

INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361

Regular School Board Meeting Agenda
Monday, April 19, 2021 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.*

Join Zoom Meeting

Topic: Regular School Board Meeting - 3rd Monday each Month

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

<https://isd361.zoom.us/j/89066973168?pwd=bzBaTVhNMkZWcVpJRTI1RnpGUURhZz09>

Meeting ID: 890 6697 3168

Passcode: 568766

One tap mobile

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Meeting ID: 890 6697 3168

Passcode: 568766

Find your local number: <https://isd361.zoom.us/j/89066973168?pwd=bzBaTVhNMkZWcVpJRTI1RnpGUURhZz09>

CALL TO ORDER

1. Roll Call:

___ Toni Korpi

___ Emily McGonigle

___ Bruce Raboin

___ Ted Saxton

___ Roxanne Skogstad-Ditsch

___ JoAnn Smith

___ Jennifer Windels

___ Kevin Grover

___ 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. Presentation of Elk's March Student of the Month: Parker Flesland

2. Presentation of Elk's April Students of the Month: Olivia McBride and Max Marcotte

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3. Presentation of Elk's May Students of the Month: Jessica Kulig and Jake Slatinski

4. Public Open Forum

Presentations

1. Presentation regarding a potential cooperative with Ft. Frances for boy's and girls hockey programs. 4

2. Presentation from Brian Yuretich, Special Education Director, on update of Virginia building.

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 March 15th and special board meeting on March 29. 6

2. Approve current accounts payable due in the amount of \$910,242.58. 11

3. Approve payroll in the amount of \$447,626.60 for pay periods March 23rd and April 9th.

4. Accept retirement notice from Lillian Walls, Cafe Helper, effective immediately.

5. Approve a leave of absence request from Nick Kaviuk, Custodian, pursuant to Local 510 Collective Bargaining agreement, Article 10, section I, effective May 12, 2021 for one calendar year. 39

6. Hire Jeff Kerry as Head Softball 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.

7. Approve hire of Casey Meyers as Assistant Softball 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.

8. Acknowledge the following volunteer coaches for baseball junior varsity and varsity during the 2020-2021 season: Mike Coffield, Darrin Kittleson and Paul Joslyn.

9. Acknowledge the following as volunteer coaches for softball during the 2020-2021 season: Mike Pelland and Patrick Swenson.

10. Approve a three (3) year online subscription with from McGraw Hill in amount of \$26,000 for supplemental instructional materials for FHS English (adoption/PER cycle materials). 40

11. Award quote for playground resurfacing to Bowman Construction in the amount of \$41,834.

12. Approve quotation from Shannon's for modifications to the HVAC system in the amount of \$20,875. 43

13. Approve Memorandum of Understanding with Northland Counseling for providing telemedicine to individuals located in a District building. 44

14. Approve copier lease with Marco for two Konica Minolta copiers for FHS office and FES office effective July 1, 2021. Lease includes parts, labor, travel, drums, toner and staples.

15. Accept proposal for copier services with Marco for maintenance, toner, printer replacement, and printer software/network support services for District printers effective July 1, 2021. Base agreement \$366.25 per month for 40 printers.

16. Approve lease termination for food service vending machine due to lack of funding and appropriations for the 2021-2022 fiscal year. 45

17. Second reading of School Board Policy 801 - Equal Access to School Facilities 46

18. Second reading of School Board Policy 803 - Warning Systems and Emergency Plans (to be removed) 51

19. Second reading of School Board Policy 804 - Bomb Threats (to be removed) 53

20. Second reading of School Board Policy 901 - Community Education 54

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21. Second reading of School Board Policy 902 - Use of School District Facilities and Equipment	56
22. Second reading of School Board Policy 906 - Community Notification of Predatory Offenders	58
23. Second reading of School Board Policy 907 - Rewards	63
24. Second reading of School Board Policy 910.5 - Media	64
25. First reading of School Board Policy 410 - Family and Medical Leave Act (Annual Review)	66
26. First reading of School Board Policy 413 - Harassment and Violence (Annual Review)	76
27. First reading of School Board Policy 414 - Mandated Report of Child Neglect or Physical or Sexual Abuse (Annual Review)	87
28. First reading of School Board Policy 415 - Mandated Report of Maltreatment of Vulnerable Adults (Annual Review)	95
29. First reading of School Board Policy 506 - Student Discipline (Annual Review)	99
30. First reading of School Board Policy 514 - Bullying Prohibition Policy (Annual Review)	118
31. First reading of School Board Policy 520 - Student Surveys (Annual Review)	129
32. First reading of School Board Policy 522 - Student Sex Nondiscrimination (Annual Review)	135
33. First reading of School Board Policy 524 - Internet Acceptable Use and Safety Policy (Annual Review)	154
34. First reading of School Board Policy 616 - School District System Accountability (Annual Review)	164
35. First reading of School Board Policy 806 - Crisis Management Policy (Annual Review)	170

Action Items

1. Resolution Acceptance of Gifts and Donations. Motion by __, second by __. Motion carried / failed.	180
2. Adopt revised school year calendar 2021-2022 correcting MEA to October 21st and 22nd.	182
3. Resolution relating to the non-renewal of Michelle Koenig, a probationary teacher at the end of the 2020-2021 school year due to return of teacher on leave of absence.	184
4. Resolution relating to the non-renewal of Cheyenne Korpi, a probationary teacher at the end of the 2020-2021 school year due to lack of pupils, financial limitations and discontinuance of position added for the 2020-2021 school year.	186
5. Resolution relating to the non-renewal of Jenesa Casareto, a probationary teacher at the end of the 2020-2021 school year due to lack of pupils, financial limitations and discontinuance of position added for the 2020-2021 school year.	188
6. Approve hire of Jenesa Casareto as an Elementary Teacher at a .57 FTE for the 2021-2022 school year.	190

Committee and Administrative Reports

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

Adjournment

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

THE PLAN

- Join programs as soon as practical
- Coaches from both sides of the border
- Games in both communities
- Better competition at every level
- Keep kids in the communities

CONTACT US

Marty Goulet
Chad Baldwin
Kevin Grover
Dennis Wagner
Tyler Miller
Jamie Davis
Eric Olson
Jason Kabel
info@brancosmuskies.com



2 GREAT HOCKEY TOWNS

4

STRONGER TOGETHER

BRANCOS-MUSKIES

Solving challenges in both communities



WHY?

The **Fort Frances Muskies** leagues are growing in disparity

→ Players without a competitive league

The **International Falls Broncos** participation levels are declining (JV & Varsity)

→ League with not enough players

THE THINKING...

THE OPPORTUNITIES

- Keep more kids in both communities
- Borderland Hockey tradition can continue in unity with powerful programs – Girls & Boys
- Minnesota High School Hockey Exposure is #1 in North America & World
- Enriched opportunities & experiences for all participants
- Sister Cities – packed arenas - Fan support - Excitement potential is tremendous
- Continue the hockey pride & tradition
- Stop losing players. More players than ever are contemplating leaving to play elsewhere
- Financial impact for players/families – Neutral or reduced costs of participation
- Potential positive financial benefit for both communities

THE CONCERNS

- Bronco - Muskie Tradition. Supporters may not support joining the programs
- Where will all kids play? (Varsity, Junior Gold/Midget, Junior Varsity, Youth hockey)
- Highschool hockey schedule (only 25 – 30⁵ games in the US system)
- Border issues – crossing restrictions either way



REGULAR MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, March 15, 2021 at 5:00 p.m.
Meeting Held Via Zoom Meeting

CALL TO ORDER

Toni Korpi: Present
Emily McGonigle: Present
Bruce Raboin: Present
Ted Saxton: Present
Roxanne Skogstad-Ditsch: Present
Joann Smith: Present
Jennifer Windels: Present
Present: 7.

2. Pledge of Allegiance

Join Zoom Meeting

Meeting ID: 824 3219 1769

Approval of Agenda

1. Motion by Roxanne Skogstad-Ditsch, then second by Jennifer Windels. Motion Carried.
Toni Korpi: Yea, Emily McGonigle: Yea, Bruce Raboin: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea
Yea: 7, Nay: 0

Open Forum

1. Presentation of Elk's March Students of the Month: Jocelyn Klocek
 - a. Parker Flesland - absent

2. Public Open Forum

- 2.a. Jenell Feller
- 2.b. Robert DeGross - Resident of International Falls and Board Member of Rotary Club
- 2.c Mark Lessard

Consent Agenda

Motion by Emily McGonigle, then second by Toni Korpi to approve as presented. Motion Carried.
Toni Korpi: Yea, Emily McGonigle: Yea, Bruce Raboin: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea
Yea: 7, Nay: 0

1. Approve past meeting minutes for the regular school board meeting on February 16th, February 22nd, and March 8th.

REGULAR MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, March 15, 2021 at 5:00 p.m.
Meeting Held Via Zoom Meeting

2. Approve current accounts payable due in the amount of \$616,715.65 .
3. Approve payroll in the amount of \$428,430.63 for pay periods February 22nd and March 12th.
4. Accept resignation of Emma Reller, Paraprofessional, effective March 5, 2021.
5. Accept resignation of Beth Reller, Paraprofessional, effective March 11, 2021.
6. Approve 2 1/2 days of unpaid leave for Alexis Graves, Paraprofessional.
7. Approve a leave of absence request from Timm Ringhoffer, Math Teacher, pursuant to MS 122A.46 for three years starting school year 2021-2022.
8. Approve hire of Brittany Foss as a Paraprofessional effective February 24, 2021.
9. Approve hire of Elsa Swanson as Vocal Music / Elementar Music Teacher contingent upon receiving a Minnesota Teacher License for the 2021-2022 school year at 1.0 FTE.
10. Approve hire of Shelley Koenig as Prom Advisor for the 2020-2021 Prom.
11. Approve hire of Brady Hjelle as Volunteer Boys Assistant Hockey Coach I for the 2020-2021 season. This position funded by Hockey Booster donation. Cost is \$1,750 including wage and benefits.
12. Approve hire of Wyatt Boyum as Volunteer Boys Assistant Hockey Coach I for the 2020-2021 season. This position funded by Hockey Booster donation. Cost is \$1,750 including wage and benefits.
13. Approve Electrical Engineering Services Agreement with Bruce Laugtug, PE, LLC for electrical consulting services in the amount of \$4,500 for the replacement project of the main switch gear replacement project.
14. Award bid to LVC Companies for a new fire alarm system in amount of \$207,880. Fire Marshall written approval has been received.
15. Approve Athletic Director services contract with the Recreation Commission for the 2020-2021 school year.
16. First reading of School Board Policy 801 - Equal Access to School Facilities
17. First reading of School Board Policy 803 - Warning Systems and Emergency Plans (TO BE REMOVED)
18. First reading of School Board Policy 804 - Bomb Threats (TO BE REMOVED)
19. First reading of School Board Policy 901 - Community Education
20. First reading of School Board Policy 902 - Use of School District Facilities and Equipment
21. First reading of School Board Policy 906 - Community Notification of Predatory Offenders

REGULAR MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, March 15, 2021 at 5:00 p.m.
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22. First reading of School Board Policy 907 - Rewards
23. First reading of School Board Policy 910.5 - Media
24. Second reading of School Board Policy 409.5 - Laptop Checkout Policy
25. Second reading of School Board Policy 409.6 - Website Electronic Publishing
26. Second reading of School Board Policy 424.5 - Coaches & Advisors
27. Second reading of School Board Policy 424.6 - Professional Standards Varsity Coaches
28. Second reading of School Board Policy 702 - Accounting
29. Second reading of School Board Policy 704 - Dev. & Mtce. of an Inventory of Fixed Assets and a Fixed Asset Acctg. System
30. Second reading of School Board Policy 705 - Investments
31. Second reading of School Board Policy 706 - Acceptance of Gifts
32. Second reading of School Board Policy 710 - Extracurricular Transportation
33. Second reading of School Board Policy 711 - Video Recording on School Buses
34. Second reading of School Board Policy 712 - Video Surveillance Other Than on Buses

Action Items

1. Motion by Jennifer Windels, then second by Joann Smith. Motion Carried.
Toni Korpi: Yea, Emily McGonigle: Yea, Bruce Raboin: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea
Yea: 7, Nay: 0
2. Motion by Toni Korpi, then second by Roxanne Skogstad-Ditsch to adopt school year 2021-2022 calendar version "B". Motion Carried.
Toni Korpi: Yea, Emily McGonigle: Yea, Bruce Raboin: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea
Yea: 7, Nay: 0
3. Motion by Roxanne Skogstad-Ditsch, then second by Toni Korpi to approve Elementary class sizes per attached section recommendation. Motion Carried.
Toni Korpi: Yea, Emily McGonigle: Yea, Bruce Raboin: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea
Yea: 7, Nay: 0

Board Discussion Items

1. Grant Writer Position
2. Communication Director Position
3. Board Retreat

REGULAR MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, March 15, 2021 at 5:00 p.m.
Meeting Held Via Zoom Meeting

Committee and Administrative Reports

1. Ella Bahr-Jeffries, Student Council – gave update on events.
2. Melissa Tate, Elementary Principal - absent
3. Tim Everson, Secondary Principal – gave enrollment update, registration update and return of students.
4. Kevin Grover, Superintendent: Schedule budget meeting for March 29th at 5:00 pm
5. Committee Reports:
 - 5.a. Community Education Advisory Board
 - 5.b. Recreation Commission

Adjournment

Motion by Jennifer Windels, then second by Joann Smith to adjourn meeting at 6:54 pm.
Motion Carried.
Toni Korpi: Yea, Emily McGonigle: Yea, Bruce Raboin: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea
Yea: 7, Nay: 0

Approved Minutes:

District Clerk

Date

Board Chair

Date

REGULAR MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, March 29, 2021 at 5:00 p.m.
Meeting Held Via Zoom Meeting

CALL TO ORDER

Toni Korpi: Present
Emily McGonigle: Absent – Arrived at 5:06 pm
Bruce Raboin: Present
Ted Saxton: Present
Roxanne Skogstad-Ditsch: Present
Joann Smith: Present
Jennifer Windels: Present

Present: 6, Absent: 1.

Emily McGonigle joined meeting electronically at 5:06 pm.

2. Pledge of Allegiance

Join Zoom Meeting

Meeting ID: 896 6812 1959

Approval of Agenda

1. Motion by Bruce Raboin, then second by Roxanne Skogstad-Ditsch. Motion Carried.
Emily McGonigle: Absent, Toni Korpi: Yea, Bruce Raboin: Yea, Ted Saxton: Yea,
Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea
Yea: 6, Nay: 0, Absent: 1

Action Items

1. Approve updated sections for elementary and high school for the 2021 - 2022 school year as presented.

Motion was modified by Roxanne Skogstad-Ditsch to maintain 6th grade at 3 sections and not 2 sections as presented, and keep all other remaining sections as presented, then second by Joann Smith. Motion Carried 6-1.

Emily McGonigle: Yea, Bruce Raboin: Nay, Toni Korpi: Yea, Ted Saxton: Yea,
Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea
Yea: 6, Nay: 1,
Bruce Raboin: Nay

Adjournment

Motion by Jennifer Windels, then second by Toni Korpi to adjourn at 6:34 pm. Motion Carried.

