with honesty and integrity during test administration;
 - 4) Expectation that students will not access cell phones, wearable technology (e.g., smart watches, fitness trackers), or other devices that can electronically send or receive information. The test of a student who wears a device during testing must be invalidated. If a student completes testing and then accesses a cell phone or other prohibited device (including wearable technology), the school district must take further action to determine if the test should be invalidated, rather than automatically invalidating the test.
 - 5) Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
- C. Staff will be informed of the following:
 - 1) Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
 - 2) Other contact information and options for reporting security concerns.

V. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

- A. The school district shall maintain records necessary for program audits conducted by MDE. The records must include documentation consisting of the following:
- 1) Signed *Assurance of Test Security and Non-Disclosure* forms must be maintained for two years after the end of the academic year in which the testing took place.
 - 2) School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place
 - 3) School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
 - 4) Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place. *[Note: This form is included in the 614 Form file of the Policy Reference Manual.]*
 - 5) School district test monitor tracking documentation must be maintained for two years after the end of the academic year in which the tracking took place.
 - 6) ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
 - 7) Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.
 - 8) *Test Security Notification* must be maintained for two years after the end of the academic school year in which testing took place.
 - 9) *Test Administration Report* must be maintained for one year after the end of the academic school year in which testing took place.
 - 10) Record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.

Legal References: Minn. Stat. § 13.34 (Examination Data)

Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.36, Subd. 2 (Adequate Yearly Progress)
Minn. Rules Parts 3501.0010 - 3501.0180 (Graduation Standards - Mathematics and Reading) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.0200 - 3501.0290 (Graduation Standards - Written Composition) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 615 (Testing, Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)



Bronco

PRIDE

Falls Elementary School

Principal: Melissa Tate

Student Handbook

2020-2021

PK-5

Dear Students, Parents, and Guardians:

Thank you for choosing Independent School District 361! We are proud of our outstanding staff and high academic standards and we look forward to working with you to provide your child with an exceptional educational experience.

Falls Elementary School is committed to empowering and supporting students by meeting their individual needs to encourage and support their full academic and social-emotional potential. The staff at Falls Elementary School are dedicated to high student achievement, creating positive school culture, and active community engagement in order to enhance the educational experience for your child.

We are committed to be partners in your child's education; we have high expectations and strive to educate all students to meet challenging academic objectives. As a collaborative learning team, we work in partnership to support and enable students to reach their full learning potential.

Falls Elementary School works hard to ensure that ALL students are successful by promoting "Bronco Pride" among the elementary school community. We ask students to show their "Bronco Pride" by:

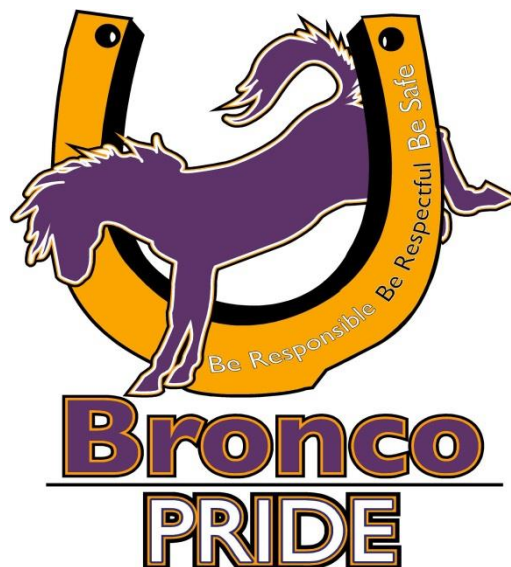
Being Respectful, Being Responsible and Being Safe

Our shared educational purpose, including common knowledge, common language, and common expectations, are the keys to our academic success. In order to teach students expected behavior, the staff of Falls Elementary School created a matrix that outlines what behavior should look like in all settings of Falls Elementary School: classrooms, hallways, bus, cafeteria, restrooms and playgrounds. We have added the matrix for you to review with your child.

We look forward to working closely with you in the future and encourage you to become an active part of Falls Elementary School. If you have questions any time regarding your child's education, please don't hesitate to contact the school.

Sincerely,

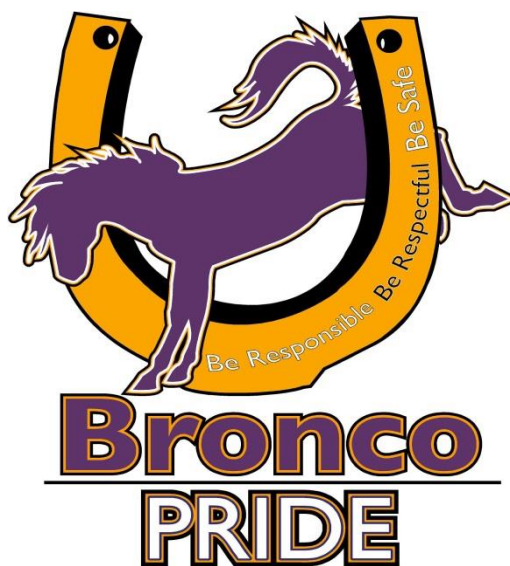
Falls Elementary School Staff



International Falls School District

Mission Statement:

In partnership with parents and the community, the International Falls School District will prepare every student to become a productive citizen by developing their maximum potential within a safe climate of mutual respect and trust.



Vision:

The vision of the International Falls Schools is to be a model of excellence in academics, student activities, technology, and efficient school district operations.

Independent School District 361
School/Home Compact
Falls Elementary

Dear Parent/Guardian:

We believe that learning is a team approach and value your role in working to help your child achieve high academic standards. Together we can improve teaching and learning. We are asking all parents and teachers to review this compact with their child(ren).

STUDENT AGREEMENT: As a student I pledge to:

- Attend school regularly and on time.
- Have a positive attitude toward myself, others, school and learning.
- Know and obey all school and class rules.
- Be respectful to my schoolmates and the adults that help me learn.
- Ask questions and for help when I don't understand.
- Work as hard as I can and complete all assignments on time.
- Come prepared for class each day.
- Limit my TV viewing and do quiet activities such as reading instead.
- Share what I am learning at school with my parents.

PARENT/GUARDIAN AGREEMENT: As a parent/guardian I pledge to:

- See that my child attends school regularly and on time.
- Support the school in its efforts to maintain proper discipline.
- Establish a quiet study time and encourage good study habits.
- Encourage my child's efforts and be available for questions.
- Be aware of how my child is progressing through communication and attendance at conferences.
- Provide 15-20 minutes a day reading to/with my child.
- Monitor television watching and encourage positive use of your child's extracurricular time.

TEACHER AGREEMENT: As a teacher I pledge to:

- Respect, love, and encourage children, their ideas and their growth.
- Provide high quality curriculum.
- Find and vary techniques and materials that work best for each student.
- Be available to answer questions about the school program.
- Provide necessary assistance to parents so their children can become successful learners.
- Communicate regularly with parents and students regarding progress in learning and behavior.

PRINCIPAL AGREEMENT: As a principal I pledge to:

- Create a welcoming environment for students and parents.
- Maintain a positive learning environment.
- Reinforce the partnership between parent, students, and staff members.
- Provide appropriate in-service and training for staff members and parents.
- Maintain and foster high standards of academic achievement and behavior.

Bronco Pride

August, 2020

Dear Parents, Guardians and Students,

This year we are excited to be in our sixth year of implementation of the nationally recognized PBIS program. PBIS is an acronym that stands for Positive Behavioral Interventions and Supports, a program that promotes a school wide positive learning approach to discipline. The objective of PBIS is to improve school climate, teach students to be responsible members of our school community, and to reduce challenging student behaviors in a proactive, positive, and consistent manner. This research based program will improve student academic achievement and social competence.

The Parent/Student handbook was created to inform families of our school-wide procedures and expectations for student behavior at Falls Elementary School. Our goal is to continue to utilize the PBIS program to recognize positive behaviors. This year we will continue to focus on teaching behavioral expectations, recognizing positive student behaviors and addressing negative behaviors in a consistent, clear manner.

Research has shown that when students feel safe and supported at school they will demonstrate increased student achievement. Our ultimate goal continues to be to create a safe and welcoming school environment by promoting “**BRONCO PRIDE**”. This matrix was created to teach students expected behavior in ALL settings of Falls Elementary School. Please take time to review this with your child. Elementary Staff will refer to this matrix throughout the school year as we teach desired expectations for all students.

We welcome your questions and comments. The Falls Elementary staff is enthusiastic about the PBIS program and the positive impact it has and will continue to have on our school community.

Sincerely,

Falls Elementary Staff



Bronco Pride Matrix

	Arrival/Dismissal	Bus	Playground	Cafeteria	Hallways	Bathroom	Classroom
Be Respectful	Greet People Use appropriate language/volume Keep personal space Follow adult directions Gather belongings quickly and quietly	Be on time Be ready Use inside voices Use kind words	Take turns Invite others to play Use kind words Be a good sport Respect personal space Enter the building quietly	Use an inside voice Use manners Keep hands/feet to self	Inside voices Quietly greet others with a smile Hats off Follow directions	Allow privacy Leave no trace Inside voices	Inside voices Accept/include others Be positive/engaged Take turns Listening ears
Be Responsible	Be on time Report to designated area quickly Enter building at appropriate time Remain in class line Leave through designated exit Follow after school plans	Clean up space Follow adult direct. Know after school plans Follow bus rules	Bring in what you take out Dress appropriate Use equipment Appropriate	Clean up space Eat what you take Eat only food on your tray Use time wisely	Walk in a straight line Walk on the right side of the hallway Stay with your class	Throw garbage In trash can Don't dawdle Return to class quickly Use bathroom materials Responsibly	Be prepared and on time Give best effort Complete work Participate
Be Safe	Keep hands/feet and objects to self Walk on sidewalk Wait in designated area for pickup Walk around buses not between	Remain Seated Keep hands /feet to self Stay out of danger zone Keep aisles clear	Follow adult directions Line up quickly /quietly Keep hands/ Feet to self	Follow Adult Directions Wash hands Walk Remain Seated	Keep hands/feet to self Keep shoes tied Walk Keep hallway clear	Wash hands with soap Keep hands/feet to self	Follow adult directions Use materials properly Walk safely Keep hands/feet and objects to self

FALLS ELEMENTARY INFORMATION AND POLICIES:

HOMEWORK:

Students are usually given study time during the school day to complete assignments. As the child progresses through the grades, the amount of homework gradually increases. The important factor is that the students take responsibility for their assignments, seeing that they are completed and handed in to the teacher. If it appears that your child has an excessive amount of homework to do, please contact his/her classroom teacher to express your concerns. Late assignments that have not been pre-approved may result in a lower grade.

ACCIDENTS:

Every accident in the school building, on the school grounds, at practice sessions, or at an activity sponsored by the school must be reported immediately to the person in charge and to the principal.

ARRIVAL:

If your child does not ride the bus, please time his or her arrival for **8:00 A.M. or after.**

Supervision is provided from **7:45 – 8:30.** Classes **begin** at 8:30 please drop your child off to allow for enough time for hanging up clothes and settling in.