Emily McGonigle: Yea, Toni Korpi: Yea, Bruce Raboin: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea
Yea: 7, Nay: 0,

Approved Minutes:

District Clerk

Date

Board Chair

Date

Payables Summary
April 19, 2021

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201123660	SCAIA, TODD	4/6/2021	Bhockey 2/4/21	Boys Hockey V Ref on 2/4/21 vs Greenway		0 \$ (102.00)
201123834	AFT Local #331	3/12/2021	20210312ADDUI	Payroll accrual		0 \$ 3,300.83
	AFT Local #331	3/12/2021	20210312ADDUI	Payroll accrual		0 \$ 93.66
201123835	ND Child Support Division	3/12/2021	20210312ADCSP	Child Support		0 \$ 276.93
201123836	Para Local #4798	3/12/2021	20210312ADDUI	Payroll accrual		0 \$ 841.60
	Para Local #4798	3/12/2021	20210312ADDUI	Payroll accrual		0 \$ 19.83
201123837	Blais, TRAVIS	3/11/2021	Bhockey 3/11/2:	Boys Hockey Linesman on 3/11/21 vs Greenway		0 \$ 75.00
201123838	Clement, David Brian	3/11/2021	Gbasketball 3/11	Girls Basketball JV/V Ref on 3/11/21 vs Nashwauk Keewatin		0 \$ 80.00
	Clement, David Brian	3/11/2021	Gbasketball 3/11	Girls Basketball JV/V Ref on 3/11/21 vs Nashwauk Keewatin		0 \$ 55.00
201123839	GLUMACK, BABE	3/11/2021	Gbasketball 3/11	Girls Basketball JV/V Ref on 3/11/21 vs Nashwauk Keewatin		0 \$ 80.00
	GLUMACK, BABE	3/11/2021	Gbasketball 3/11	Girls Basketball JV/V Ref on 3/11/21 vs Nashwauk Keewatin		0 \$ 55.00
201123840	LASKY, Austin	3/11/2021	Bhockey 3/11/2:	Boys Hockey JV/V Ref on 3/11/21 vs Greenway		0 \$ 102.00
	LASKY, Austin	3/11/2021	Bhockey 3/11/2:	Boys Hockey JV/V Ref on 3/11/21 vs Greenway		0 \$ 75.00
201123841	SCAIA, TODD	3/11/2021	Bhockey 3/11/2:	Boys Hockey Ref JV/V on 3/11/21 vs Greenway		0 \$ 102.00
	SCAIA, TODD	3/11/2021	Bhockey 3/11/2:	Boys Hockey Ref JV/V on 3/11/21 vs Greenway		0 \$ 75.00
	SCAIA, TODD	3/11/2021	Bhockey 3/11/2:	Boys Hockey Ref JV/V on 3/11/21 vs Greenway		0 \$ 113.85
201123842	VAKE, TRAVIS	3/11/2021	Gbasketball 3/11	Girls Basketball JV/V Ref on 3/11/21 vs Nashwauk-Keewatin		0 \$ 80.00
	VAKE, TRAVIS	3/11/2021	Gbasketball 3/11	Girls Basketball JV/V Ref on 3/11/21 vs Nashwauk-Keewatin		0 \$ 55.00
	VAKE, TRAVIS	3/11/2021	Gbasketball 3/11	Girls Basketball JV/V Ref on 3/11/21 vs Nashwauk-Keewatin		0 \$ 109.83

11

Payables Summary
April 19, 2021

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201123843	LASKY, Austin	3/12/2021	Ghockey 3/12/2	Girls Hockey JV/V Ref on 3/12/21 vs Hibibng		0 \$ 102.00
	LASKY, Austin	3/12/2021	Ghockey 3/12/2	Girls Hockey JV/V Ref on 3/12/21 vs Hibibng		0 \$ 75.00
	LASKY, Austin	3/15/2021	Ghockey 3/12/2	Girls Hockey JV/V Ref on 3/12/21 vs Hibibng		0 \$ (102.00)
	LASKY, Austin	3/15/2021	Ghockey 3/12/2	Girls Hockey JV/V Ref on 3/12/21 vs Hibibng		0 \$ (75.00)
201123845	Steinberg, Jamie	3/12/2021	Ghockey 3/12/2	Girls Hockey JV/V Ref on 3/12/21 vs Hibbing		0 \$ 102.00
	Steinberg, Jamie	3/12/2021	Ghockey 3/12/2	Girls Hockey JV/V Ref on 3/12/21 vs Hibbing		0 \$ 75.00
	Steinberg, Jamie	3/12/2021	Ghockey 3/12/2	Girls Hockey JV/V Ref on 3/12/21 vs Hibbing		0 \$ 113.85
	Steinberg, Jamie	3/15/2021	Ghockey 3/12/2	Girls Hockey JV/V Ref on 3/12/21 vs Hibbing		0 \$ (102.00)
	Steinberg, Jamie	3/15/2021	Ghockey 3/12/2	Girls Hockey JV/V Ref on 3/12/21 vs Hibbing		0 \$ (75.00)
	Steinberg, Jamie	3/15/2021	Ghockey 3/12/2	Girls Hockey JV/V Ref on 3/12/21 vs Hibbing		0 \$ (113.85)
201123846	Clement, David Brian	3/13/2021	Bbasketball 3/13	Boys Basketball JV/V Ref on 3/13/21 vs Proctor		0 \$ 80.00
	Clement, David Brian	3/13/2021	Bbasketball 3/13	Boys Basketball JV/V Ref on 3/13/21 vs Proctor		0 \$ 55.00
	Clement, David Brian	3/13/2021	Bbasketball 3/13	Boys Basketball JV/V Ref on 3/13/21 vs Proctor		0 \$ 113.85
201123847	Forbort, Andy	3/13/2021	Bbasketball 3/13	Boys Basketball JV/V Ref on 3/13/21 vs Proctor		0 \$ 80.00
	Forbort, Andy	3/13/2021	Bbasketball 3/13	Boys Basketball JV/V Ref on 3/13/21 vs Proctor		0 \$ 55.00
201123848	GLUMACK, BABE	3/13/2021	Bbasketball 3/13	Boys Basketball JV/V Ref on 3/13/21 vs Proctor		0 \$ 80.00
	GLUMACK, BABE	3/13/2021	Bbasketball 3/13	Boys Basketball JV/V Ref on		0 \$ 55.00

Payables Summary
April 19, 2021

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
				3/13/21 vs Proctor		
201123849	LASKY, Austin	3/13/2021	Ghockey 3/13/2	Girls Hockey V Ref on 3/13/21 vs Wadena-Long Prairie		0 \$ 102.00
	LASKY, Austin	3/13/2021	Ghockey 3/13/2	Girls Hockey V Ref on 3/13/21 vs Wadena-Long Prairie		0 \$ 113.85
201123851	Steinberg, Jamie	3/13/2021	Ghockey 3/13/2	Girls Hockey V Ref on 3/13/21 vs Wadena-Long Prairie		0 \$ 102.00
201123852	Hraben, Cole	3/12/2021	Jan-21	January 2021 Mileage		0 \$ 224.00
201123853	US FOODSERVICE	3/17/2021	3768733	Pre School Snacks	1302100278	\$ 126.85
	US FOODSERVICE	3/17/2021	3565535	Pre School Snacks	1302100278	\$ 111.79
	US FOODSERVICE	3/17/2021	3509245	Pre School Snacks	1302100278	\$ 126.86
	US FOODSERVICE	3/17/2021	3768726	FACS Class Food	7702100015	\$ 38.92
	US FOODSERVICE	3/17/2021	3768729	Food for Meal Services	7702100015	\$ 1,769.44
	US FOODSERVICE	3/17/2021	3768729	Food for Meal Services	7702100015	\$ 109.26
	US FOODSERVICE	3/17/2021	3584817	Supplies for Meal Services	7702100015	\$ 157.49
	US FOODSERVICE	3/17/2021	3437333	Food for Meal Services	7702100015	\$ 1,106.27
	US FOODSERVICE	3/17/2021	3437333	Food for Meal Services	7702100015	\$ 132.69
	US FOODSERVICE	3/17/2021	3509242	Food for Meal Services	7702100015	\$ 1,274.88
	US FOODSERVICE	3/17/2021	3509242	Food for Meal Services	7702100015	\$ 90.71
	US FOODSERVICE	3/17/2021	3565525	Food for Meal Services	7702100015	\$ 1,275.76
	US FOODSERVICE	3/17/2021	3638460	Food for Meal Services	7702100015	\$ 751.60
	US FOODSERVICE	3/17/2021	3638460	Food for Meal Services	7702100015	\$ 259.69
	US FOODSERVICE	3/17/2021	2695393	Food for Meal Services	7702100015	\$ 975.71
	US FOODSERVICE	3/17/2021	3509248	Food for Meal Services	7702100015	\$ 164.56
	US FOODSERVICE	3/17/2021	3509249	Food for Meal Services	7702100015	\$ 164.56
	US FOODSERVICE	3/17/2021	3698469	Food for Meal Services	7702100015	\$ 726.88
	US FOODSERVICE	3/17/2021	3698469	Food for Meal Services	7702100015	\$ 324.29
	US FOODSERVICE	3/17/2021	3768717	Food for Meal Services	7702100015	\$ 791.99
	US FOODSERVICE	3/17/2021	3638458	Food for Meal Services	7702100015	\$ 1,370.63
	US FOODSERVICE	3/17/2021	3565524	Food for Meal Services	7702100015	\$ 458.89
	US FOODSERVICE	3/17/2021	3565524	Food for Meal Services	7702100015	\$ 472.77
	US FOODSERVICE	3/17/2021	3382320	Food for Meal Services	7702100015	\$ 1,443.34
	US FOODSERVICE	3/17/2021	3437332	Food for Meal Services	7702100015	\$ 926.52

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201123853	US FOODSERVICE	3/17/2021	3509240	Food for Meal Services	7702100015	\$ 708.54
	US FOODSERVICE	3/17/2021	3509240	Food for Meal Services	7702100015	\$ 296.85
	US FOODSERVICE	3/17/2021	3638456	Kindergarten Snacks	1302100278	\$ 62.17
201123854	KGHS-AM	3/17/2021	13998	Youth Group Activities (Fill the Seats promotion)(12i)	0	\$ 500.00
201123855	AT & T Mobility	3/18/2021	287297713167X	IT Dir. Phone and Bus WI-FI	1102100000	\$ 114.69
	AT & T Mobility	3/18/2021	287297713167X	IT Dir. Phone and Bus WI-FI	1102100000	\$ 49.93
	AT & T Mobility	3/18/2021	287297713167X	IT Dir. Phone and Bus WI-FI	1102100000	\$ 2,484.95
201123856	Bytespeed	3/18/2021	INV0146943	Supplies	6052100080	\$ 2,512.48
201123857	DEMCO INC	3/18/2021	6912843	FES Library	1302100282	\$ 178.49
201123858	HORIZON COMMERCIAL POOL SUPP	3/18/2021	210108155-ER	2-new basketball hoop systems for the swimming pool-	5002100019	\$ 1,960.25
201123859	KGHS-AM	3/18/2021	2282021	School Matters	102100001	\$ 198.00
201123860	LAKESHORE LEARNING MATERIALS	3/18/2021	2483881220	Supplies	0	\$ 18.60
201123861	Marco Technologies LLC	3/18/2021	INV8536767	Guid Office Cost per Copy	7102100000	\$ 17.81
	Marco Technologies LLC	3/18/2021	INV8541046	Bus Office Copy Per Copy	1102100005	\$ 48.50
201123862	MCEA	3/18/2021	6224	Minnesota Community Education Association meeting	5002100022	\$ 120.00
201123863	NORTH STAR PUBLISHING	3/18/2021	50804	KAPE "Most Kindness"	0	\$ 208.55
201123864	OLP NATIVE VOICE INC	3/18/2021	61690	Ojibwemowin Series I Textbooks	3002100019	\$ 450.00
201123865	PERMA BOUND	3/18/2021	1876159-01	FES Library Books	1302100164	\$ 31.43
201123866	RAINY LAKE MEDICAL CENTER	3/18/2021	3651	OT/PT & Speech Services	1102100008	\$ 6,122.94
	RAINY LAKE MEDICAL CENTER	3/18/2021	3651	OT/PT & Speech Services	1102100008	\$ 1,596.71
	RAINY LAKE MEDICAL CENTER	3/18/2021	3651	OT/PT & Speech Services	1102100008	\$ 5,330.58
201123867	Rainy Lake Oil, Inc.	3/18/2021	30126	Bus wash.	7602100025	\$ 136.00
201123868	RECREATION COMMISSION	3/18/2021	30321	Recreation Commission	1102100032	\$ 76,693.60
	RECREATION COMMISSION	3/18/2021	30321	Recreation Commission	1102100032	\$ 19,684.00
201123869	RK TECH LLC	3/18/2021	SO-1008	Supplies	6052100099	\$ 525.03
201123870	SCHOOL SPECIALTY	3/18/2021	2.08127E+11	1st Semester Supplies 2020-2021	2122100000	\$ 22.23
	SCHOOL SPECIALTY	3/18/2021	2.08127E+11	1st Semester Supplies 2020-2021	2122100000	\$ 291.90

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	SCHOOL SPECIALTY	3/18/2021	2.08127E+11	Office Supplies	3002100082	\$ 536.31
201123871	SOFTCHOICE	3/18/2021	90191317	Supplies	6052100093	\$ 2,245.00
201123872	The Sport Shop	3/18/2021	30121	Baseball Team: Bats, balls, T	2922100028	\$ 789.95
201123873	VARITRONICS	3/18/2021	PSI-126367	FES Variquest Machine	1302100290	\$ 8,485.24
	VARITRONICS	3/18/2021	PSI-126367	FES Variquest Machine	1302100290	\$ 987.32
	VARITRONICS	3/18/2021	PSI-126367	FES Variquest Machine	1302100290	\$ 4,836.44
	VARITRONICS	3/18/2021	ARCM-11419	Credit on PO 1302100140	0	\$ (559.96)
	VARITRONICS	3/18/2021	PSI-126848	Restocking fee on PO	0	\$ 83.99
201123874	Joslyn, Steven	3/18/2021	Bswimming 3/18	Boys Swim State Meet Meal Money	0	\$ 96.00
	Joslyn, Steven	3/18/2021	Bswimming 3/18	Boys Swim State Meet Meal Money	0	\$ 288.00
201123875	Section 7A	3/18/2021	Speech 3/18/21	Speech : MSHSL Sub-Section, Section 7A Entry Fee	0	\$ 125.00
201123876	MN POWER	3/19/2021	31121	Electricity Bill	8102100037	\$ 730.72
	MN POWER	3/19/2021	31121	Electricity Bill	8102100037	\$ 6,642.69
	MN POWER	3/19/2021	31121	Electricity Bill	8102100037	\$ 2,348.06
	MN POWER	3/19/2021	31121	Electricity Bill	8102100037	\$ 5,033.93
	MN POWER	3/19/2021	31121	Electricity Bill	8102100037	\$ 6,906.01
	MN POWER	3/19/2021	31121	Electricity Bill	8102100037	\$ 75.49
201123877	J2M APPAREL CO	3/23/2021	9294	Coalition Directed Activities (Reorder of shirts)	0	\$ 2,776.00
201123878	Section 7A	3/23/2021	Ghockey 3/16/2	Girls Hockey Playoff Game Ticket Sales, 3/16 @ DM	0	\$ 113.00
	Section 7A	3/23/2021	Bbasketball 3/17	Boys Basketball Playoff Game Ticket Sales 3/17/21 @ EG	0	\$ 333.00
	Section 7A	3/23/2021	Gbasketball 3/18	Girls Basketball Playoff Game Ticket Sales, 3/18/21 @ Eveleth	0	\$ 162.00
	Section 7A	3/23/2021	Bbasketball 3/19	Boys Basketball Playoff Game Ticket Sales, 3/19/21 @ Esko	0	\$ 387.00
201123879	AFSCME Council 65	3/26/2021	20210326ADAFS	Payroll accrual	0	\$ 938.78
	AFSCME Council 65	3/26/2021	20210326ADAFS	Payroll accrual	0	\$ 357.23

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	AFSCME Council 65	3/26/2021	20210326ADAFS	Payroll accrual		0 \$ 12.97
	AFSCME Council 65	3/26/2021	20210326ADAFS	Payroll accrual		0 \$ 16.67
	AFSCME Council 65	3/26/2021	20210326ADAFS	Payroll accrual		0 \$ 12.00
	AFSCME Council 65	3/26/2021	20210326ADAFS	Payroll accrual		0 \$ 0.33
201123880	AFT Local #331	3/26/2021	20210326ADDUI	Payroll accrual		0 \$ 3,300.83
	AFT Local #331	3/26/2021	20210326ADDUI	Payroll accrual		0 \$ 93.66
201123881	ND Child Support Division	3/26/2021	20210326ADCSP	Child Support		0 \$ 276.93
201123882	Para Local #4798	3/26/2021	20210326ADDUI	Payroll accrual		0 \$ 811.58
	Para Local #4798	3/26/2021	20210326ADDUI	Payroll accrual		0 \$ 17.66
201123883	ARROWHEAD LIBRARY SYSTEM	3/26/2021	7476	Library Catalog System	6202100000	\$ 625.00
201123884	Aviben	3/26/2021	17921	403b Third Party Admin Svc	1102100003	\$ 166.93
201123885	CHAMPIONSHIP PRODUCTIONS	3/26/2021	1245654	Girls Swimming, Coaching Instructional DVD's	2922100030	\$ 493.95
201123886	COCA-COLA BOTTLING CO	3/26/2021	30227	FHS; Ala Carte Beverages	7702100014	\$ 301.00
	COCA-COLA BOTTLING CO	3/26/2021	30317	FHS; Ala Carte Beverages	7702100014	\$ 182.35
201123887	Davenport Group	3/26/2021	107868	Primary 4-Cell 68 W Battery	6052100087	\$ 76.00
201123888	HAWKINS INC	3/26/2021	4890087	Pool Chemicals	8102100044	\$ 871.22
201123889	Inland Leasing	3/26/2021	58999932	Cafeteria Vending Rental	7702100001	\$ 182.13
201123890	K&K MEYERS INC	3/26/2021	491	Door handle and repair	8102100129	\$ 867.00
201123891	KRUEGER, KENNETH	3/26/2021	31821	Tae Kwon Do Instructor Fee		0 \$ 425.00
201123892	LOFFLER	3/26/2021	3659081	HP M607 Toner		0 \$ 229.99
	LOFFLER	3/26/2021	3666103	HP LaserJet Yellow Toner		0 \$ 279.99
201123893	Marco Technologies LLC	3/26/2021	437968506	FHS; B & W Copy Machine 754E	3002100002	\$ 1,675.09
	Marco Technologies LLC	3/26/2021	437969934	Printer in Business Classroom	3002100003	\$ 139.64
	Marco Technologies LLC	3/26/2021	437970254	Comm Ed; Minolta C458 Copier	5002100000	\$ 219.37
	Marco Technologies LLC	3/26/2021	438656969	FES; Color Copier and FHS; Mailroom Copier	3002100004	\$ 1,331.37
	Marco Technologies LLC	3/26/2021	438656969	FES; Color Copier and FHS; Mailroom Copier	3002100004	\$ 567.08
201123894	MIDCONTINENT COMMUNICATIONS	3/26/2021	33121	ALC Phone & Data	3002100001	\$ 148.63
201123895	MN TELECOMMUNICATIONS	3/26/2021	7167	Monthly Broadband Services	6052100007	\$ 1,512.50
201123896	NORTHEAST SERVICE COOPERATIVE	3/26/2021	2533	IEA Services	8102100161	\$ 933.78
	NORTHEAST SERVICE COOPERATIVE	3/26/2021	2491	IEA Services	8102100161	\$ 840.00

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201123897	PAN O GOLD BAKING CO	3/26/2021	1.00099E+13	Bread for Meal Service	7702100012	\$ 35.00
	PAN O GOLD BAKING CO	3/26/2021	1.00099E+13	Bread for Meal Service	7702100012	\$ 93.80
	PAN O GOLD BAKING CO	3/26/2021	1.00099E+13	Bread for Meal Service	7702100012	\$ 133.00
	PAN O GOLD BAKING CO	3/26/2021	1.00099E+13	Bread for Meal Service	7702100012	\$ 37.40
201123897	PAN O GOLD BAKING CO	3/26/2021	1.00099E+13	Bread for Meal Service	7702100012	\$ 21.00
	PAN O GOLD BAKING CO	3/26/2021	1.00099E+13	Bread for Meal Service	7702100012	\$ 95.74
201123898	RATWIK ROSZAK & MALONEY PA	3/26/2021	68424	Attorney Services	1102100006	\$ 728.50
201123899	SANDSTROM'S INC	3/26/2021	344194	Milk for Meal Service	7702100011	\$ 644.00
	SANDSTROM'S INC	3/26/2021	345180	Milk for Meal Service	7702100011	\$ 356.50
	SANDSTROM'S INC	3/26/2021	345179	Milk for Meal Service	7702100011	\$ 598.00
	SANDSTROM'S INC	3/26/2021	346010	Milk for Meal Service	7702100011	\$ 218.50
	SANDSTROM'S INC	3/26/2021	346009	Milk for Meal Service	7702100011	\$ 885.50
201123900	SCHOOL SPECIALTY	3/26/2021	2.08127E+11	OFFICE CHAIR	3002100081	\$ 256.92
201123901	Thompson, Sara	3/26/2021	Feb/Mar21	KAPE Marketing Consultant	7902100001	\$ 2,500.00
201123902	VOLT ATHLETICS, INC	3/26/2021	3411	Premium Training Software	3002100023	\$ 1,750.00
201123903	WATER DEPT	3/26/2021	74-006700-00	Water Usage	8102100062	\$ 50.55
	WATER DEPT	3/26/2021	13-014700-00	FHS; Water Usage	8102100062	\$ 1,667.06
	WATER DEPT	3/26/2021	13-014800-00	FES; Water Usage	8102100062	\$ 1,556.26
	WATER DEPT	3/26/2021	13-014900-00	Arena; Water Usage	8102100062	\$ 869.30
201123904	MASC/MAHS	3/29/2021	9012100011	Cost for four students to attend the Virtual MAHS/MASC State Leadership Convention.		\$ 160.00
201123905	Madison National Life	4/1/2021	1436267	April 2021 LTD Premium	0	\$ 151.22
	Madison National Life	4/1/2021	1436268	April 2021 Life Premium	0	\$ 1,667.76
201123906	NCPERS Group Life Ins.	4/1/2021	1.64913E+11	April 2021 Premium	0	\$ 128.00
201123907	BORDERBOXES	4/2/2021	142489	Shipping for RMA server part	6052100101	\$ 13.00
201123908	Citon Computer Corp	4/2/2021	S251902	Assisting with Avaya switch	6052100102	\$ 198.75
201123909	FRONTIER	4/2/2021	218-283-2424-1	Monthly Telephone Service	8102100015	\$ 11.75
	FRONTIER	4/2/2021	218-283-3133-1	Monthly Telephone Service	8102100015	\$ 39.06
	FRONTIER	4/2/2021	218-283-4741-0	Monthly Telephone Service	8102100015	\$ 35.95
	FRONTIER	4/2/2021	218-283-5579-0	Monthly Telephone Service	8102100015	\$ 39.06
201123909	FRONTIER	4/2/2021	218-283-2571-0	Monthly Telephone Service	8102100015	\$ 826.25
	FRONTIER	4/2/2021	218-711-0561-0	Monthly Telephone Maint	8102100015	\$ 102.57

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	FRONTIER	4/2/2021	218-711-0190-01	Monthly Telephone Maint	8102100015	\$ 181.53
201123910	JOSTENS INC	4/2/2021	20-21 2nd Paym	2nd Payment 2020-2021	0	\$ 210.00
201123911	Laugtug PE, LLC, Bruce	4/2/2021	21-10101	Electrical Engineering services FHS	8102100148	\$ 3,600.00
201123912	MAXWELL MEDALS & AWARDS	4/2/2021	3165675-IN	Medals for Ojibwe Quiz Bowl Tom Vollom	3002100088	\$ 289.00
201123913	MF ATHLETIC COMPANY	4/2/2021	INV160208	Track & Field Vaulting Poles	2922100027	\$ 1,100.00
	MF ATHLETIC COMPANY	4/2/2021	INV160208	Track & Field Vaulting Poles	2922100027	\$ 291.00
201123914	MN ENERGY RESOURCES CORP	4/2/2021	0505015015-00	Garage; Natural Gas Services	8102100036	\$ 815.85
201123915	Raymond Geddes	4/2/2021	772265	FES School Store Supplies	1302100303	\$ 280.80
201123916	ROCHESTER TELECOM SYSTEMS INC	4/2/2021	6145	Long Distance Phone Calls	8102100042	\$ 60.25
	ROCHESTER TELECOM SYSTEMS INC	4/2/2021	6145	Long Distance Phone Calls	8102100042	\$ 60.24
201123917	Rockler Woodworking & Hardware	4/2/2021	8257784	Wood shop supplies - Dave Olson	2552100026	\$ 104.77
201123918	SCHOOL HEALTH CORPORATION	4/2/2021	3889068-00	FES School Nurse Supplies	1302100300	\$ 615.20
	SCHOOL HEALTH CORPORATION	4/2/2021	3889077-00	FES School Nurse Supplies	1302100292	\$ 149.70
201123919	SCHOOL SPECIALTY	4/2/2021	2.08127E+11	Mr. Pete order for K. McDonald PO 1302100254	0	\$ 29.96
201123920	SHANNONS INC	4/2/2021	20842	Munchkin Cleaning and tuning	8102100134	\$ 184.50
	SHANNONS INC	4/2/2021	20842	Munchkin Cleaning and tuning	8102100134	\$ 184.50
	SHANNONS INC	4/2/2021	20862	Munchkin Cleaning and tuning	8102100134	\$ 126.00
	SHANNONS INC	4/2/2021	20862	Munchkin Cleaning and tuning	8102100134	\$ 126.00
	SHANNONS INC	4/2/2021	20862-1	Work on Arena air handler	8102100137	\$ 1,285.65
201123921	UHL	4/2/2021	30059	Service call to replace the freeze stat on RTU #4 for High School 2/1/2021	8102100167	\$ 1,397.50
201123922	Velasa Sports, Inc.	4/2/2021	4255	FEF Skate Sharpener	3002100050	\$ 1,209.93
201123923	Voyager Sopris Learning	4/2/2021	3475979	FES Instructional Supplies	1302100296	\$ 340.99
201123924	Tyson Foods Inc.	4/7/2021	27839175	Commodity Hamburger Processing	0	\$ 309.86
	Tyson Foods Inc.	4/7/2021	37719355	Commodity Hamburger Processing	0	\$ 196.62
201123925	US FOODSERVICE	4/7/2021	3822644	Food for Meal Services	7702100015	\$ 1,046.65
	US FOODSERVICE	4/7/2021	3822644	Food for Meal Services	7702100015	\$ 293.03

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	US FOODSERVICE	4/7/2021	4031792	Commodity Beef Delivery	7702100015	\$ 12.50
	US FOODSERVICE	4/7/2021	3954624	Commodity Food	7702100015	\$ 147.40
	US FOODSERVICE	4/7/2021	3954626	Food for Meal Services	7702100015	\$ 1,218.46
	US FOODSERVICE	4/7/2021	3954626	Food for Meal Services	7702100015	\$ 147.86
	US FOODSERVICE	4/7/2021	40331791	Food for Meal Services	7702100015	\$ 1,087.85
	US FOODSERVICE	4/7/2021	40331791	Food for Meal Services	7702100015	\$ 632.66
	US FOODSERVICE	4/7/2021	4089659	Food for Meal Services	7702100015	\$ 780.55
	US FOODSERVICE	4/7/2021	4089664	Pre School Snacks	1302100278	\$ 153.80
	US FOODSERVICE	4/7/2021	3954627	Pre School Snacks	1302100278	\$ 97.37
	US FOODSERVICE	4/7/2021	4031788	Gloves for FACS Class	0	\$ 87.48
	US FOODSERVICE	4/7/2021	3954623	Food for Meal Services	7702100015	\$ 1,003.25
	US FOODSERVICE	4/7/2021	3954623	Food for Meal Services	7702100015	\$ 146.85
	US FOODSERVICE	4/7/2021	3896371	FES; Milk for Meal Service	0	\$ 233.94
	US FOODSERVICE	4/7/2021	3954625	Commodities for Meal Services	7702100015	\$ 164.15
	US FOODSERVICE	4/7/2021	4031787	Food for Meal Services	7702100015	\$ 1,543.30
	US FOODSERVICE	4/7/2021	4031787	Food for Meal Services	7702100015	\$ 116.42
	US FOODSERVICE	4/7/2021	4031793	Commodity Beef	7702100015	\$ 12.50
	US FOODSERVICE	4/7/2021	3822642	Food for Meal Services	7702100015	\$ 1,777.01
	US FOODSERVICE	4/7/2021	3822642	Food for Meal Services	7702100015	\$ 60.88
	US FOODSERVICE	4/7/2021	4031790	Kindergarten Snacks	1302100278	\$ 142.18
	US FOODSERVICE	4/7/2021	4089651	Kindergarten Snacks	1302100278	\$ 89.13
	US FOODSERVICE	4/7/2021	4226337	Food for Meal Services	7702100015	\$ 546.00
	US FOODSERVICE	4/7/2021	4226337	Food for Meal Services	7702100015	\$ 251.99
	US FOODSERVICE	4/7/2021	4089652	Food for Meal Services	7702100015	\$ 400.28
201123926	LASKY, Austin	4/7/2021	Bhockey 2/4/21	Boys Hockey V Ref on 2/4/21 vs Greenway	0	\$ 102.00
201123927	AFT Local #331	4/9/2021	20210409ADDUI	Payroll accrual	0	\$ 3,300.83
	AFT Local #331	4/9/2021	20210409ADDUI	Payroll accrual	0	\$ 93.66
201123928	ND Child Support Division	4/9/2021	20210409ADCSP	Child Support	0	\$ 276.93
201123929	Para Local #4798	4/9/2021	20210409ADDUI	Payroll accrual	0	\$ 794.91
	Para Local #4798	4/9/2021	20210409ADDUI	Payroll accrual	0	\$ 18.83
201123930	Annie's Frozen Yogurt	4/9/2021	24904	Frozen Yogurt	7702100000	\$ 100.00
201123931	BEMIDJI WELDERS SUPPLY	4/9/2021	10052903	Blanket PO ~ Dave Olson	2552100028	\$ 255.00