VISITOR-CHECK-IN-POLICY:

As part of our district's Crisis Management Plan, to help ensure the safety of our students, when entering our Schools, visitors to the building will be screened through our *Raptor Management System*. This is an electronic database that screens against the sex offender databases in all 50 states. It provides us with an electronic record intended to increase student safety by screening who is entering and exiting the building.

- **Sign in at the office.**
- **When approved, get a "Visitor Badge".**
- **Sign out when leaving and return "Visitors Badge".**
- **Enter and Exit using only the main office doors.**
- **Visitors are not allowed in the lunch room or on the playground.**

Doors will be locked from 8:30 – 3:00, visitors will need to use the buzzer system and report directly to the office.

NOTE: When picking up or dropping off students we ask that you wait in the main office and your child will be called down.

RELEASE OF STUDENT:

Early dismissal from school is discouraged.

Please try to make all appointments for your children after school hours. However, if your child needs to be released from class during the school day, the following procedure should be used.

- Indicate the time of dismissal in a note to the teacher. A student cannot be released from school without a parent/guardian (or designated adult) present to pick them up.
- Sign your child out from school in the office.
- Pick your child up at the office.
- Your child must sign back in at the office upon returning to school that day.

AFTER SCHOOL PICK-UP: Falls Elementary School

Please finalize your after school plans **before** your child comes to school. If you are going to pick up your child, please send the classroom teacher a dated note indicating that your child will be picked up. When picking up your child after school, please report to the elementary gym where your child/ren will be waiting. Please exit the school using the main office doors once you have your child. We ask that you do not go to your son/daughters classroom to pick them up or to wait for them.

AFTER SCHOOL ACTIVITIES:

There are many activities that take place after school during the year. Students should only be in the building to wait for an activity when there is a coach or adult supervisor present. Students should arrive at the building no more than five minutes prior to an activity starting. Students should be picked up at the designated door before the coach departs. Siblings need to be supervised by a parent or guardian if they are staying to watch an after school activity.

ATTENDANCE POLICY:

Schools are responsible for teaching your child but we can't do our job if your child is absent. A child who misses a day of school also misses a day of learning that might never be replaced. **You can help by making school a top priority.** Build the habit of good daily attendance and you will help your child see that school is important. **If your child will be absent or late from school, please call the office (218) 283-2571 ext. 1230 before 10:00a.m. explaining the reason for their absence.**

On occasion, you may have to take your child out of class before the end of the school day. **According to school policy, you must come to the office and sign your child out. No child will be released to parents directly from the classroom.** Students will be called to the office for pick up. If someone other than the child's parent will be picking up a student, the parent must contact the school to give permission.

Reporting an Absence

If your child will be absent or late from school, please call the office (283-2571 ext 230) before 10:00 a.m. explaining the reason for the absence. You may clear your child's absence by calling the elementary office before 10:00 a.m. on the morning of (or within 48 hours of the absence) or by sending a note with your child when they return to school. **All absences must be cleared within 72 hours; those not cleared within 48 hours will become truant and will count towards your child's total number of unexcused absences.**

Excused Absences/Tardies

Parents must call the school on the morning their child is going to be absent. The following are examples of excused absences:

- Absence where the parent has notified the school prior to 10:00a.m. on the day of the absence or the student brings in a note to the office signed by a parent or guardians upon return to school. **Absences not cleared within 72 hours will remain as truant.**
- Serious illness that results in the student to remain home or to be sent home by the school nurse.
- Serious illness in the student's immediate family
- A death in the student's immediate family or of a close friend or relative
- Medical, dental or orthodontic treatment, or counseling appointment
- Court appearances occasioned by family or personal action
- Religious instruction not to exceed three hours in any week
- Physical emergency conditions such as fire, flood, storm, etc.
- Official school field trip or other school-sponsored outing
- Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- Family emergencies
- Active duty in any military branch of the United States
- Vacations with family with prior approval from the office

Unexcused Absences/Tardies

Students who arrive to school after 8:30 are considered tardy. Students who arrive after 9:00 will be considered absent. **Three (3) unexcused tardies equal one unexcused absence.** The following are examples of absences/tardies that will not be excused:

- Absences/tardies that are unreported will be considered unexcused
- Personal transportation problems
- Missing the school bus
- Shopping
- Oversleeping or overtired
- Skipping school or class
- Caring for siblings, family, or friends
- Truancy. An absence by a student which was not approved by the parent and /or the school district.

- Any absence in which the student failed to comply with any reporting requirements of the school district’s attendance procedures. **Parents have up to 72 hours from the date of absence to report the reason for absence. The absence will remain unexcused without notice after 48 hours.**
- Work at home or a business, except under a school-sponsored work release program
- Any other absence not included under the attendance procedures set out in this policy

After three (3) unexcused absences from school, a student is deemed “Continuing Truant” by law and after five (5) unexcused absences, the school will notify the Koochiching County Truancy Team, which will require the student and parent to meet with the team.

After seven (7) unexcused absences from school, a student is deemed “Habitually Truant” and the school will take appropriate action and will notify the County Attorney’s Office and or Koochiching County Social Services. However, in an effort to be proactive in improving attendance, the school has the following procedures in place to support student attendance:

- 1) After **three (3) unexcused** absences, administration may request a meeting with the family, students, school representative, school social worker, and possibly county or tribal social services in order to identify barriers to good attendance and develop a plan to improve attendance.
- 2) After a student accumulates **six (6) illnesses** in a quarter, the student and family may be required to submit medical documentation for future absences in order to be excused. If no medical documentation is provided, the student may be referred to the Koochiching County Truancy Team.

Exempt Absences:

In school suspension, out of school suspension, school activities, court appearances, etc. are considered exempt absences and do not count towards overall total absence.

BREAKFAST AND LUNCH:

Breakfast is available to students from 7:45-8:25. An informational letter is sent home at the beginning of the year with the current prices of breakfast and lunch. Applications for free and reduced-price breakfasts and lunches are available at Falls Elementary School office. **We encourage all families to complete and turn in a free and reduced-priced lunch form.**

Federal Education Dollars are directly tied to the number of children who qualify for free or reduced lunch. Monies go towards:

- Compensatory Dollars
- Title I funds

By filling out a LUNCH APPLICATION form, your family could help qualify schools for more Federal Education dollars.

By filling out this form:

- **Your child DOES NOT have to eat hot lunch at school**
- **Your child DOES NOT have to receive Title I services.**

This is the only way schools can qualify for Federal Funds for students who need extra help and support.

BUS SERVICE:

Riding the bus is a privilege. Students are expected to be at the bus stop 5 minutes prior to the pick-up time. Any student in preschool or kindergarten must have an adult present at the bus drop off. **The bus driver will not release a preschool or kindergarten student without seeing an adult present.** If there is no adult present, the bus driver may contact law enforcement (i.e. school or county social worker) for assistance. Students are expected to cooperate and follow bus-safety guidelines. Parents will be notified of bus misconduct when parental support is needed.

Our goal is to get your child safely to and from school each day so they are ready to learn. Unsafe behaviors will not be tolerated.

Bus Rules:

1. Immediately follow the directions of the driver.
2. Sit in your assigned seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, intimidation, or horseplay.
7. Do not throw any object.
8. No eating, drinking, or use of tobacco or drugs.
9. Do not bring any weapon or dangerous objects on the school bus.
10. Do not damage the school bus.

Consequences for Bus Violations:

- **1st Offense:** Warning by the bus driver and call to parents
- **2nd Offense:** 1 day suspension from the bus
- **3rd Offense:** 3 days suspension from the bus
- **4th Offense:** 5 days suspension from the bus
- Any further consequences will be delivered from the school, in conjunction with the Transportation Director, and/or the Principal. This may result in permanent removal from bus transportation.

*In-school consequences may also be a part of any disciplinary action.

Any Questions regarding transportation should be directed to Tom Holt, the Transportation Director.

COMMUNICATION:

Open communication between home and school is critical to your child's success. Conferences, open house, report cards, school bulletins, and newsletters are some of the formal ways we use to keep you informed about your child's school experiences. Please keep us informed. A dated, signed note is required in the following circumstances.

- You want your child to stay in during recess, or to miss physical education class, which requires a doctor's excuse.

- Your child will leave school early, or will leave and return during the day.
- Please note: With 500+ students and only one full time secretary, it is difficult to disseminate information. **Please notify the school office of any changes in pickup/drop off before 1:00p.m., after 1:00p.m. we can't guarantee your child will receive the message.**

If you need to pick up your child from school it is important to have that conversation with your child prior to their school day and send a note with your child regarding this change. Do not call the school office asking to speak with your child unless it is a family emergency.

CONNECTING WITH YOUR CLASSROOM TEACHER:

When you would like to talk to your child's teacher during the school day, please send a note to school with a choice of preferred times for the teacher to call you. All staff has voice mail and parents or guardians can leave a message at any time. A prep-time would be the only time we would interrupt a classroom during the day, except for an emergency. You may also e-mail the teacher.

FIELD TRIPS:

On occasion students will attend educational field trips with his/her classroom. All field trips will be properly supervised and the classroom teacher will notify parents/guardians prior to any field trips that students will attend.

DATA PRIVACY:

Due to data privacy laws, class lists or student phone numbers and addresses cannot be shared for any reason.

CONFERENCES AND REPORT CARDS:

Parent-teacher conferences are scheduled in the fall and spring. They provide a valuable opportunity for the parent/guardian and teacher to share information about the child. In addition, parents or teachers may request special conferences at any time of the year, if desired.

Report cards are issued four times a year at the end of each quarter.

MINNESOTA COMPREHENSIVE ASSESSMENT (MCA) REFUSAL TO PARTICIPATE

Parents have the right to refuse to have their student participate in the state-required standardized assessments. Parents need to complete and return the included form to the school no later than January 15 if they wish to opt their student out of testing in the spring.

We encourage parents to allow their students to participate in the MCA testing in the spring at our school. This is a way that we can measure how well the academic standards have been aligned to our curriculum and daily instruction. Having our students participate in the assessments and then analyzing the results is an effective

way to measure how well we are doing as a school and helps us to make necessary changes to help improve our instruction.

More information regarding MCA testing can be found at the following website:

<http://education.state.mn.us/MDE/fam/tests/index.htm>

RETENTION AND PROMOTION POLICY:

The promotion and retention of students must rely heavily on the professional judgment of the certified staff; however input is both encouraged and expected. Accordingly, promotion and retention of students shall be evaluated according to documentation of the classroom teacher and other certified staff working with the student, i.e. grade level outcomes, classroom gradebook, state performance standards, standardized test scores, social observations, strategies used to aid the student and the results, work samples.