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201123932	COMMERICAL REFRIGERATION INC	4/9/2021	47562	Arena Chiller repairs	8102100145	\$ 7,855.00
	COMMERICAL REFRIGERATION INC	4/9/2021	47562	Arena Chiller repairs	8102100145	\$ 8,492.87
	COMMERICAL REFRIGERATION INC	4/9/2021	47565	Arena Chiller repairs	8102100145	\$ 253.89
	COMMERICAL REFRIGERATION INC	4/9/2021	47608	Commercial refrigeration service call	8102100174	\$ 2,090.00
201123933	MANNCO TRUCKING INC	4/9/2021	193620	School Bus Filters	7602100033	\$ 19.54
201123934	Marco Technologies LLC	4/9/2021	INV8591888	Black Cartridge Laserjet P3015	0	\$ 245.66
201123935	MIDCONTINENT COMMUNICATIONS	4/9/2021	32721	ALC Phone & Data	3002100001	\$ 168.80
201123936	MN GRADUATE SERVICES LTD	4/9/2021	20	Diploma	0	\$ 20.00
	MN GRADUATE SERVICES LTD	4/9/2021	19	Diploma	0	\$ 20.00
201123937	PEPPER JW & SON INC	4/9/2021	363287904	Reeds and cleaning supplies for 5th Grade Band	2582100005	\$ 73.19
	PEPPER JW & SON INC	4/9/2021	363301527	Reeds and cleaning supplies for 5th Grade Band	2582100005	\$ 59.99
201123938	THE JOURNAL	4/9/2021	33121	Advertising Local Newspaper	1102100019	\$ 1,181.95
201123939	THYSSENKRUPP ELEVATOR	4/9/2021	3005866139	Quarterly Elevator Oil & Grease	8102100020	\$ 214.83
201123940	UPPER LAKES FOODS	4/9/2021	791088-00	FHS; Food for Meal and Supplies	0	\$ 279.54
	UPPER LAKES FOODS	4/9/2021	791088-00	FHS; Food for Meal and Supplies	0	\$ 386.00
	UPPER LAKES FOODS	4/9/2021	791088-00	FHS; Food for Meal and Supplies	0	\$ 77.75
201123941	VS Athletics	4/9/2021	326686	Track & Field PV Swing Up Rack	2922100035	\$ 531.80
201123942	ZIEMBA, BERNIE	4/9/2021	32921	Wood and Metal shop instructional supplies	2552100029	\$ 600.00
201123943	Carpenter, Barbara	4/9/2021	3212021	Final Retiree Insurance Fund Payment	0	\$ 650.68
201123944	JOHNSON, NANCY	4/9/2021	32521	Medical Reimbursement from Retiree Insurance Fund	0	\$ 856.50
201123945	Section 7A	4/9/2021	SPCH4/8/21	Speech Section 7A Entry Fee	0	\$ 25.00
	Section 7A	4/9/2021	SPCH4/8/21	Speech Section 7A Entry Fee	0	\$ 25.00
	Section 7A	4/9/2021	SPCH4/8/21	Speech Section 7A Entry Fee	0	\$ 25.00

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	Section 7A	4/9/2021	SPCH4/8/21	Speech Section 7A Entry Fee		0 \$ 25.00
	Section 7A	4/9/2021	SPCH4/8/21	Speech Section 7A Entry Fee		0 \$ 25.00
201123946	KGHS-AM	4/12/2021	1145E	Youth Group Activities (12i) Fill the Seat campaign		0 \$ 500.00
201123947	MN BCA	4/12/2021	4092021	Background check for Pat Swenson		0 \$ 15.00
201123948	MN ASSN OF SCHOOL ADMIN	4/14/2021	21-13874	2021 Spring Conference for Kevin Grover		0 \$ 149.00
201123949	MN ENERGY RESOURCES CORP	4/14/2021	0503196532-00	Natural Gas Services	8102100036	\$ 2,352.49
	MN ENERGY RESOURCES CORP	4/14/2021	0506435793-00	Natural Gas Services	8102100036	\$ 1,266.53
	MN ENERGY RESOURCES CORP	4/14/2021	0507263223-00	Natural Gas Services	8102100036	\$ 4,099.54
	MN ENERGY RESOURCES CORP	4/14/2021	0507263223-00	Natural Gas Services	8102100036	\$ 1,366.51
201123950	Mhs-Mahs	4/14/2021		2021 Cords and Pins for Seniors		0 \$ 342.50
201123951	AT & T Mobility	4/19/2021	287297713167X	IT Dir. Phone and Bus WI-FI	1102100000	\$ 114.69
	AT & T Mobility	4/19/2021	287297713167X	IT Dir. Phone and Bus WI-FI	1102100000	\$ 49.93
	AT & T Mobility	4/19/2021	287297713167X	IT Dir. Phone and Bus WI-FI	1102100000	\$ 2,484.95
201123952	CITIZENS FOR BACKUS	4/19/2021	40121	Lease	1102100009	\$ 722.60
201123953	DEMCO INC	4/19/2021	6925239	FES Library Supplies	1302100314	\$ 178.49
201123954	Education Innovation Partners	4/19/2021	1541	Monthly EIP Billing	6052100002	\$ 206.25
201123955	FRIENDS GARBAGE SERVICE, LLC	4/19/2021	9220258	Garbage Pickups	8102100043	\$ 1,874.34
201123956	GUARDIAN PEST CONTROL INC	4/19/2021	2224929	Pest Control Service	8102100030	\$ 64.65
201123957	K&K MEYERS INC	4/19/2021	22280	glass repair	8102100179	\$ 71.50
201123958	KANTOR ELECTRIC INC	4/19/2021	16359	Replace light fixture filled with water. FES	8102100165	\$ 165.40
	KANTOR ELECTRIC INC	4/19/2021	16360	Dive Pool light bulbs	8102100166	\$ 85.72
201123959	KGHS-AM	4/19/2021	1130012784	School Matters	102100001	\$ 198.00
201123960	Language Line Services, Inc.	4/19/2021	10185157	FES Translator for Meetings	1302100306	\$ 105.30
201123961	PAN O GOLD BAKING CO	4/19/2021	1.00099E+13	Bread for Meal Service	7702100012	\$ 35.00
	PAN O GOLD BAKING CO	4/19/2021	1.00099E+13	Bread for Meal Service	7702100012	\$ 35.00
	PAN O GOLD BAKING CO	4/19/2021	1.00099E+13	Bread for Meal Service	7702100012	\$ 35.00
	PAN O GOLD BAKING CO	4/19/2021	1.00099E+13	Bread for Meal Service	7702100012	\$ 28.00
	PAN O GOLD BAKING CO	4/19/2021	1.00099E+13	Bread for Meal Service	7702100012	\$ 35.00
201123962	SANDSTROM'S INC	4/19/2021	346849	Milk for Meal Service	7702100011	\$ 241.50

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	SANDSTROM'S INC	4/19/2021	346844	Milk for Meal Service	7702100011	\$ 276.00
	SANDSTROM'S INC	4/19/2021	347664	Milk for Meal Service	7702100011	\$ 172.50
	SANDSTROM'S INC	4/19/2021	347666	Milk for Meal Service	7702100011	\$ 621.00
	SANDSTROM'S INC	4/19/2021	348609	Milk for Meal Service	7702100011	\$ 621.00
	SANDSTROM'S INC	4/19/2021	348607	Milk for Meal Service	7702100011	\$ 299.00
202001139	Aviben	3/12/2021	20210312ADTSA	Payroll accrual		0 \$ 119.23
	Aviben	3/12/2021	20210312ADTSA	Payroll accrual		0 \$ 196.14
	Aviben	3/12/2021	20210312ADTSA	Payroll accrual		0 \$ 1,371.07
	Aviben	3/12/2021	20210312ADTSE	Payroll accrual		0 \$ 3,109.41
	Aviben	3/12/2021	20210312ADTSE	Payroll accrual		0 \$ 46.15
	Aviben	3/12/2021	20210312ADTSF	Payroll accrual		0 \$ 2,427.65
	Aviben	3/12/2021	20210312ADTSG	Payroll accrual		0 \$ 430.77
	Aviben	3/12/2021	20210312ADTSH	Payroll accrual		0 \$ 280.94
	Aviben	3/12/2021	20210312ADTSH	Payroll accrual		0 \$ 791.88
	Aviben	3/12/2021	20210312ADTSM	Payroll accrual		0 \$ 203.61
	Aviben	3/12/2021	20210312ADTSS	Payroll accrual		0 \$ 250.00
	Aviben	3/12/2021	20210312ADTSV	Payroll accrual		0 \$ 3,017.88
	Aviben	3/12/2021	20210312ADTSV	Payroll accrual		0 \$ 65.38
	Aviben	3/12/2021	20210312AFTSA	TSA Benefit		0 \$ 92.30
	Aviben	3/12/2021	20210312AFTSA	TSA Benefit		0 \$ 196.14
	Aviben	3/12/2021	20210312AFTSA	TSA Benefit		0 \$ 272.89
	Aviben	3/12/2021	20210312AFTSEI	TSA Benefit		0 \$ 1,402.57
	Aviben	3/12/2021	20210312AFTSEI	TSA Benefit		0 \$ 46.15
	Aviben	3/12/2021	20210312AFTSFI	TSA Benefit		0 \$ 723.66
	Aviben	3/12/2021	20210312AFTSG	Payroll accrual		0 \$ 111.53
	Aviben	3/12/2021	20210312AFTSH	TSA Benefit		0 \$ 46.15
	Aviben	3/12/2021	20210312AFTSIN	TSA Benefits		0 \$ 383.29
	Aviben	3/12/2021	20210312AFTSM	TSA Benefit		0 \$ 182.18
	Aviben	3/12/2021	20210312AFTSS	TSA Benefit		0 \$ 65.38
	Aviben	3/12/2021	20210312AFTSV	TSA Benefit		0 \$ 1,128.67
	Aviben	3/12/2021	20210312AFTSV	TSA Benefit		0 \$ 65.38
202001140	Empower Retirement	3/12/2021	20210312ADDEF	Payroll accrual		0 \$ 310.00
	Empower Retirement	3/12/2021	20210312ADDEF	Payroll accrual		0 \$ 20.00

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	Empower Retirement	3/12/2021	20210312ADG-4	Payroll accrual		0 \$ 12.17
	Empower Retirement	3/12/2021	20210312ADG-4	Payroll accrual		0 \$ 23.12
	Empower Retirement	3/12/2021	20210312AFDEF	Deferred Comp 457 Benefit		0 \$ 12.17
	Empower Retirement	3/12/2021	20210312AFDEF	Deferred Comp 457 Benefit		0 \$ 23.12
	Empower Retirement	3/12/2021	20210312AFHCS	HCSP		0 \$ 2,684.63
	Empower Retirement	3/12/2021	20210312AFHCS	HCSP		0 \$ 83.84
202001141	Internal Revenue Service	3/12/2021	20210312ADFC	Payroll accrual		0 \$ 17,786.56
	Internal Revenue Service	3/12/2021	20210312ADFC	Payroll accrual		0 \$ 590.64
202001141	Internal Revenue Service	3/12/2021	20210312ADFC	Payroll accrual		0 \$ 676.10
	Internal Revenue Service	3/12/2021	20210312ADFTA	Payroll accrual		0 \$ 360.00
	Internal Revenue Service	3/12/2021	20210312ADFTP	Payroll accrual		0 \$ 97.92
	Internal Revenue Service	3/12/2021	20210312ADFTX	Payroll accrual		0 \$ 21,682.95
	Internal Revenue Service	3/12/2021	20210312ADFTX	Payroll accrual		0 \$ 748.00
	Internal Revenue Service	3/12/2021	20210312ADFTX	Payroll accrual		0 \$ 438.76
	Internal Revenue Service	3/12/2021	20210312ADMD	Payroll accrual		0 \$ 4,159.80
	Internal Revenue Service	3/12/2021	20210312ADMD	Payroll accrual		0 \$ 138.13
	Internal Revenue Service	3/12/2021	20210312ADMD	Payroll accrual		0 \$ 158.11
	Internal Revenue Service	3/12/2021	20210312AFFIC	FICA Benefit		0 \$ 17,786.56
	Internal Revenue Service	3/12/2021	20210312AFFIC	FICA Benefit		0 \$ 590.64
	Internal Revenue Service	3/12/2021	20210312AFFIC	FICA Benefit		0 \$ 676.10
	Internal Revenue Service	3/12/2021	20210312AFMD	Medicare Benefit		0 \$ 4,159.80
	Internal Revenue Service	3/12/2021	20210312AFMD	Medicare Benefit		0 \$ 138.13
	Internal Revenue Service	3/12/2021	20210312AFMD	Medicare Benefit		0 \$ 158.11
202001142	MINNESOTA REVENUE	3/12/2021	20210312ADSIT	Payroll accrual		0 \$ 60.00
	MINNESOTA REVENUE	3/12/2021	20210312ADSIT	Payroll accrual		0 \$ 20.00
	MINNESOTA REVENUE	3/12/2021	20210312ADSITI	Payroll accrual		0 \$ 10,650.74
	MINNESOTA REVENUE	3/12/2021	20210312ADSITI	Payroll accrual		0 \$ 349.23
	MINNESOTA REVENUE	3/12/2021	20210312ADSITI	Payroll accrual		0 \$ 249.19
202001143	MN Teachers Retirement Associatio	3/12/2021	20210312ADTR	Payroll accrual		0 \$ 14,712.73
	MN Teachers Retirement Associatio	3/12/2021	20210312ADTR	Payroll accrual		0 \$ 566.31
	MN Teachers Retirement Associatio	3/12/2021	20210312ADTR	Payroll accrual		0 \$ 37.53
	MN Teachers Retirement Associatio	3/12/2021	20210312AFTRA	TRA Benefit		0 \$ 15,948.50
	MN Teachers Retirement Associatio	3/12/2021	20210312AFTRA	TRA Benefit		0 \$ 613.87

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	MN Teachers Retirement Associati	3/12/2021	20210312AFTRA	TRA Benefit		0 \$ 40.69
202001144	Public Employees Retirement Associ	3/12/2021	20210312ADDCI	Payroll accrual		0 \$ 30.00
	Public Employees Retirement Associ	3/12/2021	20210312ADPEF	Payroll accrual		0 \$ 6,498.99
	Public Employees Retirement Associ	3/12/2021	20210312ADPEF	Payroll accrual		0 \$ 143.08
	Public Employees Retirement Associ	3/12/2021	20210312ADPEF	Payroll accrual		0 \$ 716.60
	Public Employees Retirement Associ	3/12/2021	20210312AFDCP	DCP Benefit		0 \$ 30.00
	Public Employees Retirement Associ	3/12/2021	20210312AFPER	PERA Benefit		0 \$ 7,498.87
	Public Employees Retirement Associ	3/12/2021	20210312AFPER	PERA Benefit		0 \$ 165.09
	Public Employees Retirement Associ	3/12/2021	20210312AFPER	PERA Benefit		0 \$ 826.85
202001145	Further	3/11/2021	15603873	February 2021 Participant Fee		0 \$ 475.60
202001146	Further	3/11/2021	15635879	March 2021 Participant Fee		0 \$ 237.80
202001147	Further	3/11/2021	39728552	Med/Dep Reimbursements		0 \$ 2,145.99
202001148	Further	3/11/2021	39738189	Med/Dep Reimbursements		0 \$ 747.04
202001149	MN PEIP	3/11/2021	1066329	Health Insurance-April		0 \$ 118,773.38
202001150	DELTA DENTAL	3/18/2021	654340	APRIL PREMIUMS		0 \$ 4,289.66
	DELTA DENTAL	3/18/2021	654340	APRIL PREMIUMS		0 \$ 1,940.66
202001151	Aviben	3/26/2021	20210326ADTSA	Payroll accrual		0 \$ 119.23
	Aviben	3/26/2021	20210326ADTSA	Payroll accrual		0 \$ 196.14
	Aviben	3/26/2021	20210326ADTSA	Payroll accrual		0 \$ 1,371.07
	Aviben	3/26/2021	20210326ADTSE	Payroll accrual		0 \$ 3,109.41
	Aviben	3/26/2021	20210326ADTSE	Payroll accrual		0 \$ 46.15
	Aviben	3/26/2021	20210326ADTSF	Payroll accrual		0 \$ 2,427.65
	Aviben	3/26/2021	20210326ADTSG	Payroll accrual		0 \$ 430.77
	Aviben	3/26/2021	20210326ADTSH	Payroll accrual		0 \$ 280.94
	Aviben	3/26/2021	20210326ADTSII	Payroll accrual		0 \$ 791.88
	Aviben	3/26/2021	20210326ADTSN	Payroll accrual		0 \$ 203.61
	Aviben	3/26/2021	20210326ADTSS	Payroll accrual		0 \$ 250.00
	Aviben	3/26/2021	20210326ADTSV	Payroll accrual		0 \$ 3,017.88
	Aviben	3/26/2021	20210326ADTSV	Payroll accrual		0 \$ 65.38
	Aviben	3/26/2021	20210326AFTSA	TSA Benefit		0 \$ 92.30
	Aviben	3/26/2021	20210326AFTSA	TSA Benefit		0 \$ 196.14
	Aviben	3/26/2021	20210326AFTSA	TSA Benefit		0 \$ 272.89
	Aviben	3/26/2021	20210326AFTSEI	TSA Benefit		0 \$ 1,377.59

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	Aviben	3/26/2021	20210326AFTSEI	TSA Benefit		0 \$ 46.15
	Aviben	3/26/2021	20210326AFTSFI	TSA Benefit		0 \$ 595.85
	Aviben	3/26/2021	20210326AFTSG	Payroll accrual		0 \$ 111.53
	Aviben	3/26/2021	20210326AFTSH	TSA Benefit		0 \$ 46.15
	Aviben	3/26/2021	20210326AFTSIN	TSA Benefits		0 \$ 298.67
	Aviben	3/26/2021	20210326AFTSM	TSA Benefit		0 \$ 182.18
	Aviben	3/26/2021	20210326AFTSS	TSA Benefit		0 \$ 65.38
	Aviben	3/26/2021	20210326AFTSV	TSA Benefit		0 \$ 1,099.75
	Aviben	3/26/2021	20210326AFTSV	TSA Benefit		0 \$ 65.38
202001152	Empower Retirement	3/26/2021	20210326ADDEF	Payroll accrual		0 \$ 310.00
	Empower Retirement	3/26/2021	20210326ADDEF	Payroll accrual		0 \$ 20.00
	Empower Retirement	3/26/2021	20210326ADG-4	Payroll accrual		0 \$ 12.17
	Empower Retirement	3/26/2021	20210326ADG-4	Payroll accrual		0 \$ 23.12
	Empower Retirement	3/26/2021	20210326AFDEF	Deferred Comp 457 Benefit		0 \$ 12.17
	Empower Retirement	3/26/2021	20210326AFDEF	Deferred Comp 457 Benefit		0 \$ 23.12
	Empower Retirement	3/26/2021	20210326AFHCS	HCSP		0 \$ 2,684.63
	Empower Retirement	3/26/2021	20210326AFHCS	HCSP		0 \$ 83.84
202001153	Internal Revenue Service	3/26/2021	20210326ADFIC	Payroll accrual		0 \$ 18,926.47
	Internal Revenue Service	3/26/2021	20210326ADFIC	Payroll accrual		0 \$ 583.03
	Internal Revenue Service	3/26/2021	20210326ADFIC	Payroll accrual		0 \$ 756.32
	Internal Revenue Service	3/26/2021	20210326ADFTA	Payroll accrual		0 \$ 360.00
	Internal Revenue Service	3/26/2021	20210326ADFTP	Payroll accrual		0 \$ 116.00
	Internal Revenue Service	3/26/2021	20210326ADFTX	Payroll accrual		0 \$ 23,276.60
	Internal Revenue Service	3/26/2021	20210326ADFTX	Payroll accrual		0 \$ 752.79
	Internal Revenue Service	3/26/2021	20210326ADFTX	Payroll accrual		0 \$ 538.90
	Internal Revenue Service	3/26/2021	20210326ADMD	Payroll accrual		0 \$ 4,426.40
	Internal Revenue Service	3/26/2021	20210326ADMD	Payroll accrual		0 \$ 136.36
	Internal Revenue Service	3/26/2021	20210326ADMD	Payroll accrual		0 \$ 176.88
	Internal Revenue Service	3/26/2021	20210326AFFIC	FICA Benefit		0 \$ 18,926.47
	Internal Revenue Service	3/26/2021	20210326AFFIC	FICA Benefit		0 \$ 583.03
	Internal Revenue Service	3/26/2021	20210326AFFIC	FICA Benefit		0 \$ 756.32
	Internal Revenue Service	3/26/2021	20210326AFMD	Medicare Benefit		0 \$ 4,426.40
	Internal Revenue Service	3/26/2021	20210326AFMD	Medicare Benefit		0 \$ 136.36

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	Internal Revenue Service	3/26/2021	20210326AFMD	Medicare Benefit		0 \$ 176.88
202001154	MINNESOTA REVENUE	3/26/2021	20210326ADSIT	Payroll accrual		0 \$ 60.00
	MINNESOTA REVENUE	3/26/2021	20210326ADSIT	Payroll accrual		0 \$ 20.00
	MINNESOTA REVENUE	3/26/2021	20210326ADSITI	Payroll accrual		0 \$ 11,457.05
	MINNESOTA REVENUE	3/26/2021	20210326ADSITI	Payroll accrual		0 \$ 352.21
	MINNESOTA REVENUE	3/26/2021	20210326ADSITI	Payroll accrual		0 \$ 300.60
202001155	MN Teachers Retirement Associati	3/26/2021	20210326ADTRA	Payroll accrual		0 \$ 15,274.31
	MN Teachers Retirement Associati	3/26/2021	20210326ADTRA	Payroll accrual		0 \$ 557.31
	MN Teachers Retirement Associati	3/26/2021	20210326ADTRA	Payroll accrual		0 \$ 36.52
	MN Teachers Retirement Associati	3/26/2021	20210326AFTRA	TRA Benefit		0 \$ 16,557.28
	MN Teachers Retirement Associati	3/26/2021	20210326AFTRA	TRA Benefit		0 \$ 604.12
	MN Teachers Retirement Associati	3/26/2021	20210326AFTRA	TRA Benefit		0 \$ 39.59
202001156	Public Employees Retirement Associ	3/26/2021	20210326ADDCI	Payroll accrual		0 \$ 30.00
	Public Employees Retirement Associ	3/26/2021	20210326ADPER	Payroll accrual		0 \$ 6,941.07
	Public Employees Retirement Associ	3/26/2021	20210326ADPER	Payroll accrual		0 \$ 145.32
	Public Employees Retirement Associ	3/26/2021	20210326ADPER	Payroll accrual		0 \$ 801.56
	Public Employees Retirement Associ	3/26/2021	20210326AFDCP	DCP Benefit		0 \$ 30.00
	Public Employees Retirement Associ	3/26/2021	20210326AFPER	PERA Benefit		0 \$ 8,008.88
	Public Employees Retirement Associ	3/26/2021	20210326AFPER	PERA Benefit		0 \$ 167.68
	Public Employees Retirement Associ	3/26/2021	20210326AFPER	PERA Benefit		0 \$ 924.88
202001157	Further	3/31/2021	39745707	Med/Dep Reimbursements		0 \$ 838.46
202001158	Further	3/31/2021	39755136	Med/Dep Reimbursements		0 \$ 1,815.05
202001159	Further	3/31/2021	39762943	Med/Dep Reimbursements		0 \$ 1,023.50
202001160-	BMO	4/3/2021		See March 21 CC Trans Report		\$ 17,059.79
202001270						
202001271	Aviben	4/9/2021	20210409ADTSA	Payroll accrual		0 \$ 119.23
	Aviben	4/9/2021	20210409ADTSA	Payroll accrual		0 \$ 196.14
	Aviben	4/9/2021	20210409ADTSA	Payroll accrual		0 \$ 1,371.07
	Aviben	4/9/2021	20210409ADTSE	Payroll accrual		0 \$ 3,229.41
	Aviben	4/9/2021	20210409ADTSE	Payroll accrual		0 \$ 46.15
	Aviben	4/9/2021	20210409ADTSF	Payroll accrual		0 \$ 2,427.65
	Aviben	4/9/2021	20210409ADTSG	Payroll accrual		0 \$ 430.77
	Aviben	4/9/2021	20210409ADTSH	Payroll accrual		0 \$ 280.94

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	Aviben	4/9/2021	20210409ADTSII	Payroll accrual		0 \$ 791.88
	Aviben	4/9/2021	20210409ADTSN	Payroll accrual		0 \$ 203.61
	Aviben	4/9/2021	20210409ADTSS	Payroll accrual		0 \$ 250.00
	Aviben	4/9/2021	20210409ADTSV	Payroll accrual		0 \$ 3,017.88
	Aviben	4/9/2021	20210409ADTSV	Payroll accrual		0 \$ 65.38
	Aviben	4/9/2021	20210409AFTSA	TSA Benefit		0 \$ 92.30
	Aviben	4/9/2021	20210409AFTSA	TSA Benefit		0 \$ 196.14
	Aviben	4/9/2021	20210409AFTSA	TSA Benefit		0 \$ 272.89
	Aviben	4/9/2021	20210409AFTSEI	TSA Benefit		0 \$ 1,497.58
	Aviben	4/9/2021	20210409AFTSEI	TSA Benefit		0 \$ 46.15
	Aviben	4/9/2021	20210409AFTSFI	TSA Benefit		0 \$ 595.85
	Aviben	4/9/2021	20210409AFTSG	Payroll accrual		0 \$ 111.53
	Aviben	4/9/2021	20210409AFTSH	TSA Benefit		0 \$ 46.15
	Aviben	4/9/2021	20210409AFTSIN	TSA Benefits		0 \$ 298.67
	Aviben	4/9/2021	20210409AFTSM	TSA Benefit		0 \$ 182.18
	Aviben	4/9/2021	20210409AFTSS	TSA Benefit		0 \$ 65.38
	Aviben	4/9/2021	20210409AFTSV	TSA Benefit		0 \$ 1,044.05
	Aviben	4/9/2021	20210409AFTSV	TSA Benefit		0 \$ 65.38
202001272	Empower Retirement	4/9/2021	20210409ADDEF	Payroll accrual		0 \$ 310.00
	Empower Retirement	4/9/2021	20210409ADDEF	Payroll accrual		0 \$ 20.00
	Empower Retirement	4/9/2021	20210409ADG-4	Payroll accrual		0 \$ 12.17
	Empower Retirement	4/9/2021	20210409ADG-4	Payroll accrual		0 \$ 23.12
202001272	Empower Retirement	4/9/2021	20210409AFDEF	Deferred Comp 457 Benefit		0 \$ 12.17
	Empower Retirement	4/9/2021	20210409AFDEF	Deferred Comp 457 Benefit		0 \$ 23.12
	Empower Retirement	4/9/2021	20210409AFHCS	HCSP		0 \$ 3,992.35
	Empower Retirement	4/9/2021	20210409AFHCS	HCSP		0 \$ 83.84
202001273	Internal Revenue Service	4/9/2021	20210409ADFIC	Payroll accrual		0 \$ 18,470.29
	Internal Revenue Service	4/9/2021	20210409ADFIC	Payroll accrual		0 \$ 585.40
	Internal Revenue Service	4/9/2021	20210409ADFIC	Payroll accrual		0 \$ 683.51
	Internal Revenue Service	4/9/2021	20210409ADFTA	Payroll accrual		0 \$ 360.00
	Internal Revenue Service	4/9/2021	20210409ADFTP	Payroll accrual		0 \$ 52.24
	Internal Revenue Service	4/9/2021	20210409ADFTX	Payroll accrual		0 \$ 21,850.14
	Internal Revenue Service	4/9/2021	20210409ADFTX	Payroll accrual		0 \$ 745.73

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	Internal Revenue Service	4/9/2021	20210409ADFTX	Payroll accrual		0 \$ 446.46
	Internal Revenue Service	4/9/2021	20210409ADMD	Payroll accrual		0 \$ 4,319.63
	Internal Revenue Service	4/9/2021	20210409ADMD	Payroll accrual		0 \$ 136.92
	Internal Revenue Service	4/9/2021	20210409ADMD	Payroll accrual		0 \$ 159.86
	Internal Revenue Service	4/9/2021	20210409AFFIC	FICA Benefit		0 \$ 18,470.29
	Internal Revenue Service	4/9/2021	20210409AFFIC	FICA Benefit		0 \$ 585.40
	Internal Revenue Service	4/9/2021	20210409AFFIC	FICA Benefit		0 \$ 683.51
	Internal Revenue Service	4/9/2021	20210409AFMD	Medicare Benefit		0 \$ 4,319.63
	Internal Revenue Service	4/9/2021	20210409AFMD	Medicare Benefit		0 \$ 136.92
	Internal Revenue Service	4/9/2021	20210409AFMD	Medicare Benefit		0 \$ 159.86
202001274	MINNESOTA REVENUE	4/9/2021	20210409ADSIT	Payroll accrual		0 \$ 60.00
	MINNESOTA REVENUE	4/9/2021	20210409ADSIT	Payroll accrual		0 \$ 20.00
	MINNESOTA REVENUE	4/9/2021	20210409ADSIT	Payroll accrual		0 \$ 10,710.18
	MINNESOTA REVENUE	4/9/2021	20210409ADSIT	Payroll accrual		0 \$ 347.98
	MINNESOTA REVENUE	4/9/2021	20210409ADSIT	Payroll accrual		0 \$ 252.63
202001275	MN Teachers Retirement Associati	4/9/2021	20210409ADTRA	Payroll accrual		0 \$ 14,965.38
	MN Teachers Retirement Associati	4/9/2021	20210409ADTRA	Payroll accrual		0 \$ 566.31
	MN Teachers Retirement Associati	4/9/2021	20210409ADTRA	Payroll accrual		0 \$ 36.52
	MN Teachers Retirement Associati	4/9/2021	20210409AFTRA	TRA Benefit		0 \$ 16,222.43
	MN Teachers Retirement Associati	4/9/2021	20210409AFTRA	TRA Benefit		0 \$ 613.88
	MN Teachers Retirement Associati	4/9/2021	20210409AFTRA	TRA Benefit		0 \$ 39.59
202001276	Public Employees Retirement Associ	4/9/2021	20210409ADDCI	Payroll accrual		0 \$ 30.00
	Public Employees Retirement Associ	4/9/2021	20210409ADPER	Payroll accrual		0 \$ 6,394.09
	Public Employees Retirement Associ	4/9/2021	20210409ADPER	Payroll accrual		0 \$ 138.02
202001276	Public Employees Retirement Associ	4/9/2021	20210409ADPER	Payroll accrual		0 \$ 725.26
	Public Employees Retirement Associ	4/9/2021	20210409AFDCP	DCP Benefit		0 \$ 30.00
	Public Employees Retirement Associ	4/9/2021	20210409AFPER	PERA Benefit		0 \$ 7,377.80
	Public Employees Retirement Associ	4/9/2021	20210409AFPER	PERA Benefit		0 \$ 159.25
	Public Employees Retirement Associ	4/9/2021	20210409AFPER	PERA Benefit		0 \$ 836.84
202001277	Internal Revenue Service	4/12/2021	20210412ADFIC	Payroll accrual		0 \$ 538.44
	Internal Revenue Service	4/12/2021	20210412ADFTP	Payroll accrual		0 \$ 50.00
	Internal Revenue Service	4/12/2021	20210412ADFTX	Payroll accrual		0 \$ -
	Internal Revenue Service	4/12/2021	20210412ADMD	Payroll accrual		0 \$ 125.93