Recommendations for retention will be based on the following criteria:

- **A student who is not sufficiently mature socially, emotionally, mentally, or physically, which interferes with school success.**
- **A student who has not reached a standard of achievement and/or proficiency in the three core areas (reading, mathematics and written language) which would allow him/her to progress satisfactorily at the next grade level.**
- **A student who has not been in attendance for at least 155 days of the school year or has not met minimum standards as stated above.**

EXEMPTIONS:

- **A student will be retained only one time in any grade level.**
- **A student will be retained no more than two total times in grades K-5.**
- **Students identified as eligible for special education shall be provided with appropriate programs to meet their needs. Promotion or retention of these students shall be on an individual basis with said results to be determined and approved by the Individual Educational Program Staffing Team.**

DISCIPLINE:

We believe that all students can behave appropriately at school. In order to create an environment where learning can best take place, students are expected to conduct themselves in a safe and non-violent manner, respecting the rights of others. Behavior that disrupts the environment, infringes upon others, or creates unsafe conditions by a student while under school jurisdiction is not acceptable. The staff at our schools has the goal of establishing an atmosphere in which students feel safe and secure, maximizing their opportunities to learn. Falls Elementary School works hard to ensure that ALL students are successful by promoting "BRONCO PRIDE":

- **Being Respectful**
- **Being Responsible**
- **Being Safe**

Any student who disturbs or interrupts the peace and good order of the school or school-sponsored activities will be subject to disciplinary action, which may include suspension from school.

GENERAL SCHOOL RULES:

- Respect yourself and others.
- Keep yourself and others safe.
- Listen to and follow directions.
- Be Responsible.

LUNCHROOM GUIDELINES:

- Use proper table manners at all times.
- Keep lunchroom neat and clean.
- Use QUIET voices.
- Always walk.

PLAYGROUND RULES:

- When the bell rings, line up properly and enter the school quietly.
- Keep hands and feet to yourself.
- Tell an adult about:
 - Any injuries.
 - Unsafe playground conditions.
 - Unsafe behavior of other students.

All Playgrounds:

- Students will come down slides feet first.
- No electronics on the school playground.
- Students will not climb up the slides.
- Students will not stand on or sit on top of the monkey bars.
- Students will not jump off any equipment.
- Students will not slide down the supporting poles.
- Students will not climb on outside of any equipment.
- Staff may choose to keep students off the equipment when it is wet or icy.

- Wall ball is only permitted on the North Wall
- Only tennis balls or soft pucks are permitted for hockey

Spider Wed Playground:

Boundaries:

- Do not go past the bike rack
- Do not go past the spider web playground boundaries
- Do not go past the edge of the building (basketball court)

Spider web:

- Students are not permitted to jump off the spider web.
- No pushing at any time.

Zip line/Monkey Bars:

- No sitting/climbing on top of the zip line or monkey bars.

Back Playground:

- No Sliding on Ice

Boundaries:

- Do not go past the tree line.

Spinners:

- Hands and feet stay on spinners at all times.

Monkey Bars/Climbing Wall:

- No sitting on top of the monkey bars or climbing wall.

Preschool/Kindergarten Playground:

Boundaries:

- Stay out of the woods
- Stay back of the tree line

General Rules:

- Sliding down hills only, do not play on the back of the snow hills.

- No sliding on the ice at any time.
- Sand toys need to stay in the sandbox.
- No throwing wood chips.
- No sitting on top of the monkey bars.
- No standing on top of the bus or ambulance bars.

Miscellaneous:

- **Tackle football is not permitted.** Flag football is permitted unless it gets too rough.
- Students will not jump on other children’s backs, spit, or swear.
- Students who are placed at the wall must remain there until they are dismissed by an adult.
- Under no circumstances are skateboards, snowboards or roller blades to be used at school.
- Students need to remain at their designated playground.
- No suckers or pop allowed on the playground.
- No electronics of any kind at any time.

SNOW:

- Students are not allowed to throw snowballs.
- Students will not put snow in other children’s faces, down their backs, etc.
- **Students will not play “King of the Hill.”**
- Students MUST have boots and snow pants to slide down the hill.

PLEDGE OF ALLEGIANCE:

Minnesota Statutes 121A.11 “Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so. Students, and school personnel, must respect another person’s right to make that choice.

BULLYING:

It is critical for all students to know bullying is not acceptable behavior anytime, anywhere! We need all students to report bullying behaviors. All students need to know that bullying will not be tolerated and disciplinary action will be taken.

BULLYING DEFINITION:

Bullying is aggressive behavior that involves unwanted, negative actions.

Bullying involves a pattern of behavior repeated over time.

Bullying involves an imbalance of power or strength.

Recognizing the Difference

NORMAL PEER CONFLICT	BULLYING
Equal power of friends	Imbalance of power: not friends
Happens occasionally	Repeated negative action
Accidental	Purposeful
Not Serious	Serious with threats of physical or emotional harms
Equal emotional reaction	Strong emotional reaction from victim and little or no emotional reaction from bully
Not seeking attention or power	Seeking power, control or material things
Not trying to get something	Attempt to gain material things or power
Remorse-will take responsibility	No remorse-blames victim
Effort to solve the problem	No effort to solve the problem

The complete bullying policy (514) is available from the building principal or on the District 361 web page at: <http://www.isd361.k12.mn.us/>

ASSAULT: DANGEROUS THREATS:

Threats to normal school operations or school activities, such as reporting of dangerous or hazardous situations that do not exist, are against school rules and state statute.

PHYSICAL ASSAULT (FIGHTING):

Physical assault is an act which intentionally inflicts, or attempts to inflict, bodily harm upon another.

Physical assault by students against staff members or students is considered to be Bottom Line behavior and the principal or staff member must take immediate action to halt such behavior. In reacting to incidents of assault, staff members may be required to use reasonable physical force to prevent or minimize injury to students or staff.

SEXUAL, RELIGIOUS, RACIAL HARASSMENT OR VIOLENCE:

It is the policy of Independent School District #361 to maintain learning and working environment 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.

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;
3. Otherwise adversely affects an individual's employment or academic opportunities.

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.

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;
3. Otherwise adversely affects an individual's employment or academic opportunities.

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.

SEXUAL HARASSMENT DEFINITION:

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, or obtaining or retaining employment, or of obtaining an education; or
2. 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
3. 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 word, including demands for sexual favors, accompanied by implied or overt promised or 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.

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

Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks, of 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 of 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.

International Falls Public Schools does not discriminate on the basis of race, color, creed, national origin, sex, sexual orientation, religion, disability, receipt or public assistance, marital status or age.

VERBAL ASSAULT:

Abusive, threatening, profane, or obscene language either oral or gestures by a student towards a staff member or another student are forbidden.

DANGEROUS WEAPONS AND ARTICLES:

It is unlawful for any person to bring to school or have in their possession any weapons: guns, knives, explosive devices (fake or real) fire crackers, stink bombs, or anything construed by the school to be dangerous or cause alarm or fear in any person in the school or on school property.

Some chains may also be considered dangerous weapons. A notification will be given and documented. Further wear will result in suspension and/or expulsion proceedings.

Violation of said article will result in immediate suspension until a hearing can be arranged with school, parents, and law enforcement personnel.

A student who brings a weapon to school shall be expelled for a period of (1) year. The principal, under appropriate circumstances, may recommend and the board may impose a lesser penalty. The student may also have charges filed against him/her by a law enforcement agency.

DRESS/CLOTHING:

Students will be expected to go outside after lunch so they need to dress appropriately for the weather.

We ask you, as parents and guardians, to guide your children in dressing appropriately for the weather conditions and for the learning environment. Boots, hats and mittens are necessary during the cold winter months. Students should have snow pants. Please label your child's clothing and boots for easy identification in case they become lost or misplaced. If you are missing something, remember to stop by and check the "Lost and Found" items.

Children are not allowed to wear, **short shorts, jeans with holes above the knees or open midriff tops**. It is necessary for students to dress so as to not draw excessive attention to themselves or distract others from being able to focus on learning. Good judgment is an important skill they will use for a lifetime! Parents should guide their children in selecting clothing/jewelry. Please be sure attire is not hazardous in various school activities such as gym or recess.

Students are not allowed to wear hats in the school building, except for special occasions.

PERSONAL LISTENING DEVICES AND CELL PHONES:

Cell phones, iPods, MP3 players, etc., are prohibited in classrooms, except where a student has special permission under special circumstances. Students in violation of this policy will fall under the elementary discipline process.

WEATHER POLICY:

Children will go outside for recess and physical education and after lunch unless the temperature falls below -18 degrees, with or without the wind-chill.

VOLUNTEERS:

Volunteers are truly a gift to our schools! Volunteers are invaluable members of the school-home-community-team dedicated to enriching public education. Please check with your child's teacher to see how you can help in your child's classroom. If you come to volunteer, please sign in at the office. The office has a "Volunteer Badge" for you to wear while you are in Falls Elementary. Please return it to the school office when you sign out.

CONFIDENTIALITY:

Our schools promote the rights of all children with regard to confidentiality. If you are volunteering at school, information regarding student progress, actions, behavior and skills are confidential. The classroom teacher is the person who communicates with a parent about how their child is doing. It is mandatory to keep student information within the classroom. Students have the right to know that visiting adults will not be talking about them after they have been helping out in their classroom. If you have issues you are concerned about, please talk to the classroom teacher or principal.

You may also volunteer in the schools by joining and getting involved in the Partners in Education (PIE) group. PIE has done many wonderful things to support students and teachers throughout the past school years. We are very appreciative of all their time, energy and effort and would encourage parents to see how they can become involved.

MANDATED REPORTING:

District 361 school personnel are mandated by law to report all incidences of abuse or suspected abuse or neglect of children. This includes physical, sexual or emotional abuse.

MEDICATION POLICY:

If your child takes a medication at school, a signed doctor's order, parent signature and the original prescription bottle or container for this medication are all necessary. Medicine in envelopes or baggies will not be accepted. Aspirin or other over the counter drugs cannot be given to a child without written permission from a doctor. A Medication Authorization Form is included in this booklet. If you need additional forms, please contact your school office.

IMMUNIZATION:

Minnesota Statutes, Section **121A.15** requires that all children, prior to enrolling in a Minnesota school, must be immunized against diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps and rubella, Hepatitis B, Varicella (chickenpox) and (Hib for all preschoolers) or meet one of the allowable alternatives. The law allows for these exemptions:

A signed statement from a doctor exempting the person from the required vaccine because of medical reasons.

A notarized statement that immunization goes against personal beliefs.

ILLNESS AT SCHOOL:

A student who becomes ill while at school may go to the nurse's office. If the student needs to go home the nurse will call the parents. If parents cannot be reached, the person designated by parents on the emergency information sheet will be notified.

If your child has a fever above 100 degrees while at school he/she will be sent home.

SPECIAL EDUCATION:

Special education is intended to meet the needs of identified students with disabilities whose needs are not met by regular education. Specifically, the learning of these students is significantly impacted by their disability. Federal and State laws specifically direct the eligibility and implementation of the services and programs. Special Education students are served in regular classrooms, special settings, or both, depending on team decisions based on student needs. If you have questions regarding special education programs, please contact the school principal.

STUDENT REGISTRATION:

Each spring our school conducts a kindergarten registration drive for the next year's kindergarten classes. Your child may enroll in kindergarten if he/she is five years old as of September 1 of the current school year. You will need to provide a birth certificate and an updated immunization record at the time of registration. Pre-school screening is also required.