Payables Summary
April 19, 2021

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Internal Revenue Service	4/12/2021	20210412AFFICA	FICA Benefit		0 \$ 538.44
	Internal Revenue Service	4/12/2021	20210412AFMD	Medicare Benefit		0 \$ 125.93
202001278	MINNESOTA REVENUE	4/12/2021	20210412ADSITI	Payroll accrual		0 \$ -
202001279	MN Teachers Retirement Associati	4/12/2021	20210412ADTRA	Payroll accrual		0 \$ 88.84
	MN Teachers Retirement Associati	4/12/2021	20210412AFTRA	TRA Benefit		0 \$ 96.30
202001280	Public Employees Retirement Associ	4/12/2021	20210412ADPER	Payroll accrual		0 \$ 455.00
	Public Employees Retirement Associ	4/12/2021	20210412AFPER	PERA Benefit		0 \$ 525.00
202121190	Joslyn, Steven	4/9/2021	33121	State Swim Meet Hotel Reimbursement		0 \$ 1,180.31
202121191	Boe, Angel	4/19/2021	22821	February Mileage		0 \$ 21.56
202121192	Hopkins, Michelle	4/19/2021	ERIN20210408A	1/1/2021-3/31/2021 Mileage		0 \$ 43.68
202121193	Leseman, Stacey	4/19/2021	33121	March Mileage		0 \$ 49.28
202121194	Norton, Keri	4/19/2021	33121	March Mileage		0 \$ 5.38
202121195	Peterson, Paul	4/19/2021	33121	March Mileage		0 \$ 19.04
202121196	Rousseau, Abby	4/19/2021	22821	February Mileage		0 \$ 7.00
202121197	VOYAGEUR CHARTER COACH	4/19/2021	3026	Boys Basketball Charter Bus for Playoff Game 3/17/21	2922100034	\$ 500.00
	VOYAGEUR CHARTER COACH	4/19/2021	3026	Boys Basketball Charter Bus for Playoff Game 3/17/21	2922100034	\$ 375.00
	VOYAGEUR CHARTER COACH	4/19/2021	3027	Charter Bus, Girls Basketball Playoff Game 3/18/21 @ Eveleth	2922100036	\$ 375.00
	VOYAGEUR CHARTER COACH	4/19/2021	3027	Charter Bus, Girls Basketball Playoff Game 3/18/21 @ Eveleth	2922100036	\$ 500.00
	VOYAGEUR CHARTER COACH	4/19/2021	3025	Girls' Hockey Trip to Duluth		0 \$ 500.00
	VOYAGEUR CHARTER COACH	4/19/2021	3025	Girls' Hockey Trip to Duluth		0 \$ 795.00
	VOYAGEUR CHARTER COACH	4/19/2021	3028	Boys' Basketball Trip to Esko		0 \$ 500.00
	VOYAGEUR CHARTER COACH	4/19/2021	3028	Boys' Basketball Trip to Esko		0 \$ 770.00
202121198	Wenberg-Anderson, Jennifer	4/19/2021	33121	March Mileage		0 \$ 17.92
202121199	Wilson, June	4/19/2021	33121	March Mileage		0 \$ 21.84
Total						\$ 910,242.58

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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				
XXXXXXXXXXXX8327	03/16/2021	7240	ERICKJEN000	Erickson Jennifer L	McTm, 651-3357595, MN, 55113, U		03/29/2021		Invoiced	A	100.00	
	2	Registration for MCTM Spring Conference 2021			3002100087	Tim's C/C00000	04/03/2021	75.00				
	3	Sustaining Member Dues			3002100087	Tim's C/C00000	04/03/2021	25.00				
	03/08/2021	7239	ERICKJEN000	Erickson Jennifer L	Americinn Intl Falls, 218324276	AMERICIN001	03/29/2021		Invoiced	A	109.99	
	2	Hotel room on Friday, March 5th for three bask			2922100031	Tim's C/C00001	04/03/2021	109.99				
											2 transaction(s) for XXXXXXXXXXXX8327. Total Amount ==>	209.99
XXXXXXXXXXXX8335	03/19/2021	7244	SteelEug000	Steele Eugene L	Napa Falls Suply 00229, Interna	NAPA FAL000	03/29/2021		Invoiced	A	95.63	
	2	Misc. transportation parts			7602100027	Gene's C/C00000	04/03/2021	95.63				
	03/11/2021	7243	SteelEug000	Steele Eugene L	United Truck Body Co, Hermantow	UNITED T000	03/29/2021		Invoiced	A	181.76	
	1	Bus parts. po was not in system. P.O.# is 7602				Gene's C/C00001	04/03/2021	181.76				
	03/09/2021	7242	SteelEug000	Steele Eugene L	Rainy Lake Oil Inc, Internation	KEEP ENT000	03/29/2021		Invoiced	A	72.00	
	2	Def fluid pump for filling buses.			7602100032	Gene's C/C00002	04/03/2021	72.00				
	03/05/2021	7241	SteelEug000	Steele Eugene L	Mannco Trucking Inc, Internatio	MANNCO T000	03/29/2021		Invoiced	A	192.02	
	1	Filters P.O. was removed and not in our system				Gene's C/C00003	04/03/2021	192.02				
	03/01/2021	7245	SteelEug000	Steele Eugene L	Auto Value International, Interna	AUTO VAL000	03/29/2021		Invoiced	A	14.67	
	2	misc. transportation parts			7602100029	Gene's C/C00004	04/03/2021	14.67				
											5 transaction(s) for XXXXXXXXXXXX8335. Total Amount ==>	556.08
XXXXXXXXXXXX7362	03/26/2021	7255			Amzn Mktp US 012u65u43, Amzn.Co	AMAZON B000	03/29/2021		Invoiced	A	912.84	
	2	Hit Run Steal Heavy Duty Golf Net 10 X 7 - Per			3002100086	Stacy's C/C00000	04/03/2021	552.93				
	3	TaylorMade TP5x Golf Balls (One Dozen), White,			3002100086	Stacy's C/C00000	04/03/2021	359.91				
	03/24/2021	7254			Amzn Mktp US H08ko2ms3, Amzn.Co	AMAZON B000	03/29/2021		Invoiced	A	175.00	
	2	MICR Toner International Compatible Magnetic I			1102100038	Stacy's C/C00001	04/03/2021	175.00				
	03/23/2021	7253			Cts Frontier Onlinepay, 800-921	FRONTIER000	03/29/2021		Invoiced	A	185.42	
	2	Maintenance Agreement			8102100015	Stacy's C/C00002	04/03/2021	185.42				
	03/15/2021	7250			Lamar Media Corp, 225-237-1068,	LAMAR CO000	03/29/2021		Invoiced	A	650.52	
	2	Billboard Contract Services.			7902100000	Stacy's C/C00003	04/03/2021	650.52				
	03/15/2021	7251			Amzn Mktp US 4f4m72tm3, Amzn.Co	AMAZON B000	03/29/2021		Invoiced	A	14.11	
	2	Paper Mate Flair Felt Tip Pens, Medium Point 0			1102100035	Stacy's C/C00004	04/03/2021	14.11				
	03/15/2021	7252			Amzn Mktp US Cp5w70183, Amzn.Co	AMAZON B000	03/29/2021		Invoiced	A	29.47	
	2	Reusable Grocery Bags 6-Pack XXL Capacity Reus			1102100035	Stacy's C/C00005	04/03/2021	16.99				
	3	Mr. Pen- Paper Clips, 2 Inch, 240 Pack, Large			1102100035	Stacy's C/C00005	04/03/2021	4.99				
	4	2000 PLUS Roll-On Ink Refill for Felt Stamp Pa			1102100035	Stacy's C/C00005	04/03/2021	7.49				
	03/12/2021	7249			Lamar Media Corp, 225-237-1068,	LAMAR CO000	03/29/2021		Invoiced	A	314.48	
	2	Billboard Contract Services.			7902100000	Stacy's C/C00006	04/03/2021	314.48				
	03/10/2021	7248			Clifton Larson Allen, 612376462	CLIFTONL000	03/29/2021		Invoiced	A	1,063.13	
	1	Audit Services				Stacy's C/C00007	04/03/2021	1,063.13				

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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			
XXXXXXXXXXXX7362	continued...										
	03/03/2021	7247			Paul Bunyan Communicat, 2184441	PAUL BUN000	03/29/2021		Invoiced	A	1,200.00
	2	36 Month Contract for 1000Mbps, Midnight-4pm/5			6052100000	Stacy's C/C00008	04/03/2021	1,200.00			
	03/02/2021	7246			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	03/29/2021		Invoiced	A	85.00
	2	Internet Service for Bus Garage			7602100005	Stacy's C/C00009	04/03/2021	85.00			
	03/01/2021	7256			Lamar Media Corp, 225-237-1068,	LAMAR C0000	03/29/2021		Invoiced	A	965.00
	2	Billboard Contract Services.			7902100000	Stacy's C/C00010	04/03/2021	965.00			
	03/01/2021	7257			Apple.Com/Bill, 1111111111, CA,	AMAZON B000	03/29/2021		Invoiced	A	14.97
	1	Mathseeds App Grade 1				Stacy's C/C00011	04/03/2021	14.97			
					12 transaction(s) for XXXXXXXXXXXX7362. Total Amount ==>						5,609.94
XXXXXXXXXXXX7132	03/25/2021	7280	ANDERJER000	Anderson Jeremy R	Oreilly Auto Parts 39, Internat	O'REILLY000	03/29/2021		Invoiced	A	18.97
	2	Blanket for bus garage			7602100031	Jeremy's C/C00000	04/03/2021	18.97			
	03/24/2021	7279	ANDERJER000	Anderson Jeremy R	Oreilly Auto Parts 39, Internat	O'REILLY000	03/29/2021		Invoiced	A	5.46
	2	Blanket for bus garage			7602100031	Jeremy's C/C00001	04/03/2021	5.46			
	03/16/2021	7278	ANDERJER000	Anderson Jeremy R	Napa Falls Suply 00229, Interna	NAPA FAL000	03/29/2021		Invoiced	A	28.11
	2	Misc. transportation parts			7602100027	Jeremy's C/C00002	04/03/2021	28.11			
					3 transaction(s) for XXXXXXXXXXXX7132. Total Amount ==>						52.53
XXXXXXXXXXXX7648	03/15/2021	7283	SLATIBET000	Slatinski BethAnne K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	03/29/2021		Invoiced	A	15.00
	2	Youth Group Activity (Team Building Exercise)			7902100058	Beth's C/C00000	04/03/2021	15.00			
	03/15/2021	7284	SLATIBET000	Slatinski BethAnne K	Battalion Distributing, Intl Fa	BATTALIO000	03/29/2021		Invoiced	A	95.20
	2	Youth Group Refreshments			7902100059	Beth's C/C00001	04/03/2021	95.20			
	03/15/2021	7285	SLATIBET000	Slatinski BethAnne K	Baden Sports Inc, 253-925-0500,	BADEN SP000	03/29/2021		Invoiced	A	988.00
	2	Coalition Directed Activities (121)			7902100061	Beth's C/C00002	04/03/2021	988.00			
	03/09/2021	7282	SLATIBET000	Slatinski BethAnne K	Menards Intl Falls, Intl Falls	MENARDS 000	03/29/2021		Invoiced	A	57.84
	2	Youth Group Refreshments (12h)			7902100057	Beth's C/C00003	04/03/2021	57.84			
	03/04/2021	7281	SLATIBET000	Slatinski BethAnne K	Amazon.Com 6o8b80u73, Amzn.Com/	AMAZON B000	03/29/2021		Invoiced	A	199.24
	2	Flash Furniture Mid-Back Purple Mesh Multifunc			7902100056	Beth's C/C00004	04/03/2021	166.25			
	3	Crave Coffee Variety Pack, Compatible with 2.0			7902100056	Beth's C/C00004	04/03/2021	32.99			
					5 transaction(s) for XXXXXXXXXXXX7648. Total Amount ==>						1,355.28
XXXXXXXXXXXX2314	03/26/2021	7291	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	03/29/2021		Invoiced	A	26.06
	2	For FCS classes			2502100015	Karla's C/C00000	04/03/2021	26.06			
	03/25/2021	7290	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	03/29/2021		Invoiced	A	10.95
	2	For FCS classes			2502100015	Karla's C/C00001	04/03/2021	10.95			
	03/15/2021	7289	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	03/29/2021		Invoiced	A	71.71
	2	For FCS classes			2502100015	Karla's C/C00002	04/03/2021	71.71			

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			
XXXXXXXXXXXX2314	continued...										
	03/12/2021	7288	OLSONKAR000	Olson-Line Karla A	Studio 53, International, MN, 5	STUDIO 5000	03/29/2021		Invoiced	A	100.00
	2	8th Grade Classes			2502100016	Karla's C/C00003	04/03/2021	100.00			
	03/09/2021	7287	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	03/29/2021		Invoiced	A	104.51
	2	For FCS classes			2502100015	Karla's C/C00004	04/03/2021	104.51			
	03/02/2021	7286	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Va9hy0wd3, Amzn.Co	AMAZON B000	03/29/2021		Invoiced	A	39.99
	2	60 PC New Cotton Blend White Restaurant Bar Mo			7702100017	Karla's C/C00005	04/03/2021	39.99			
	03/01/2021	7292	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	03/29/2021		Invoiced	A	20.76
	2	For FCS classes			2502100015	Karla's C/C00006	04/03/2021	20.76			
	03/01/2021	7293	OLSONKAR000	Olson-Line Karla A	Hometown Hobby & Craft, Interna	HOMETOWN000	03/29/2021		Invoiced	A	17.98
	1	Sewing Items				Karla's C/C00007	04/03/2021	17.98			
	03/01/2021	7294	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	03/29/2021		Invoiced	A	28.90
	2	For FCS classes			2502100015	Karla's C/C00008	04/03/2021	28.90			
	9 transaction(s) for XXXXXXXXXXXX2314. Total Amount ==>										420.86
XXXXXXXXXXXX2322	03/11/2021	7297	HEISSVIC000	Heiss Victoria L	Menards Intl Falls, Intl Falls	MENARDS 000	03/29/2021		Invoiced	A	31.68
	1	Wood shop supplies - McDonald				George's C/C00000	04/03/2021	31.68			
	03/08/2021	7296	HEISSVIC000	Heiss Victoria L	Menards Intl Falls, Intl Falls	MENARDS 000	03/29/2021		Invoiced	A	15.95
	1	Wood shop supplies G. McDonald				George's C/C00000	04/03/2021	15.95			
	03/03/2021	7295	HEISSVIC000	Heiss Victoria L	Falls Lumber Company I, Interna	FALLS LU000	03/29/2021		Invoiced	A	147.68
	1	Wood shop supplies				George's C/C00001	04/03/2021	147.68			
	3 transaction(s) for XXXXXXXXXXXX2322. Total Amount ==>										195.31
XXXXXXXXXXXX3600	03/24/2021	7226	HUMBELAU002	Humbert Laurie A	Super Teacher Workshee, 7162602	SUPER TE000	03/29/2021		Invoiced	A	24.95
	2	FES TPT Renewal (Wood)			1302100318	Laurie's C/C00000	04/03/2021	24.95			
	03/23/2021	7225	HUMBELAU002	Humbert Laurie A	Stumps, 8003485084, IN, 46802,	STUMPS 000	03/29/2021		Invoiced	A	233.81
	3	prom decoration			9182100002	Laurie's C/C00002	04/03/2021	235.00			
	4					Laurie's C/C00001	04/03/2021	-1.19			
	03/22/2021	7224	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	03/29/2021		Invoiced	A	98.44
	2	PAPER,XERO/DUP,20#,LTR,BE			1302100316	Laurie's C/C00003	04/03/2021	20.88			
	3	PENCIL,CRAYOLA,LONG,12/ST			1302100316	Laurie's C/C00003	04/03/2021	41.00			
	4	SCISSORS,ECON,8,STR,SS			1302100316	Laurie's C/C00003	04/03/2021	6.10			
	5	GLUE,STCK,.24OZ,30/BX,CLR			1302100316	Laurie's C/C00003	04/03/2021	12.15			
	6	ADHESIVE,MOUNTING,PUTTY			1302100316	Laurie's C/C00003	04/03/2021	3.57			
	7	NOTE,POP UP 3X3 6 PK,AST			1302100316	Laurie's C/C00003	04/03/2021	14.74			
	03/18/2021	7222	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	03/29/2021		Invoiced	A	131.51
	2	BINDER,BIOBSD,ECON,4",PP			1302100307	Laurie's C/C00004	04/03/2021	12.05			
	3	FLAG,TAB DSPNR,100/PK,AST			1302100307	Laurie's C/C00004	04/03/2021	14.88			

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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...										
	4	MARKER,SHARPE FN,36/PK,BK			1302100307	Laurie's C/C00004	04/03/2021	22.15			
	5	MARKER,EXPO 2,CHISEL,BK			1302100307	Laurie's C/C00004	04/03/2021	23.84			
	6	MARKER,EXPO 2,CHISEL,BE			1302100307	Laurie's C/C00004	04/03/2021	23.84			
	7	MARKER,EXPO 2,CHISEL,GN			1302100307	Laurie's C/C00004	04/03/2021	23.84			
	8	CLIP,BINDER,MED,DZ			1302100307	Laurie's C/C00004	04/03/2021	3.96			
	9	CARD,INDEX,RULED,3X5,WE			1302100307	Laurie's C/C00004	04/03/2021	2.40			
	10	CLIP,JUMBO,NON-SKID,1M/PK			1302100307	Laurie's C/C00004	04/03/2021	4.55			
03/18/2021	7223	HUMBELAU002 Humbert Laurie A			Amzn Mktp US 6h7517tz3, Amzn.Co	AMAZON B000	03/29/2021		Invoiced	A	48.55
	2	BestTong 15PCS 10mmx2mm Mini Tiny Vibration Mo			1302100310	Laurie's C/C00005	04/03/2021	24.56			
	3	BBTO 100 Pieces Mini Survival Compass Outdoor			1302100310	Laurie's C/C00005	04/03/2021	23.99			
03/16/2021	7219	HUMBELAU002 Humbert Laurie A			Teepublic, 8442335033, NY, 1000	TEEPUBLI000	03/29/2021		Invoiced	A	32.99
	2	The Reader's Path Poster			1302100313	Laurie's C/C00007	04/03/2021	23.00			
	3	S&H			1302100313	Laurie's C/C00007	04/03/2021	11.99			
	4					Laurie's C/C00006	04/03/2021	-2.00			
03/16/2021	7220	HUMBELAU002 Humbert Laurie A			Amzn Mktp US M70w05sv3, Amzn.Co	AMAZON B000	03/29/2021		Invoiced	A	48.07
	2	Crayola Washable Watercolors 8 ea (Pack of 20)			1302100312	Laurie's C/C00008	04/03/2021	48.07			
03/16/2021	7221	HUMBELAU002 Humbert Laurie A			Tot Andersons, 800-328-9650, MN	ANDERSON003	03/29/2021		Invoiced	A	114.93
	2	tiara and crown			9182100001	Laurie's C/C00010	04/03/2021	125.00			
	3					Laurie's C/C00009	04/03/2021	-10.09			
03/15/2021	7217	HUMBELAU002 Humbert Laurie A			Usps Po 2647200549, Intl Falls,	POSTMAST000	03/29/2021		Invoiced	A	56.65
	2	stamps			9182100000	Laurie's C/C00012	04/03/2021	44.00			
	3					Laurie's C/C00011	04/03/2021	12.65			
03/15/2021	7218	HUMBELAU002 Humbert Laurie A			Usps Po 2647200549, Intl Falls,	POSTMAST000	03/29/2021		Invoiced	A	8.55
	2	FES Mailing			1302100295	Laurie's C/C00013	04/03/2021	8.55			
03/11/2021	7216	HUMBELAU002 Humbert Laurie A			Nwsc-Learning, 3472153202, NY,	AMAZON B000	03/29/2021		Invoiced	A	268.61
	2	FES Relicensure Bundle (Nault)			1302100311	Laurie's C/C00014	04/03/2021	268.61			
03/10/2021	7215	HUMBELAU002 Humbert Laurie A			Super Teacher Workshee, 7162602	SUPER TE000	03/29/2021		Invoiced	A	24.95
	2	FES Renewal for TPT (Nemec)			1302100305	Laurie's C/C00015	04/03/2021	24.95			
03/09/2021	7214	HUMBELAU002 Humbert Laurie A			Super Teacher Workshee, 7162602	SUPER TE000	03/29/2021		Invoiced	A	24.95
	2	FES Yearly Renewal TPT (Wendt)			1302100308	Laurie's C/C00016	04/03/2021	24.95			
03/08/2021	7205	HUMBELAU002 Humbert Laurie A			Amazon.Com 6j53637v3, Amzn.Com/	AMAZON B000	03/29/2021		Invoiced	A	21.67
	2	Champion Sports 10 Inch Playground Ball, Red			1302100297	Laurie's C/C00017	04/03/2021	15.68			
	3	Shipping - Cost of shipping, not including shi			1302100297	Laurie's C/C00017	04/03/2021	5.99			
03/08/2021	7206	HUMBELAU002 Humbert Laurie A			Amazon.Com 427m97zu3, Amzn.Com/	AMAZON B000	03/29/2021		Invoiced	A	34.95
	2	Unconventional Leadership: Bridging the Connec			1302100298	Laurie's C/C00018	04/03/2021	34.95			
03/08/2021	7207	HUMBELAU002 Humbert Laurie A			Amazon.Com 9k3f76823 A, Amzn.Co	AMAZON B000	03/29/2021		Invoiced	A	29.69
	2	SEL From a Distance: Tools and Processes for A			1302100302	Laurie's C/C00019	04/03/2021	23.70			

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					
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	3	Shipping - Cost of shipping, not including shi	1302100302	Laurie's C/C00019	04/03/2021	5.99					
03/08/2021	7208	HUMBELAU002 Humbert Laurie A	Borderboxes, Intl Falls, MN, 56	BORDERBO000	03/29/2021		Invoiced	A			17.75
	2	FES Mailing	1302100304	Laurie's C/C00020	04/03/2021	17.75					
03/08/2021	7209	HUMBELAU002 Humbert Laurie A	Amzn Mktp US 221z65e73, Amzn.Co	AMAZON B000	03/29/2021		Invoiced	A			132.33
	2	BalanceFrom Workout Exercise Fitness Weighted	1302100299	Laurie's C/C00021	04/03/2021	21.56					
	3	Kaysent Heavy Duty Classroom Headphones Set fo	1302100299	Laurie's C/C00021	04/03/2021	69.90					
	4	Arteza Dry Erase Markers, Bulk Pack of 52 (wit	1302100299	Laurie's C/C00021	04/03/2021	26.89					
	5	Push pop pop Bubble Sensory Fidget Toy, Autism	1302100299	Laurie's C/C00021	04/03/2021	13.98					
03/08/2021	7210	HUMBELAU002 Humbert Laurie A	Amazon.Com Px6j01823 A, Amzn.Co	AMAZON B000	03/29/2021		Invoiced	A			32.99
	2	Crayola Air Dry Clay, White, No Bake Modeling	1302100301	Laurie's C/C00022	04/03/2021	32.99					
03/08/2021	7211	HUMBELAU002 Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	03/29/2021		Invoiced	A			184.76
	2	TONER,58A,LASERJET,BK	1302100294	Laurie's C/C00023	04/03/2021	184.76					
03/08/2021	7212	HUMBELAU002 Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	03/29/2021		Invoiced	A			173.06
	2	PAD,NRW RULD,PERF,5X8,WH	1302100291	Laurie's C/C00024	04/03/2021	6.78					
	3	BNDR,VIEW,11X8.5,1",BK	1302100291	Laurie's C/C00024	04/03/2021	4.71					
	4	BNDR,RNG,11X8.5,2",BK	1302100291	Laurie's C/C00024	04/03/2021	6.38					
	5	FASTENER,BRASS,1",RND HD	1302100291	Laurie's C/C00024	04/03/2021	44.28					
	6	CARTRIDGE,DUAL LAMNTE,RFL	1302100291	Laurie's C/C00024	04/03/2021	39.05					
	7	BOOK,STENO,GREGG,80SH,WH	1302100291	Laurie's C/C00024	04/03/2021	4.56					
	8	GLUE,WASHBLE,SCHL,7 5/8OZ	1302100291	Laurie's C/C00024	04/03/2021	20.50					
	9	NOTE,POST-IT,18PD/PK,YW	1302100291	Laurie's C/C00024	04/03/2021	39.62					
	10	PROTECTOR,SHEET,CLR	1302100291	Laurie's C/C00024	04/03/2021	7.18					
03/08/2021	7213	HUMBELAU002 Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	03/29/2021		Invoiced	A			140.28
	2	PAPER,CNST,9X12,50PK,WE	1302100293	Laurie's C/C00025	04/03/2021	8.28					
	3	PAPER,CNST,12X18,50PK,WE	1302100293	Laurie's C/C00025	04/03/2021	17.40					
	4	PAPER,CNST,9X12,50PK,VL	1302100293	Laurie's C/C00025	04/03/2021	8.28					
	5	PAPER,CNST,12X18,50PK,VL	1302100293	Laurie's C/C00025	04/03/2021	15.72					
	6	PAPER,CNST,9X12,50PK,BRG	1302100293	Laurie's C/C00025	04/03/2021	8.28					
	7	PAPER,CNST,9X12,50PK,LGN	1302100293	Laurie's C/C00025	04/03/2021	8.28					
	8	PAPER,CNST,12X18,50PK,BRG	1302100293	Laurie's C/C00025	04/03/2021	28.08					
	9	PAPER,CNST,12X18,50PK,LGN	1302100293	Laurie's C/C00025	04/03/2021	28.08					
	10	PAPER,CNST,9X12,50PK,BK	1302100293	Laurie's C/C00025	04/03/2021	8.52					
	11	PAPER,CNST,9X12,50PK,OE	1302100293	Laurie's C/C00025	04/03/2021	9.36					
03/03/2021	7204	HUMBELAU002 Humbert Laurie A	Usps Po 2647200549, Intl Falls,	POSTMAST000	03/29/2021		Invoiced	A			8.55
	2	FES Mailing	1302100315	Laurie's C/C00026	04/03/2021	8.55					
03/01/2021	7227	HUMBELAU002 Humbert Laurie A	Menards Intl Falls, Intl Falls	MENARDS 000	03/29/2021		Invoiced	A			4.97
	2		Laurie's C/C00027		04/03/2021	4.97					

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	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
24 transaction(s) for XXXXXXXXXXXX3600. Total Amount ==>>											1,897.94
XXXXXXXXXXXX2606	03/26/2021	7267	HOLT THO000	Holt Thomas T	Grainger, 877-2022594, IL, 6004	GRAINGER000	03/29/2021		Invoiced	A	239.37
	2	Actuator for metal shop HVAC			8102100173	Tom's C/C00000	04/03/2021	239.37			
	03/26/2021	7270	HOLT THO000	Holt Thomas T	Amzn Mktp US 9d7md2f23, Amzn.Co	AMAZON B000	03/29/2021		Invoiced	A	43.98
	2	Cornucopia Brands 28-400 Replacement Trigger S			8102100172	Tom's C/C00001	04/03/2021	43.98			
	03/25/2021	7265	HOLT THO000	Holt Thomas T	Becker Arena, 952-890-2690, MN,	BECKER A000	03/29/2021		Invoiced	A	50.00
	2	Handling			8102100169	Tom's C/C00002	04/03/2021	50.00			
	03/25/2021	7266	HOLT THO000	Holt Thomas T	Amzn Mktp US Gult359b3, Amzn.Co	AMAZON B000	03/29/2021		Invoiced	A	174.74
	2	Premium Pack of 2,000 Single Use Disposable Fa			8102100170	Tom's C/C00003	04/03/2021	129.99			
	3	Premium Quality Bird Deterrent Reflective Scar			8102100170	Tom's C/C00003	04/03/2021	44.75			
	03/23/2021	7263	HOLT THO000	Holt Thomas T	Becker Arena, 952-890-2690, MN,	BECKER A000	03/29/2021		Invoiced	A	288.00
	2	Grit cleaning pads			8102100169	Tom's C/C00004	04/03/2021	126.00			
	3	polisher pad holder			8102100169	Tom's C/C00004	04/03/2021	60.00			
	4	Citrusolve for boards.			8102100169	Tom's C/C00004	04/03/2021	102.00			
	03/23/2021	7264	HOLT THO000	Holt Thomas T	Pp Worksmartin, 4029352244, TX,		03/29/2021		Invoiced	A	324.26
	2	2 packs of 5, smart towels for cleaning gym fl			8102100168	Tom's C/C00005	04/03/2021	267.50			
	3	Shipping			8102100168	Tom's C/C00005	04/03/2021	56.76			
	03/19/2021	7262	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	03/29/2021		Invoiced	A	18.98
	2	Misc. operating supplies			8102100139	Tom's C/C00006	04/03/2021	18.98			
	03/18/2021	7261	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	03/29/2021		Invoiced	A	2,097.58
	2	JP 100823906 OXIVIR WIPES4X160CA REFILL			8102100163	Tom's C/C00007	04/03/2021	431.28			
	3	VJ 1000043392 GERM-X 2X1150MLOMNIPOD GREEN FOA			8102100163	Tom's C/C00007	04/03/2021	206.08			
	4	GP 26495 PACIFIC BLUE ULTRA6X1150 BROWN PAPER			8102100163	Tom's C/C00007	04/03/2021	443.04			
	5	DAL DAL3858X3B BLACK 100CA38X58 1.5M ROLL CAN			8102100163	Tom's C/C00007	04/03/2021	244.50			
	6	JP 4599516 OXIVIR TB 12X160CADISINFECTANT WIPE			8102100163	Tom's C/C00007	04/03/2021	772.68			
	03/16/2021	7260	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	03/29/2021		Invoiced	A	195.89
	1	Latex gloves for bus garage. Po. was old and h				Tom's C/C00008	04/03/2021	195.89			
	03/04/2021	7259	HOLT THO000	Holt Thomas T	Midwest Bus Parts Inc, Big Lake	MIDWEST 000	03/29/2021		Invoiced	A	172.82
	2	Misc. bus parts			7602100030	Tom's C/C00009	04/03/2021	172.82			
	03/01/2021	7268	HOLT THO000	Holt Thomas T	Grainger, 877-2022594, IL, 6004	GRAINGER000	03/29/2021		Invoiced	A	150.00
	2	Compound valve for FHS boilers			8102100155	Tom's C/C00010	04/03/2021	150.00			
	03/01/2021	7269	HOLT THO000	Holt Thomas T	Grainger, 877-2022594, IL, 6004	GRAINGER000	03/29/2021		Invoiced	A	82.11
	2	Toilet seats			8102100155	Tom's C/C00011	04/03/2021	82.11			
12 transaction(s) for XXXXXXXXXXXX2606. Total Amount ==>>											3,837.73
XXXXXXXXXXXX5690	03/22/2021	7229	HEISSVIC000	Heiss Victoria L	Amzn Mktp US 1g2zt6rq3, Amzn.Co	AMAZON B000	03/29/2021		Invoiced	A	36.96
	1	Guidance office stamper				Vicki's C/C00000	04/03/2021	36.96			