EMERGENCY PHONE NUMBER:

We must have on file the name; address and phone number of a relative or friend in case we cannot reach you in an emergency. If you have a regular schedule of activities, such as sports or volunteer work, please let us know your schedule and the phone numbers where you can be reached.

It is essential that this record be kept current. Please notify the office if there are changes or additions during the year.

LOST AND FOUND:

Parents should give the following suggestions careful consideration to help eliminate lost items:

- Clearly label your child's coats, jackets, sweaters, caps, and boots with his/her name and grade.
- When an article is lost, don't let time elapse before trying to locate it.
- Use caution in allowing articles of sentimental or monetary value to be brought to school.

PERSONAL PROPERTY:

Children should not bring expensive jewelry, valuable toys, money, etc. to school. The use of CD players, cell phones, and hand-held games are not permitted during class hours. These items must be kept in the student's backpack or school bag.

If it is necessary to send money to school, please put it in a sealed envelope with the child's name, date, and purpose of the money written on the envelope. Lunch payments should be brought to the office before classes begin each morning. Checks for lunch money should be made out to **ISD #361**. It would be helpful if you would include the family's lunch account number on the check.

Distribution of Non-school-Sponsored Materials on School Premises by Students and Employees:

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school sponsored material.

To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of non-school sponsored material on school property and at school activities.

Please review the full policy (**Policy 505: Distribution of Non-school-Sponsored Materials on School Premises by Students and Employees**) located on the District website under policies.

Independent School District No. 361

International Falls Public Schools does not discriminate on the basis of race, color, creed, national origin, sex, sexual orientation, religion, disability, receipt of public assistance, marital status or age.

Section 504 Officer (Gr. K-5)

Melissa Tate

1414 15th Avenue; International Falls, MN 56649

218-283-2571 ext. 1232

Section 504 Officer (Gr. 7-12)

Marc Glowack, Dean of Students

1515 11th Street; International Falls, MN 56649

218-283-2571 ext. 1110

Alternative: Marc Glowack,

Dean of Students Gr. 6-12

Alternative: Melissa Tate, Elementary Principal

Title IX Officer (District-wide)

Kevin Grover Superintendent of Schools

1515 11th Street; International Falls, MN 56649

218-283-2571 ext. 1112

Title IX Officer (Alternate)

Tim Everson, FHS Principal

1515 11th Street; International Falls, MN 56649

218-283-2571 ext. 1104

Human Rights Officer

Tim Everson, FHS Principal

1515 11th Street; International Falls, MN 56649

218-283-2571 ext. 1104

Human Rights Officer (Alternate)

Melissa Tate, FES Principal

1414 15th Avenue; International Falls, MN 56649

218-283-2571 ext. 1232

AMENDED JOINT POWERS AGREEMENT RELATING TO INDEPENDENT SCHOOL DISTRICT NO. 6076, NORTHLAND LEARNING CENTER

THIS AGREEMENT is made pursuant to Minn. Stat. §471.59.

**ARTICLE I.
PARTIES**

The parties to this Agreement are the following governmental units and political subdivisions of the State of Minnesota:

- Independent School District No. 695, Chisholm
- Independent School District No. 696, Ely
- Independent School District No. 2909, Rock Ridge
- Independent School District No. 2711, Mesabi-East
- Independent School District No. 712, Mt. Iron-Buhl
- Independent School District No. 707, Nett Lake
- Independent School District No. 2142, St. Louis County
- Independent School District No. 166, Cook County
- Independent School District No. 361, International Falls, MN.

**ARTICLE II.
GENERAL PURPOSE**

Section 1. Purpose. The general purpose of this Agreement is to create a Northland Joint Powers Board to organize, manage, undertake, implement and accomplish all the purposes, functions, services and programs designed and intended to:

- a) Ensure that all children with disabilities residing within the service area of the parties hereto have available to them a free appropriate public education that emphasizes special education and related services to meet their unique needs and to prepare them for employment and independent living; and
- b) Meet the needs of those students whose experience in a traditional learning and educational environment has not been particularly beneficial or

successful so as to better assure them a quality and efficacious educational and learning experience.

ARTICLE III. JOINT GOVERNING BOARD

Section 1. Creation. A joint board, hereinafter called and referred to as the Northland Joint Powers Board, shall be formed and created by each of the parties hereto upon approval and execution of this agreement.

Section 2. Members. The Northland Joint Powers Board shall consist of nine (9) members who shall be selected and appointed by the governing bodies of the parties hereto within 45 days after the approval and execution of this agreement. Each party to this agreement shall appoint and select its superintendent as its representative to the joint powers board. Should there be a vacancy in the position of superintendent, the party may appoint a member of its governing board or other administrator to the joint powers board until such time as the vacancy has been filled.

Each member of the joint powers board shall have one (1) vote.

Section 3. Vacancy. A vacancy occurs on the joint powers board upon the happening of any one of the following:

- a) Resignation or death of a member of the board;
- b) A member is no longer employed by or associated with the governmental entity by whom the appointment was made;

c) The member's appointment to the joint powers board is rescinded or terminated by a two-thirds (2/3rds) vote of the full membership of the board of the governmental unit which made the appointment;

d) A member no longer holds one of the positions set forth in Section 2 herein.

When a vacancy occurs, it shall be filled within 30 days by the governmental unit which had made the appointment from which the vacancy occurs.

Section 4. Expenses. All members of the joint powers board shall serve without compensation or reimbursement for any expenses incurred in the performance of the duties contemplated by this agreement.

ARTICLE IV. MEETINGS

Section 1. Regular Meetings. The joint powers board shall have at least one regular meeting per month at a time, date and site to be determined and set by the joint powers board at its first meeting; and thereafter determined on an annual basis.

Section 2. Special Meetings. Special meetings of the joint powers board may be called the chairperson, or any two (2) other members of the joint powers board, upon three (3) days written notice to each member of the board. Shall notice shall contain the date, time, place and purpose of the special meeting.

Section 3. Open Meeting Compliance. All meetings of the Northland Joint Powers Board, or any of its committees, shall be in full compliance with the Minnesota Open Meeting Law.

Section 4. Quorum. A quorum of the Northland Joint Powers Board shall consist of a majority of the full membership of the board. A quorum shall be necessary to conduct or transact any business. If a quorum is not present, no business can or shall be conducted. A majority of those present shall be necessary for approval or passage, unless otherwise provided herein.

Abstentions shall be considered as a vote with the majority of those voting on an issue.

Section 5. Executive Director Attendance. If a executive director is hired and employed by the Northland Joint Powers Board, the executive director shall attend all regular meetings, and those special and committee meetings as directed by the board.

Section 6. Minutes. Written minutes shall be kept and maintained at each meeting of the Northland Joint Powers Board, and shall be approved by the board at its next regular meeting. Copies of all minutes, whether or not formally approved by the board, and notices of all meetings, shall be provided to the parties to this agreement without unnecessary delay.

ARTICLE V. OFFICERS AND ADMINISTRATIVE ISSUES

Section 1. Election. At the first meeting of the Northland Joint Powers Board, and its first regular meeting of each year thereafter, the board shall elect from its

membership the following: a chairperson, a vice-chairperson, a secretary who will maintain minutes of all meetings and all business conducted, and a treasurer who will keep accurate records of all accounts, receipts, and expenditures. The offices of secretary and treasurer may be combined. The treasurer shall be properly bonded (as shall the executive director, if one is hired).

Section 2. Funds, Expenditures, Authorized Signatures.

a) The Northland Joint Powers Board may name one or more federal insured banks or savings institutions as official depositories, and the treasurer shall promptly deposit all funds in said depositories as the chief fiscal officer of the board and the guardian of its funds. However, at its option, the Northland Joint Powers Board may, on an annual basis, contract for fiscal and financial services with any one of the parties to this agreement.

b) No expenditures shall be made by any employee or officer of the joint powers board without being approved by the board at a properly conducted meeting. No bills or claims shall be paid unless and until approved by the joint powers board.

c) All checks or drafts shall require the signature of both the treasurer and chairperson, but the joint powers board may develop a procedure providing for the signatures of other officers in the absence of the treasurer or chairperson. However, in no event shall a check or draft be issued without the signatures of two officers.

Section 3. Terms of Office. Officers shall hold office for a term of one (1) year. An officer may serve only while a member of the joint powers board, and

may be re-elected to an office. A vacancy in an office shall be filled from the membership of the joint powers board by election, and the officer shall serve for the remainder of the unexpired term of the vacated office.

Section 4. Rules, Regulations, By-Laws, and Policies.

a) The Northland Joint Powers Board shall adopt such rules, regulations, by-laws, policies and procedures as it may deem necessary and proper to carry out its affairs, purpose, and mission. However, no rules, regulations, by-laws, policies or procedures shall be adopted which conflict with the provisions of this agreement, or with federal or state law, rules or regulations.

b) All rules, regulations, by-laws, policies and procedures, and any amendments or changes thereto, must be approved by each of the parties to this agreement. Any changes or amendments to rules, regulations, by-laws, policies or procedures may only be approved by a majority of the full membership of the board or council of each party to this agreement.

ARTICLE VI.

**GENERAL POWERS AND DUTIES OF THE
NORTHLAND JOINT POWERS BOARD**

Section 1. General Powers.

a) The joint powers board shall have and exercise all powers which may be necessary to enable it to perform and carry out the powers, duties, and responsibilities necessary and appropriate to fulfill its general purpose and its specific mission:

- 1) To set up, create, establish, implement, and operate a special education program designed and intended to better ensure that all children with

disabilities have available to them a free and appropriate education that emphasizes special education and related services designed to meet their unique needs and prepare them for employment and independent living; and to provide a process and mechanism to assess the effectiveness of the effort to educate children with disabilities.

2) To set up, create and establish a Northland Learning Center designed to meet the needs of learners with unique learning styles, and for those students whose experience in traditional learning environments has not been beneficial or successful. The Northland Learning Center will seek to enable all students to achieve success, to become self-directed, responsible, and productive citizens. The implementation of non-traditional teaching methods, skilled training, work experience options, and a full array of related services will assure a quality educational learning experience to those students who would best benefit therefrom.

b) The joint powers board shall develop, adopt, and implement all policies and procedures necessary to carry out and accomplish the initiatives, goals and desired outcomes intended and contemplated by its general purpose and mission statement.

c) The joint powers board shall have the power to make cooperative agreements with any other governmental units or non-profit corporations not parties to this agreement when such agreements would prove advantageous and beneficial to carrying out and fulfilling its general purpose and mission statement.

Section 2. Personnel.

a) The Northland Joint Powers Board shall have the power to employ an individual to serve as executive director of and for its services and programs, and to help and direct the board in carrying out its purpose and mission. The salary and benefits paid to the executive director shall annually be determined by the joint powers board. The hiring and employment of the executive director must be approved by at least a majority of the full membership of the Northland Joint

Powers Board. The job description and qualifications of the executive director shall be determined by the joint powers board and approved by a majority of the full membership of the board.

The joint powers board shall negotiate and enter into a written contract with the executive director. The employment rights of the executive director shall be subject to and governed by Minn. Stat. §122A.40.

b) The Northland Joint Powers Board shall also have the power to hire and employ other personnel in order to carry out its duties, purpose and mission. Each such action to hire shall require the vote of a majority of the full membership of the joint powers board.

c) The Northland Joint Powers Board shall establish and adopt non-discriminatory procedures and policies with regard to the hiring and employment of an executive director and any other employees. Any and all vacancies must be properly posted and advertised, and all hiring practices shall be in compliance with federal and state law, rule and regulation.

d) Any volunteers working in any of the programs or activities of the Northland Joint Powers Board must have prior approval of a majority of the full membership of the joint powers board.

e) All individuals hired or employed by the Northland Joint Powers Board, including the executive director, and any volunteers working in any of its programs, must undergo and successfully complete both a criminal history background check and an employment background check as a condition to being offered employment prior to performing services.

f) The Northland Joint Powers Board shall establish such personnel policies, job descriptions and qualifications as it deems necessary and appropriate to apply to the executive director and other employees and staff.

g) The executive director and all other staff and personnel, except personnel assigned to perform services pursuant to a contract for services or independent contractor agreement, shall be considered employees of the Northland Joint Powers Board, and shall not be considered as employees of any member or party to this agreement.

h) The salary, workers' compensation insurance, other benefits, and other expenses of the executive director and all other staff and personnel shall be paid from the funds of the Northland Joint Powers Board in accordance with the provisions of this agreement.

i) The Northland Joint Powers Board shall supervise and oversee the position of executive director. All other staff and personnel hired by the joint powers board shall be supervised by the position of executive director.

j) Any professional employee falling within the definition of a teacher as set forth in Minn. Stat. §122A.40, Subd. 1, shall sign and execute a contract with the joint powers board, and shall have employment rights as set forth in and by Minn. Stat. §122A.40.

All other employees hired by the joint powers board shall have employment rights as set forth and provided in and by PELRA.

Should any employee or group of employees, properly organized under and pursuant to state or federal law for the purpose of collectively bargaining, the

provisions of any collective bargaining agreement, to the extent that they are not inconsistent with law or administrative or agency rule, shall prevail.

k) Neither the executive director or any other employee of the joint powers board shall have the power or authority to in any way bind the Northland Joint Powers Board, or any of the parties to this agreement, to any agreement or contract, or to the expenditure of any funds, or to create any other form of debt or legal obligation.

Section 3. Contracts.

a) The Northland Joint Powers Board may contract for and make purchases of materials, supplies, equipment, services, including financial, accounting, bookkeeping, administrative and/or professional services, and such other items as it may deem necessary to carry out its purpose and mission. All such contracts, when required by law, may only be made or let in full compliance and in accordance with the letter and spirit of the Uniform Municipal Contracting Act and/or other competitive bidding requirements. It shall be the responsibility of the joint powers board to make certain, as far as possible, that it is getting the best bargain for the smallest expenditure.

b) Any contracts entered into by the Northland Joint Powers Board shall not extend beyond the legal existence of the joint powers board, and must contain language specifying that the contract and underlying obligation is the sole responsibility of the joint powers board.

c) The Northland Joint Powers Board may not deficit spend.

d) The Northland Joint Powers Board has no power to issue bonds, borrow money, pledge assets, or to otherwise create any indebtedness, except as provided above.

Section 4. Insurance.

a) The Northland Joint Powers Board shall obtain comprehensive general liability and errors and omissions insurance protecting itself, its officers, executive director, and other employees and volunteers, against liability claims which may arise in the ordinary course of carrying-out and conducting its mission, purpose and programs, in amounts which at least comply with the requirements of Minn. Stat. §466.04. All such policy(s) shall name the parties hereto as additional named insureds.

b) Said policy(s) shall provide for thirty (30) days notice of cancellation to the parties hereto, and provide for the ability of the parties hereto pay premiums in the event of non-payment by the Northland Joint Powers Board.

c) The Northland Joint Powers Board can either purchase insurance directly, participate in a pooled self-insurance program with other public entities or governmental units, or acquire its insurance as a rider or in addition to the insurance coverages of any one of the parties to this agreement. But it must be considered a separate, named insured.

d) The Northland Joint Powers Board shall also obtain and maintain workers' compensation insurance for its executive director and all other employees, and automobile liability insurance for any vehicle owned or leased by the joint powers board.

**ARTICLE VII.
FINANCIAL MATTERS**

Section 1. Funding and revenue. Funding and revenue for the Northland Joint Powers Board may come from various sources, including, but not limited to, grants and gifts. However, it shall be the primary responsibility of the parties to this agreement to adequately fund the Northland Joint Powers Board. The total amount necessary to fund the joint powers board shall be determined on an annual basis, but may be re-examined and adjusted as necessary, and as approved by each of the parties. The contribution of each party shall be determined based on total school district enrollment. The parties agree that the amount to be paid by each party to the joint powers board shall be paid quarterly with the first payment due on or before July 1 of each year.

Section 2. Budget. The Northland Joint Powers Board shall submit a proposed budget and written comprehensive program report to each of the parties hereto no later than the second Monday of April of each year of this agreement. The comprehensive program report shall set forth the proposed plans and programs for the ensuing school year. Each party shall have until June 1 to approve the proposed budget and program report. At that time, the parties shall also determine the expected contribution of each for the ensuing school year. If the parties are unable to come to an unanimous agreement on the budget for the ensuing year, the budget for said year shall be equal to the last budget approved. The Northland Joint Powers Board shall only spend more

than that which has been budgeted when there are sufficient other revenues to guarantee that the board shall not deficit spend in a fiscal year.

The Northland Joint Powers Board may set, establish, collect and receive charges and user's fees in conjunction with any of its programs. Any such charges and fees must be approved by a majority of the full membership of the joint powers board. Any funds derived in this fashion shall be considered in and during the budgeting process to determine the contribution obligation of the parties hereto.

Section 3. Reserve Funds. The Northland Joint Powers Board may accumulate reasonable reserve funds, if any, for the purpose of operating its services and programs, and it may invest such funds not currently needed for program operation in a manner consistent with, and subject to, the laws of the state of Minnesota applicable to cities, counties and school districts.

Section 4. Fiscal Year. The fiscal year of the Northland Joint Powers Collaborative shall be July 1 through June 30.

Section 5. Annual Audit. An audit of all funds and accounts of the Northland Joint Powers Board shall be made annually, with the cost of said audit to be at the expense of the Joint Powers Board. Said audit must be conducted by an auditing firm familiar with auditing practices and procedures accepted, recognized and approved by the state of Minnesota. A copy of said audit must be provided to each of the parties hereto.

ARTICLE VIII.

DURATION

Section 1. Continuing Existence. This agreement, and the Northland Joint Powers Board created thereby, shall continue in existence from year to year until terminated at any time by a majority vote of the full board or council of all of the parties hereto.

Section 2. Withdrawal of Parties. Any party may withdraw from this agreement by giving a one-year written notice of the party's intent to do so to each of the other parties. The effective date of withdrawal shall be considered to be on the 366th day following the receipt of the required written notice by all of the other parties to this agreement. A withdrawing party shall continue to give contributions and compliance with this agreement through the effective date of withdrawal. The term of office of the member of the Northland Joint Powers Board representing the withdrawing party shall cease to exist on the effective date of withdrawal. Notice of withdrawal may be rescinded at any time prior to the effective date of withdrawal. Any withdrawing party shall continue to be held responsible for any liabilities and obligations incurred prior to withdrawal.

Section 3. Division of Assets.

a) Upon Termination of Agreement.

Upon termination or dissolution of this agreement, all real and personal property of the Northland Joint Powers Board shall be utilized, as a first priority, to pay off any existing or contingent liabilities. Upon the payment of all existing and contingent liabilities, any and all surplus monies and property shall be returned to the remaining parties to this agreement in proportion to each

party's total contribution (with reference to Article VII., Section 1., Subpart a)) over the three years prior to termination, or as otherwise agreed upon by the parties.

b) Upon Withdrawal.

Should a party withdraw from this agreement in accordance with Article VIII., Section 2, Subpart a), that party shall waive and forego any right or interest it shall have in and to the real or personal property of the Northland Joint Powers Board.

ARTICLE IX. DISPUTE AND DEFAULT PROCEDURE

Section 1. Disputes. If any party shall fail or refuse to fulfill or fully perform any obligation or covenant required by this agreement, or should there be any dispute or disagreement among or between the parties as to the interpretation or application of the terms of this agreement, the parties agree that the matter shall be submitted to binding arbitration in accordance with the Uniform Arbitration Act, as codified by the laws of the state of Minnesota.

Section 2. Arbitration Procedure

a) Any party seeking arbitration must provide a written statement to all the other parties to this agreement clearly setting forth and outlining the dispute or disagreement, the issues being raised, and the remedy sought. Within thirty (30) days of the receipt of the written statement, the parties agree to meet, conciliate and attempt to informally resolve the matter. If resolution cannot be reached within thirty (30) days, the party(s) submitting the written statement

may petition for arbitration through the Minnesota Bureau of Mediation Services (BMS). BMS shall submit a list of seven potential arbitrators. The parties shall, within fifteen (15) days of receipt of this list, rank each of the potential arbitrators by number, with one being the highest, etc. The arbitrator having the highest ranking among all the parties shall be selected as the arbitrator in the matter. However, the parties may, by unanimous agreement, select one (1) arbitrator from the list, or may select any other qualified individual(s).

b) Within thirty (30) days after the selection of the arbitrator, the arbitrator shall commence a hearing on the dispute. The hearing may be recorded or transcribed at the request and expense of any party. The public shall be given notice of the hearing, and the hearing shall be open to the public. The arbitrator shall prepare written findings and make a written decision within thirty (30) days of the close of the hearing, and the arbitrator's decision shall be served by mail upon all parties to this agreement.

Section 3. Arbitrator's Authority. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from, the terms and conditions of this agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in the written statement, and shall have no authority to make a decision on any other issues not so submitted. The arbitrator shall be without power to make a decision contrary to, or inconsistent with, or modifying or varying in any way, those laws, rules or regulations pertaining to the parties hereto and all governmental units in the state of Minnesota.

Section 4. Costs of Arbitration. Each party shall pay its own costs and attorney's fees associated with the arbitration process, except as otherwise provided herein.

Section 5. Judicial Relief. Any party may seek judicial relief to the extent authorized by Minn. Stat. §572.08 through §572.30, as amended, or where any party fails to participate in a good faith and timely fashion in the arbitration process as set forth herein. If judicial relief is sought to compel a party to participate in good faith and in a timely fashion in the arbitration process, after said party has refused or failed to do so, costs, including reasonable attorney's fees, shall be awarded to the prevailing party(s). In any other effort to seek judicial relief, each party shall pay its own costs and attorney's fees.

ARTICLE X. GENERAL PROVISIONS

Section 1. Amendments. This Agreement may be amended from time to time, but any such amendment must be in written form, and approved by all of the parties to the Agreement.

Section 2. New Members. Any new governmental unit, or other governmental entity contemplated by Minn. Stat. §471.59 may be added to this agreement and to the joint powers board by receiving the approval of all other parties to this agreement. Once approved, the contribution and other obligations of the new member(s) shall be set forth in written fashion by amending this agreement, and the new member(s) shall be fully obligated and bound by the terms of this agreement. Any such new member will have one (1)

representative on the joint powers board as set forth in Article III., Section 2, unless otherwise provided.

Section 3. Address for Services of Notice on Documents.

All notices, statements, or other written documents required to be given under this agreement shall be in written form, and shall be considered served and received if delivered personally or if deposited in the United States First Class Mail, postage prepaid, as follows:

Independent School District No. 695, Chisholm
300 SW 3rd Avenue
Chisholm, MN 55719

Independent School District No. 696, Ely
600 E. Harvey Street
Ely, MN 55731

Independent School District No. 2909, Rock Ridge

Independent School District No. 2711, Mesabi-East
601 North 1st Street West
Aurora, MN 55705

Independent School District No. 712, Mt. Iron-Buhl
5720 Marble Avenue
Mt. Iron, MN 55768

Independent School District No. 707, Nett Lake
13090 Westley Drive
Nett Lake, MN 55771

Independent School District No. 2142, St. Louis County
1701 North 9th Avenue
Virginia MN 55792

Independent School District No. 166, Cook County
PO Box 1030

Grand Marais, MN 55604

Independent School District No. 361, International Falls
1515 11th Street
International Falls, MN 56649

Section 4. Savings Clause. Should any provision of this agreement be found unlawful or invalid, the other provisions of this agreement shall remain in full force and effect if, by doing so, the purpose of this agreement, taken as a whole, can be reached, fulfilled, and made operative. Should any provision be found unlawful or invalid, the parties shall attempt to agree upon an amendment to this agreement to replace that portion that has been determined to be unlawful or invalid.

**ARTICLE XI.
EFFECTIVE DATE**

This Amendment is intended to continue without interruption the original Agreement between the parties which had an effective date of July 1, 2000. This Amendment shall be effective upon the approval of the governing board of each party.

IN WITNESS WHEREOF, each party executed this Amended Agreement pursuant to the authority of resolutions passed and approved by their respective governing bodies, which are incorporated herein by this reference.

INDEPENDENT SCHOOL DISTRICT NO. 695
Chisholm, MN.

Dated: _____, 2020

By _____
Chairman of School Board

INDEPENDENT SCHOOL DISTRICT NO. 696
Ely, MN.

Dated: _____, 2020

By _____
Chairman of School Board

INDEPENDENT SCHOOL DISTRICT NO. 2909
Rock Ridge

Dated: _____, 2020

By _____
Chairman of School Board

INDEPENDENT SCHOOL DISTRICT NO. 2711
Mesabi-East

Dated: _____, 2020

By _____
Chairman of School Board

INDEPENDENT SCHOOL DISTRICT NO. 712
Mt. Iron, Buhl

Dated: _____, 2020

By _____
Chairman of School Board

INDEPENDENT SCHOOL DISTRICT NO. 707
Nett Lake, MN.

Dated: _____, 2020

By _____
Chairman of School Board

INDEPENDENT SCHOOL DISTRICT NO. 2142
St. Louis County

Dated: _____, 2020

By _____
Chairman of School Board

INDEPENDENT SCHOOL DISTRICT NO. 166
Cook County

Dated: _____, 2020

By _____
Chairman of the School Board

INDEPENDENT SCHOOL DISTRICT NO. 361
International Falls

Dated: _____, 2020

By _____
Chairman of the School Board

FY 22 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/6/2020								
361	<= Type in School District Number											
	INTERNATIONAL FALLS SCHOOL DISTRICT											
			Change only									
			if requiring levy	Payable 2020								
			adjustments	LLC Certification	Current Estimate							
<i>Calculations for Ten Year Projection</i>				Pay 20								
	LLC #	FY 2020	FY 2021	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	
1	Type your district number in cell A2 (Minneapolis = 1.2)											
2	Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 17 to 18, 20, 21, 26, 27 and 50											
3	Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33											
4	Look-up data from following tabs											
5	Initial Formula Revenue											
6	Current year APU	57	1,036.40	1,040.16	1,036.98	1,036.98	1,036.98	1,036.98	1,036.98	1,036.98	1,036.98	1,036.98
6a	Additional Pre-K Pupil Units (line 19 of Pre-K application)											
6b	Total Adjusted Pupil Units = (6) + (6a)			1,040.16	1,036.98	1,036.98	1,036.98	1,036.98	1,036.98	1,036.98	1,036.98	1,036.98
7	District average building age (uncapped)	451	55.68	55.68	56.68	57.68	58.68	59.68	60.68	61.68	62.68	
8	Formula allowance		\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00
9	Building age ratio = (Lesser of 1 or (7) / 35)	452		1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
10	Initial revenue = (6) * (8) * (9)	453	393,832	395,260	394,053	394,053	394,053	394,053	394,053	394,053	394,053	394,053
11	Added revenue for Eligible H&S Projects > \$100,000 / site											
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	702		175,610	176,965	172,702	173,384	173,752	173,712	-	-	
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	756		-	-	-	-	-	-	-	-	
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)	701		-	-	-	-	-	-	-	-	
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)	755		-	-	-	-	-	-	-	-	
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue	767		-	163,485	158,865	164,745	164,955	164,955	172,725	169,785	
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site	455	114,551	-	-	-	-	-	-	-	-	
19	Total additional revenue for eligible H&S projects >\$100,000 / site (12) - (13) + (14) - (15) + (17) + (18)	456	170,698	175,610	340,450	331,567	338,129	338,707	338,667	172,725	169,785	
	Added revenue for Pre-K remodeling (for VPK approvals only)											
20a	Net debt service for bonds approved for Pre-K remodeling	768		-	-	-	-	-	-	-	-	
20b	Pay as you go for projects approved for Pre-K remodeling	457		-	-	-	-	-	-	-	-	
20c	Total Pre-K revenue			-	-	-	-	-	-	-	-	
20d	Total New Law Revenue (10) + (19) + (20c)	458		570,871	734,503	725,620	732,182	732,760	732,720	566,778	563,838	

FY 22 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/6/2020								
361	<= Type in School District Number											
	INTERNATIONAL FALLS SCHOOL DISTRICT											
			Change only									
			if requiring levy adjustments	Payable 2020 LLC Certification	Current Estimate							
<i>Calculations for Ten Year Projection</i>				Pay 20								
	LLC #	FY 2020	FY 2021	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	
56	General Fund Portion of Revenue (non-grandfather districts)											
57	Total General Fund Revenue = (34) - (51)	491		389,826	348,798	345,018	351,948	353,418	349,638	350,478	356,568	
58	General Fund Equalized Revenue = (43) - (52)	492		214,216	8,348	13,451	13,818	14,711	10,971	177,753	186,783	
59	Total General Fund Aid = (46) - (53)	493		69,715	2,391	3,629	3,519	3,713	2,769	44,858	47,136	
60	General Fund Equalized Levy = (58) * (41)	494		144,501	5,957	9,821	10,299	10,998	8,202	132,894	139,647	
61	General Fund Unequalized levy = (57) - (58)	495		175,610	340,450	331,567	338,129	338,707	338,667	172,725	169,785	
62	Total General Fund Levy = (60) + (61)	496		320,111	346,406	341,388	348,428	349,705	346,869	305,619	309,432	
	Notes: 1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid. 2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan. 3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.											

FY 2029	FY 2030
1,036.98	1,036.98
1,036.98	1,036.98
63.68	64.68
\$ 380.00	\$ 380.00
1.00000	1.00000
394,053	394,053
-	-
-	-
-	-
-	-
502,845	519,435
-	-
502,845	519,435
-	-
-	-
896,898	913,488

FY 2029	FY 2030
-	-
-	-
-	-
-	-
-	-
-	-
-	-
502,845	519,435
-	-
66,367	66,367
569,212	585,802
896,898	913,488
-	-
896,898	913,488
-	-
896,898	913,488
2026	2027
11,554,929	12,017,126
1,036.98	1,036.98
11,142.86	11,588.57
12,117.00	12,602.00
14,903.91	15,500.46
74.76%	74.76%
25.24%	25.24%
394,053	394,053
99,440	99,448
-	-
99,440	99,448
797,457	814,040
502,845	519,435
-	-
502,845	519,435
394,053	394,053
99,440	99,448
294,612	294,605
108,792	125,382

Extract of School Board Meeting Minutes

Independent School District No. 0361

Public Schools

State of Minnesota

Pursuant to due call and notice thereof, a School Board meeting of Independent School District No. 0361, State of Minnesota, was held on July 20, 2020 at 5:00 p.m., for the purpose in part, of approving the District's Fiscal Year FY22 Long-Term Facility Maintenance Ten-Year Plan as established in Minnesota Statutes, section 123B.595.

School Board Member _____ introduced the following resolution and moved its adoption.

**Resolution Adopting Independent School District No.
FY 22 long-term facilities maintenance ten-year plan**

Be it resolved that the School Board of Independent School District No. 0361 , State of Minnesota, approves the attached FY22 Long-Term Facilities Maintenance Ten-Year Plan.

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

And the following voted against:

Whereupon the resolution was declared duly passed and adopted the 20th day of July 2020.

School Board Clerk Signature



Division of School Finance
1500 Highway 36 West
Roseville, MN 55113-4266

Fiscal Year (FY) 2022 Application for Long-Term Facilities Maintenance Revenue Statement of Assurances

ED-02477-06
Due: July 31, 2020

General Information: Minnesota school districts, intermediate school districts and cooperatives applying for Long-Term Facilities Maintenance revenue (LTFM) under Minnesota Statutes, section 123B.595 must annually complete the Application for Long-Term Facilities Maintenance Revenue – Statement of Assurances (ED-02477). The application must be submitted to the Minnesota Department of Education (MDE) by July 31, 2020. Submit to [Sarah C. Miller](mailto:Sarah.C.Miller@mde.state.mn.us) (MDE.Facilities@state.mn.us) along with other required LTFM documentation. **Do not mail a hard copy. Please email this form with other required documentation.**

Identification Information

Name of District or Cooperative:	District Number and Type:	Date Submitted:
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Statement of Assurances

1. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety data submission system are for allowed health and safety uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clause (3), Minnesota Statutes, section 123B.57, subdivision 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety System are for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
2. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for allowed uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
3. All actual expenditures to be reported in Uniform Financial Accounting and Reporting Standards (UFARS) for FY 2022 under Finance Codes 347, 349, 352, 358, 363 and 366 will be for allowed health and safety uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clause (3), Minnesota Statutes, section 123B.57, subdivision 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
4. All actual expenditures to be reported in UFARS for FY 2022 under Finance Codes 367, 368, 369, 370, 379, 380, 381, 382, 383 and 384 for Accessibility and Deferred Maintenance will be for allowed uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
5. The district will maintain a description of each project funded with long-term facilities maintenance revenue that will provide enough detail for an auditor to determine the cost of the project and if the work qualifies for revenue (Minn. Stat. § 127A.411, subd. 3).
6. The district’s plan includes provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practices, including indoor air quality management and mandatory lead in water testing, remediation and reporting (Minn. Stat. § 121A.335).

Certification of Statement of Assurances

A Statement of Assurances submitted by a single district must be signed by the district superintendent. A Statement of Assurances submitted by an intermediate school district or cooperative must be signed by the intermediate district superintendent or cooperative director.

Signature – Superintendent or Cooperative Director:	Name – Superintendent or Cooperative Director (Please print) <div style="text-align: center;">182</div>	Date:
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**LETTER OF AGREEMENT
BETWEEN INDEPENDENT SCHOOL DISTRICT #361
AND RAINY LAKE MEDICAL CENTER**

AGREEMENT between Independent School District #361, hereinafter referred to as “ISD” and International Falls Memorial Hospital Association d/b/a Rainy Lake Medical Center, hereinafter referred to as “RLMC”. RLMC and ISD each referred to herein as a “**Party**,” and collectively as the “**Parties**”.

WHEREAS, Independent School District #361 has a need to provide therapy services for students of Independent School District #361,

WHEREAS, RLMC employs qualified therapists and wishes to supply ISD with therapists to provide therapy services for the students of Independent School District #361,

NOW, THEREFORE, in consideration of the mutual promises of the Parties to this Agreement, RLMC and ISD agree as follows:

1. Provision of Service. RLMC staff shall provide direct and indirect physical and occupational therapy services as well as speech services (if available and requested) for the students of ISD guided by the Minnesota State Guidelines for Practice (Minnesota Department of Children, Families and Learning) governing the provision of these services in the school environment. Services provided will be within the scope and limitations of a plan of treatment developed by the student’s Individual Education Plan (IEP) or Individual Family Services Plan (IFSP).

ISD shall provide orientation to the staff of RLMC regarding the provision of therapy services at ISD and any guidelines to which RLMC staff are expected to comply.

ISD shall provide to the therapists of RLMC all pertinent records, files and information required for the provision of therapy services.

RLMC shall participate in Individual Education Plan conferences and other planning meetings involving students receiving therapy.

RLMC shall provide consultative services to ISD as required, to enhance performance in the school environment of a student receiving therapy services.

2. Evaluation of Services. As a certified provider RLMC has the ultimate responsibility for the administration, supervision and evaluation of therapy services. ISD shall assist RLMC to promote continuing quality improvement of therapy services. ISD shall direct any concerns regarding scope and delivery of therapy services to the administrator of RLMC or designated staff.
3. Scheduling of Services. ISD shall provide RLMC with a schedule of students requiring therapy services two (2) weeks prior to the commencement of services or the delivery of care.

ISD shall provide RLMC with two (2) weeks advance notice of when scheduling meetings, such as Individual Education Plan meetings.

ISD shall when able, notify RLMC prior to 9 a.m. on the day of cancellation, of a student’s absence from school on a day when therapy is scheduled.

4. Confidentiality. Staff of RLMC shall comply with The Family Educational Rights and Privacy Act (FERPA) in protecting the rights of the student and family regarding confidentiality of health and educational information.
5. Premises. ISD shall provide adequate space, equipment and supplies for the staff of RLMC to perform therapy services within the school environment.
6. Billing for Services Rendered. Payment of services shall be upon receipt of a statement of services rendered by RLMC to ISD. RLMC shall not bill the student or health insurance program, but will bill ISD directly at the end of each month.
7. Documentation. RLMC staff will provide documentation including assessment team summary reports, contribution to an individualized education plan (IEP), contribution to an individualized family services plan (IFSP), and periodic reviews. In addition, RLMC staff will follow their professional standards of practice and guidelines for documentation.
8. Compliance. It is the policy of Rainy Lake Medical Center (RLMC) to provide services in compliance with all state and federal laws governing its operations, and consistent with the highest standards of business and professional ethics. In order to ensure that RLMC's compliance policies are consistently applied, RLMC has established a legal and regulatory Compliance Program. Acts on the part of Independent School District #361 not in compliance with federal and state laws or consistent with the highest standards of business and professional ethics may result in immediate termination of this contract at the discretion of RLMC.
9. Insurance. RLMC will maintain sufficient insurance against liability for injury or death of any person as a result of the performance of professional duties. Prior to the commencement of services, RLMC shall furnish to ISD evidence of \$1,000,000/\$3,000,000 insurance coverage and will name ISD #361 as an additional insured with respect to their interest in the named insured. RLMC shall provide ISD with thirty (30) days notice of the intent to cancel said insurance.
10. Notices. All notices and demands which may be given or are required to be given under this Agreement by either Party to the other shall be in writing and sent by U.S., certified or registered mail, postage prepaid, to Rainy Lake Medical Center (Attention: CEO) at 1400 Highway 71, International Falls, MN 56649, and to Independent School District #361, International Falls, MN 56649.
11. General. This Agreement does not create the relationship of principal and agent or of partnership or joint venture or association between RLMC and ISD. RLMC and ISD shall each be independent contractors in relation to the provision of the services required under this Agreement and shall be solely responsible for the acts and omissions of itself and its agents. This document represents the entire agreement of the Parties with respect to the subject matter hereof and there are no representations not stated herein. This Agreement can only be modified or amended by an agreement in writing signed by the Parties. The waiver of either Party of any breach of any covenant of this Agreement shall be limited to the particular instance and shall not operate or be deemed to waive any future breach of the same or any other covenant.
12. Applicable Law. The laws of the State of Minnesota govern the validity, performance and enforcement of this Agreement.
13. Invalid Provisions. If any provision of this Agreement is illegal, invalid, or unenforceable under present or future laws effective during the term of this Agreement, that provision shall be fully severable and this Agreement shall be construed and enforced as if the illegal, invalid or unenforceable provision had never comprised a part of the Agreement.

Fee Arrangements:

Independent School District #361 agrees to reimburse RLMC according to the following fee schedule:

Physical Therapy Services	\$73.00/hour
Physical Therapy Assistant Services	\$50.00/hour
Occupational Therapy Services	\$73.00/hour
Occupational Therapy Assistant Services	\$50.00/hour
Speech Therapy Services (as available and upon request)	\$73.00/hour

ISD #361 shall reimburse RLMC for any mileage incurred under the provisions of this contract at the currently approved IRS rate per mile.

The above fees include time spent in direct and indirect therapy services along with documentation time, team meetings, and consultative time.

A minimum of one (1) hour of service will be billed per site visit. A minimum of thirty (30) minutes will be billed for missed/canceled visits when notice is not given prior to 9 a.m. on the day of cancellation as per Section Three.

Terms of Agreement:

This agreement shall remain in effect from **8/31/2020** until **8/30/2022** and may be extended by a written statement by both Rainy Lake Medical Center and Independent School District #361. Either Party may terminate this agreement at any time without cause upon thirty (30) days advance written notice to the other Party.

Rainy Lake Medical Center
1400 Highway 71
International Falls, MN 56649

Independent School District #361
International Falls, MN
56649

By: _____

By: _____

Title: Chief Executive Officer

Title: _____

Date: _____

Date: _____

Athletics & General Office Secretary

School: Falls High School **FLSA Status:** Non-exempt
Reports to: Principal **Union:** Local 510
Days/Hours 200 days @ 8 hours per day

POSITION SUMMARY:

Provides secretarial/administrative support to the athletics department, dean, staff and students to ensure efficient operation of the school, maintaining strict confidentiality.

ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Answers phones and manages office waiting area
- Performs a wide variety of clerical duties, including but not limited to, printing and copying of sport schedules, athletic handbook updates/revisions, student handbook updates/revisions, filing, reports, and handling sports related correspondence
- Processes student fees including food service and extra-curricular events such as prom
- Manages front office student assistance and support
- Processes student parking stickers and manages locker assignments
- Manages PBIS store
- Performs nursing duties including minor first aid for ill or injured student
- Tracks and orders varsity letters and academic awards, composes varsity letter correspondence
- Assists Athletic Director with MSHSL and conference athletic eligibility forms
- Assists Athletic Director with home game preparation including event gate setup and event worker pay voucher requests
- Manages sports rosters in MSHSL, R-School and Skyward systems
- Responsible for sport related purchase orders and entering check requests for entry fees
- Manages doors program and FOB system, tracks and distributes building keys/FOBs
- Responsible for permanent para assignment, para sub calling, vouchers, and para attendance/tracking
- Processes daily cash receipts including student fees and food service account receipts
- Acts as back up to other secretaries in front office
- Other duties as assigned

QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

Athletics & General Office Secretary

EDUCATION/CERTIFICATION/LICENSURE:

- High School Graduate
- Associates degree with course work in business, math, word processing, office procedures and record keeping preferred

EXPERIENCE REQUIRED:

- Three years receptionist/administrative assistant experience preferred
- Prior experience with youth sports activities or in a school setting preferred

KNOWLEDGE AND SKILLS REQUIRED:

- Computer skills, experience and proficiency in Microsoft Office Suite
- Strong organization and clerical skills to handle a variety of office procedures
- Excellent verbal, written and interpersonal communication skills
- Welcoming human relations skills to communicate and deal effectively with the public, co-workers and staff.
- Ability to work collaboratively with other secretarial staff.
- Ability to take initiative, prioritize, organize, manage multiple tasks, work under pressure, problem-solve, work independently, and handle frequent interruptions.
- Ability to proof and edit written communication.
- Training/experience in office-related duties (i.e. administrative assistant, office management, communicating with the public, data privacy, etc.)

PHYSICAL REQUIREMENTS:

To accomplish the essential functions of the position, one must be physically able to operate or work with computers, calculators, reference books, computer software applications, phones and other standard office equipment. The physical activities of the position include talking, reaching, grasping, light lifting, bending, squatting, and other repetitive motions.

WORKING CONDITIONS:

- Work is considered sedentary and performed mainly in a pleasant office environment with rare exposure to environmental factors.
- Minimal safety hazards with general office working conditions.

INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The district reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or needs dictate.

Position descriptions assist the district in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or

Athletics & General Office Secretary

others or which would impose undue hardship on the district. The district maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.

EMPLOYEE ACKNOWLEDGEMENT

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name

Employee Signature

Date

Guidance Department Secretary

School. Falls High School **FLSA Status:** Non-exempt
Reports to: Principal **Union:** Local 510
Days/Hours 218 days

POSITION SUMMARY:

Provides secretarial/administrative support to the counseling department to ensure efficient operations while maintaining strict confidentiality.

ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Answers phones, responds to email and manages guidance department office waiting area
- Provides student assistance and support and ensures a safe and welcoming guidance department atmosphere
- Provides secretarial/clerical support for guidance counselor, social worker and teachers in the form of data management, typing, records, computer file maintenance and updating of course description book
- Maintains student cumulative records and permanent files
- Requests and responds to requests for student records, handles transcript requests
- Gathers class registration forms and enters requested classes into system
- Prepares and updates all paperwork for new students and registers students in system
- Researches and communicates available scholarships to Guidance counselor, processes scholarship applications, and guides students through scholarship process
- Verifies continuing education and postsecondary enrollment criteria, manages forms, and maintains continuing education course records
- Tracks Accuplacer, ACT, PSAT, MCA, and ASVAB testing
- Collects testing fees and manages paperwork for depositing of testing fees
- Responsible for incoming and outgoing mail
- Other duties as assigned

QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

EDUCATION/CERTIFICATION/LICENSURE:

- High School Graduate

Guidance Department Secretary

- Associates degree with course work in business, math, word processing, office procedures and record keeping preferred

EXPERIENCE REQUIRED:

- Three years receptionist/administrative assistant experience preferred

KNOWLEDGE AND SKILLS REQUIRED:

- Computer skills, experience and proficiency in Microsoft Office Suite
- Strong organization and clerical skills to handle a variety of office procedures
- Excellent verbal, written and interpersonal communication skills
- Welcoming human relations skills to communicate and deal effectively with the public, co-workers and staff.
- Ability to work collaboratively with other secretarial staff.
- Ability to take initiative, prioritize, organize, manage multiple tasks, work under pressure, problem-solve, work independently, and handle frequent interruptions.
- Ability to proof and edit written communication.
- Training/experience in office-related duties (i.e. administrative assistant, office management, communicating with the public, data privacy, etc.)

PHYSICAL REQUIREMENTS:

To accomplish the essential functions of the position, one must be physically able to operate or work with computers, calculators, reference books, computer software applications, phones and other standard office equipment. The physical activities of the position include talking, reaching, grasping, light lifting, bending, squatting, and other repetitive motions.

WORKING CONDITIONS:

- Work is considered sedentary and performed mainly in a pleasant office environment with rare exposure to environmental factors.
- Minimal safety hazards with general office working conditions.

INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The district reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or needs dictate.

Position descriptions assist the district in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the district. The district maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.

EMPLOYEE ACKNOWLEDGEMENT

Guidance Department Secretary

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name

Employee Signature

Date

FES Office & Community Education Secretary

School. Falls Elementary School **FLSA Status:** Non-exempt
Reports to: Principal **Union:** Local 510
Days/Hours 200 days @ 8 hours per day

POSITION SUMMARY:

Provides back up secretarial/administrative support to the principal. Provides administrative support to community education programs. Supports staff and students to ensure efficient operation of the school while maintaining strict confidentiality.

ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Answers phones, manages building door security, registers visitors, responds to parent inquires, locates students, and manages office waiting area
- Performs a wide variety of clerical duties, including but not limited to, mail sorting, typing and preparing letters, memoranda, reports, bulletins and handling correspondence to staff, parents, students and community members
- Responsible for substitute paraprofessional/teacher attendance tracking, calling, vouchers, and recording in google docs
- Assists students with requests, handles student activity registration and back to school mailings
- Processes student fees, food service payments and oversees cash box/cash handling
- Responsible for copier support, maintaining office supply inventory and textbook tracking
- Responsible for processing requisitions, ordering of supplies/materials/services and purchase order receiving
- Responsible for credit card processing including reconciliation of statements
- Responsible for district-wide facility scheduling/room reservations
- Serves as administrative assistant to community education director
- Responsible for administrative support for early childhood family education, school readiness, preschool screening and programming support (including class registrations, tuition billings, communication and staff support)
- Activates and deactivates FOBS in system
- Maintains annual school calendar
- Acts as back up to other secretary in front office
- Other duties as assigned

FES Office & Community Education Secretary

QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

EDUCATION/CERTIFICATION/LICENSURE:

- High School Graduate
- Associates degree with course work in business, math, word processing, office procedures and record keeping preferred

EXPERIENCE REQUIRED:

- One to three years receptionist/administrative assistant experience preferred

KNOWLEDGE AND SKILLS REQUIRED:

- Computer skills, experience and proficiency in Microsoft Office Suite
- Strong organization and clerical skills to handle a variety of office procedures
- Excellent verbal, written and interpersonal communication skills
- Welcoming human relations skills to communicate and deal effectively with the public, co-workers and staff.
- Ability to work collaboratively with other secretarial staff.
- Ability to take initiative, prioritize, organize, manage multiple tasks, work under pressure, problem-solve, work independently, and handle frequent interruptions.
- Ability to proof and edit written communication.
- Training/experience in office-related duties (i.e. administrative assistant, office management, communicating with the public, data privacy, etc.)

PHYSICAL REQUIREMENTS:

To accomplish the essential functions of the position, one must be physically able to operate or work with computers, calculators, reference books, computer software applications, phones and other standard office equipment. The physical activities of the position include talking, reaching, grasping, light lifting, bending, squatting, and other repetitive motions.

WORKING CONDITIONS:

- Work is considered sedentary and performed mainly in a pleasant office environment with rare exposure to environmental factors.
- Minimal safety hazards with general office working conditions.

INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The district reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or needs dictate.

FES Office & Community Education Secretary

Position descriptions assist the district in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the district. The district maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.

EMPLOYEE ACKNOWLEDGEMENT

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name

Employee Signature

Date

FES Principal Secretary

School: Falls Elementary School **FLSA Status:** Non-exempt
Reports to: Principal **Union:** Local 510
Days/Hours 218 days @ 8 hours per day

POSITION SUMMARY:

Lead secretarial/administrative support to the principal, staff, students and parents to ensure efficient operation of the school, maintaining strict confidentiality.

ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Answers phones, manages building door security, registers visitors, responds to parent inquires, locates students, and manages office waiting area
- Performs a wide variety of clerical duties, including but not limited to, typing and preparing letters, student handbook updates, memoranda, reports, bulletins and handling correspondence to staff, parents, students and community members
- Maintains student rosters, records, handles student registrations, processes transcript requests, and enrolls/ withdraws students
- Responsible for year-end rollover, including grade progression, student schedules and teacher room assignments in Skyward
- Schedules appointments, staff meetings and organizes parent/teacher conferences
- Records student absences, serves as parent/student liaison
- Assists students with requests and disburses student medicines when nurse is unavailable
- Collects food service payments and oversees cash box/cash handling
- Responsible for student announcements
- Provides backup support for paraprofessional and teacher call-in
- Serves as main office contact for substitute paraprofessionals and substitute teachers
- Responsible for running grade report proof sheets, printing report cards, and analyzing and reporting of disciplinary records
- Responsible for FOB System and master keys
- Acts as back up to other secretary in front office
- Other duties as assigned

QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

FES Principal Secretary

EDUCATION/CERTIFICATION/LICENSURE:

- High School Graduate
- Associates degree with course work in business, math, word processing, office procedures and record keeping preferred

EXPERIENCE REQUIRED:

- One to three years receptionist/administrative assistant experience preferred

KNOWLEDGE AND SKILLS REQUIRED:

- Computer skills, experience and proficiency in Microsoft Office Suite
- Strong organization and clerical skills to handle a variety of office procedures
- Excellent verbal, written and interpersonal communication skills
- Welcoming human relations skills to communicate and deal effectively with the public, co-workers and staff.
- Ability to works collaboratively with other secretarial staff.
- Ability to take initiative, prioritize, organize, manage multiple tasks, work under pressure, problem-solve, work independently, and handle frequent interruptions.
- Ability to proof and edit written communication.
- Training/experience in office-related duties (i.e. administrative assistant, office management, communicating with the public, data privacy, etc.)

PHYSICAL REQUIREMENTS:

To accomplish the essential functions of the position, one must be physically able to operate or work with computers, calculators, reference books, computer software applications, phones and other standard office equipment. The physical activities of the position include talking, reaching, grasping, light lifting, bending, squatting, and other repetitive motions.

WORKING CONDITIONS:

- Work is considered sedentary and performed mainly in a pleasant office environment with rare exposure to environmental factors.
- Minimal safety hazards with general office working conditions.

INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The district reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or needs dictate.

Position descriptions assist the district in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the district. The district maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.

FES Principal Secretary

EMPLOYEE ACKNOWLEDGEMENT

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name

Employee Signature

Date

Principal Secretary

School. Falls High School **FLSA Status:** Non-exempt
Reports to: Principal **Union:** Local 510
Days/Hours 218 days @ 8 hours per day

POSITION SUMMARY:

Provides secretarial/administrative support to the High School Principal and staff to ensure efficient operation of the school, maintaining strict confidentiality.

ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Answers phones, manages building door security, registers visitors, and manages office waiting area
- Performs a wide variety of clerical duties, including but not limited to, typing and preparing letters, presentations, memoranda, reports, bulletins and handling correspondence to staff, parents, students and community members
- Schedules appointments, staff meetings, and maintains calendar for principal
- Responsible for teacher office support
- Responsible for sub teacher calling, vouchers, and recording in google docs/Skyward
- Records student absences and serves as parent/student liaison
- Maintains and secures confidential student information and records
- Coordinates and organizes special school activities and events (graduation, school conferences)
- Maintains honor rolls and ranking reports and prints quarterly report cards
- Processes purchase orders and requisitions and receives purchased materials for licensed staff/principal
- Processes daily cash receipts including student fees, fines, and food service account receipts
- Responsible for monthly credit card reconciliation and daily credit card tracking
- Maintains office supplies and tracks inventory
- Responsible for troubleshooting copier/fax machines and coordinating repair calls when necessary
- Manages doors program and FOB system, tracks and distributes building keys/FOBs
- Acts as back up to other secretaries in front office
- Other duties as assigned

QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

EDUCATION/CERTIFICATION/LICENSURE:

Principal Secretary

- High School Graduate
- Associates degree with course work in business, math, word processing, office procedures and record keeping preferred

EXPERIENCE REQUIRED:

- Three years receptionist/administrative assistant experience preferred

KNOWLEDGE AND SKILLS REQUIRED:

- Computer skills, experience and proficiency in Microsoft Office Suite
- Strong organization and clerical skills to handle a variety of office procedures
- Excellent verbal, written and interpersonal communication skills
- Welcoming human relations skills to communicate and deal effectively with the public, co-workers and staff.
- Ability to work collaboratively with other secretarial staff.
- Ability to take initiative, prioritize, organize, manage multiple tasks, work under pressure, problem-solve, work independently, and handle frequent interruptions.
- Ability to proof and edit written communication.
- Training/experience in office-related duties (i.e. administrative assistant, office management, communicating with the public, data privacy, etc.)

PHYSICAL REQUIREMENTS:

To accomplish the essential functions of the position, one must be physically able to operate or work with computers, calculators, reference books, computer software applications, phones and other standard office equipment. The physical activities of the position include talking, reaching, grasping, light lifting, bending, squatting, and other repetitive motions.

WORKING CONDITIONS:

- Work is considered sedentary and performed mainly in a pleasant office environment with rare exposure to environmental factors.
- Minimal safety hazards with general office working conditions.

INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The district reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or needs dictate.

Position descriptions assist the district in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the district. The district maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.

Principal Secretary

EMPLOYEE ACKNOWLEDGEMENT

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name

Employee Signature

Date