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	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX5690	continued...										
	03/22/2021	7230	HEISSVIC000	Heiss Victoria L	Amzn Mktp US 4s49a4zk3, Amzn.Co	AMAZON B000	03/29/2021		Invoiced	A	20.59
	1	Guidance office stamper				Vicki's C/C00000	04/03/2021	20.59			
	03/04/2021	7228	HEISSVIC000	Heiss Victoria L	Flinn Scientific Inc, 800-452-1	FLINN 000	03/29/2021		Invoiced	A	114.23
	2	Crucible, Porcelain, High Form, with cover, ec			2602100003	Vicki's C/C00001	04/03/2021	103.85			
	3	SHIPPING AND HANDLING			2602100003	Vicki's C/C00001	04/03/2021	10.38			
											3 transaction(s) for XXXXXXXXXXXX5690. Total Amount ==>
											171.78
XXXXXXXXXXXX8855	03/22/2021	7258	HOLT THO000	Holt Thomas T	Arco Riverside, Minneapolis, MN	AMAZON B000	03/29/2021		Invoiced	A	58.52
	1	Gas for swimming van to return from state meet				Fuel 2 C/C00000	04/03/2021	58.52			
XXXXXXXXXXXX8863	03/22/2021	7274	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	03/29/2021		Invoiced	A	13.56
	2	Misc. operating supplies			8102100139	FHS Cust C/C00000	04/03/2021	13.56			
	03/17/2021	7273	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	03/29/2021		Invoiced	A	40.81
	2	Misc. operating supplies			8102100139	FHS Cust C/C00001	04/03/2021	40.81			
	03/05/2021	7272	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	03/29/2021		Invoiced	A	340.24
	2	Pre finished square edge shelving 8'			8102100158	FHS Cust C/C00002	04/03/2021	59.97			
	3	Pre finished square edge shelving 4'			8102100158	FHS Cust C/C00002	04/03/2021	35.97			
	4	Shelf track			8102100158	FHS Cust C/C00002	04/03/2021	94.90			
	5	Shelf bracket			8102100158	FHS Cust C/C00002	04/03/2021	149.40			
	03/04/2021	7271	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	03/29/2021		Invoiced	A	9.49
	2	Misc. operating supplies			8102100139	FHS Cust C/C00003	04/03/2021	9.49			
											4 transaction(s) for XXXXXXXXXXXX8863. Total Amount ==>
											404.10
XXXXXXXXXXXX9069	03/19/2021	7305	HOPKIMIC000	Hopkins Michelle L	Super One Foods #578, Internati	SUPER ON000	03/29/2021		Invoiced	A	31.92
	2	Last Minute Groceries			7702100013	FES Cafe C/C00000	04/03/2021	31.92			
	03/01/2021	7306	HOPKIMIC000	Hopkins Michelle L	Super One Foods #578, Internati	SUPER ON000	03/29/2021		Invoiced	A	25.83
	2	Last Minute Groceries			7702100013	FES Cafe C/C00001	04/03/2021	25.83			
											2 transaction(s) for XXXXXXXXXXXX9069. Total Amount ==>
											57.75
XXXXXXXXXXXX9077	03/16/2021	7307	HOPKIMIC000	Hopkins Michelle L	Super One Foods #578, Internati	SUPER ON000	03/29/2021		Invoiced	A	34.38
	2	Last Minute Groceries			7702100013	FHS Cafe C/C00000	04/03/2021	34.38			
XXXXXXXXXXXX7691	03/24/2021	7276	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	03/29/2021		Invoiced	A	17.91
	2	FES Misc. operating supplies			8102100140	FES Cust C/C00000	04/03/2021	17.91			
	03/08/2021	7275	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	03/29/2021		Invoiced	A	5.25
	2	FES Misc. operating supplies			8102100140	FES Cust C/C00001	04/03/2021	5.25			

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	Line	Description	PO Number	Invoice Number	Invoice Dt	Amount					
XXXXXXXXXXXX7691	continued...										
	03/01/2021	7277	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	03/29/2021		Invoiced	A	11.42
	2	FES Misc. operating supplies	8102100140	FES Cust C/C00002	04/03/2021	11.42					
	3 transaction(s) for XXXXXXXXXXXX7691. Total Amount ==>										34.58
XXXXXXXXXXXX9022	03/26/2021	7298	OLSONDAV000	Olson David W	Menards Intl Falls, Intl Falls	MENARDS 000	03/29/2021		Invoiced	A	99.96
	2	Blanket PO for Menards - Dave Olson	2552100027	Dave's C/C00000	04/03/2021	99.96					
XXXXXXXXXXXX8122	03/15/2021	7303	MCGONDAN000	McGonigle Daniel	Ups lz13kp0t0300011417, 800-811	UPS 000	03/29/2021		Invoiced	A	11.81
	2	Return shipment of books to Defensive Driving	5002100032	Dan's C/C00000	04/03/2021	11.81					
	03/08/2021	7301	MCGONDAN000	McGonigle Daniel	County Mkt. #574, International	COUNTY M000	03/29/2021		Invoiced	A	8.48
	2	Diapers and wipes for safe sitter course	5002100031	Dan's C/C00001	04/03/2021	8.48					
	03/08/2021	7302	MCGONDAN000	McGonigle Daniel	Dominos 7380, 218-324-0367, MN,	DOMINO'S000	03/29/2021		Invoiced	A	39.95
	2	Pizza for safe sitter students	5002100030	Dan's C/C00002	04/03/2021	39.95					
	03/05/2021	7300	MCGONDAN000	McGonigle Daniel	Amzn Mktp US 8v03k63u3, Amzn.Co	AMAZON B000	03/29/2021		Invoiced	A	37.58
	2	100 10 x 13 Self-Seal Security White Catalog E	5002100026	Dan's C/C00003	04/03/2021	37.58					
	03/03/2021	7299	MCGONDAN000	McGonigle Daniel	Amzn Mktp US G60g27br3, Amzn.Co	AMAZON B000	03/29/2021		Invoiced	A	111.81
	2	Whaply Small Mini Flashlights Pack of 30, Assor	5002100028	Dan's C/C00004	04/03/2021	29.99					
	3	16 Bulk Coloring Books for Kids Ages 4-8 - Ass	5002100028	Dan's C/C00004	04/03/2021	24.95					
	4	Color Swell Crayons Bulk Packs - 18 Boxes of 2	5002100028	Dan's C/C00004	04/03/2021	23.99					
	6	LIFE SAVERS Wint-O-Green Mints Rolls Single Si	5002100028	Dan's C/C00004	04/03/2021	19.99					
	7	Shipping - Cost of shipping, not including shi	5002100028	Dan's C/C00004	04/03/2021	12.89					
	03/01/2021	7304	MCGONDAN000	McGonigle Daniel	Amzn Mktp US Zy3310f63, Amzn.Co	AMAZON B000	03/29/2021		Invoiced	A	41.38
	2	LifeSavers 5 Flavor Hard Candy, 1.14-Ounce Rol	5002100028	Dan's C/C00005	04/03/2021	41.38					
	6 transaction(s) for XXXXXXXXXXXX8122. Total Amount ==>										251.01
XXXXXXXXXXXX3468	03/16/2021	7238	ERICKJEN000	Erickson Jennifer L	Amazon.Com lr0te7m63 A, Amzn.Co	AMAZON B000	03/29/2021		Invoiced	A	399.40
	2	TaylorMade TP5 Golf Balls (One Dozen), White,	2922100033	Jen E's C/C00000	04/03/2021	399.40					
	03/08/2021	7237	ERICKJEN000	Erickson Jennifer L	Amzn Mktp US J53ac8if3, Amzn.Co	AMAZON B000	03/29/2021		Invoiced	A	237.41
	2	Nitrile Gloves, Hizek 100pcs Nitrile Gloves Di	3002100085	Jen E's C/C00001	04/03/2021	137.45					
	3	iHealth No-Touch Forehead Thermometer, Digital	3002100085	Jen E's C/C00001	04/03/2021	99.96					
	03/05/2021	7235	ERICKJEN000	Erickson Jennifer L	Amzn Mktp US Y784w9f63, Amzn.Co	AMAZON B000	03/29/2021		Invoiced	A	313.52
	2	goKelvin 36" Hanging Rails for Posters, Signs,	2922100029	Jen E's C/C00002	04/03/2021	131.94					
	3	Advantus Grip-A-Strip Display Rail, 36 Inches	2922100029	Jen E's C/C00002	04/03/2021	111.60					
	4	Dexas 1717-1042PK Office Clipcase Storage Clip	2922100029	Jen E's C/C00002	04/03/2021	23.00					
	5	Lusweimi 60-Inch Tripod for ipad iPhone, Camer	2922100029	Jen E's C/C00002	04/03/2021	46.98					
	03/05/2021	7236	ERICKJEN000	Erickson Jennifer L	Amzn Mktp US No5ha3183, Amzn.Co	AMAZON B000	03/29/2021		Invoiced	A	98.75
	2	RISE Lap Counter Handle Adapter	2922100029	Jen E's C/C00003	04/03/2021	98.75					

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	Line	Description	PO Number	Invoice Number	Invoice Dt	Amount						
XXXXXXXXXXXX3468	continued...											
	03/04/2021	7233	ERICKJEN000	Erickson Jennifer L	Amzn Mktp US Hu4xulat3, Amzn.Co	AMAZON B000	03/29/2021		Invoiced	A	118.78	
	2	iHealth No-Touch Forehead Thermometer, Digital	3002100083	Jen E's C/C00004	04/03/2021	24.99						
	3	MedPride Powder-Free Nitrile Exam Gloves, Medi	3002100083	Jen E's C/C00004	04/03/2021	26.79						
	4	WMS Wisconsin Medical Supplies, 3-Layer Face M	3002100083	Jen E's C/C00004	04/03/2021	67.00						
	03/04/2021	7234	ERICKJEN000	Erickson Jennifer L	Amzn Mktp US Ap8kw30s3, Amzn.Co	AMAZON B000	03/29/2021		Invoiced	A	63.20	
	2	Hanging Banner Holder Mounts from The Ceiling,	2922100029	Jen E's C/C00005	04/03/2021	45.76						
	3	Shipping - Cost of shipping, not including shi	2922100029	Jen E's C/C00005	04/03/2021	17.44						
	03/03/2021	7231	ERICKJEN000	Erickson Jennifer L	Amzn Mktp US Ki34598i3, Amzn.Co	AMAZON B000	03/29/2021		Invoiced	A	25.49	
	2	COVIDIEN 5110pk6 5110 Webcol Alcohol Prep, Ste	3002100083	Jen E's C/C00006	04/03/2021	25.49						
	03/03/2021	7232	ERICKJEN000	Erickson Jennifer L	Amzn Mktp US Co2as5843, Amzn.Co	AMAZON B000	03/29/2021		Invoiced	A	30.23	
	2	Stock Your Home 1 oz Disposable Medicine Cups	3002100084	Jen E's C/C00007	04/03/2021	12.99						
	3	Genuine Joe GJO20002 Polypropylene Medium-Weig	3002100084	Jen E's C/C00007	04/03/2021	11.25						
	4	Shipping - Cost of shipping, not including shi	3002100084	Jen E's C/C00007	04/03/2021	5.99						
											8 transaction(s) for XXXXXXXXXXXX3468. Total Amount ==>>	1,286.78
XXXXXXXXXXXX2560	03/24/2021	7312	BLESIMIC000	Blesi Michael E	Menards Intl Falls, Intl Falls	MENARDS 000	03/29/2021		Invoiced	A	11.97	
	3	3.5mm to RCA Stereo cable	6052100100	Mike's C/C00000	04/03/2021	11.97						
	03/11/2021	7310	BLESIMIC000	Blesi Michael E	Learning A-Z, Llc, 866-889-3729	LEARNING000	03/29/2021		Invoiced	A	98.33	
	2	Learning A-Z (1 License)	6052100098	Mike's C/C00001	04/03/2021	98.33						
	03/11/2021	7311	BLESIMIC000	Blesi Michael E	Learning A-Z, Llc, 866-889-3729	LEARNING000	03/29/2021		Invoiced	A	196.66	
	2	Reading A-Z (2 Licenses)	6052100098	Mike's C/C00002	04/03/2021	196.66						
	03/08/2021	7309	BLESIMIC000	Blesi Michael E	Projector Lamps Llc, 6104443056	PROJECTO001	03/29/2021		Invoiced	A	168.90	
	2	V13H010L77 Lamp for Powerlite 1980WU	6052100097	Mike's C/C00003	04/03/2021	168.90						
	03/05/2021	7308	BLESIMIC000	Blesi Michael E	Wal-Mart #3233, Bemidji, MN, 56	WALMART.000	03/29/2021		Invoiced	A	49.40	
	2	Headset/Microphones	6052100095	Mike's C/C00004	04/03/2021	49.40						
											5 transaction(s) for XXXXXXXXXXXX2560. Total Amount ==>>	525.26
											109 transaction(s). Total Amount ==>>	17,059.79

38

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

To: Kevin Grover

From: Nick Kaviuk



Re: Extended personal leave

Date: 4-12-2021

I am requesting an extended personal leave under Article 10, section I of the Local 510 Agreement for Conditions of Employment (contract). I request that my leave be effective on May 12, 2021 and run for 1 calendar year. The leave is without pay and benefits. I will notify the district by February 1, 2022 if I plan to return to my position on May 11, 2022. Failure to notify the district will result in me not having a right to return to my position and effectively resign from my position.

I will work with the business office to re-calculate the amount of leave that I will have earned for the period of July 1, 2020 through May, 11, 2021 and understand upon approval of this agreement, that is all I am entitled to. I request that any unused sick leave remain in my account until I return next year or will be forfeited at that time if I do not return.

Thank you for your consideration of this leave.



Because learning changes everything.®

QUOTE PREPARED FOR:

Falls High School
1515 11TH ST
INTERNATIONAL FALLS, MN 56649
ACCOUNT NUMBER: 293769

SUBSCRIPTION/DIGITAL CONTACT:

Katie Hamers

CONTACT:

Katie Hamers

SALES REP INFORMATION:

Open Deering
sue.chrisinger@mheducation.com

Section Summary	Value of All Materials	Free Materials	Product Subtotal
StudySync 2021	\$26,499.95	(\$499.95)	\$26,000.00
PRODUCT TOTAL*	\$26,499.95	(\$499.95)	\$26,000.00
ESTIMATED S&H**			\$0.00
ESTIMATED TAX**			\$0.00
GRAND TOTAL*			\$26,000.00

* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

**Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes shown are only estimates. If applicable, actual tax charges will be applied at time of order.

Comments:

3 year

*Approve 3 year electronic
supplemental materials/text
for FHS English (PER)*

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO:

McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-338-3987 | Fax: 1-800-953-8691

QUOTE DATE: 03/16/2021

ACCOUNT NAME: Falls High School

EXPIRATION DATE: 04/30/2021

QUOTE NUMBER: MGARBUTT-03162021-005

ACCOUNT #: 293769

PAGE #: 1



Because learning changes everything.™

Product Description	ISBN	Qty	Unit Price	Free Materials	Line Subtotal
StudySync 2021					
STUDYSYNC CORE ELA STUDENT ONLINE 3 YEAR SUBSCRIPTION GRADE 6	978-0-07-906951-1	80	\$65.00	\$0.00	\$5,200.00
STUDYSYNC CORE ELA STUDENT ONLINE 3 YEAR SUBSCRIPTION GRADE 7	978-0-07-906952-8	80	\$65.00	\$0.00	\$5,200.00
STUDYSYNC CORE ELA STUDENT ONLINE 3 YEAR SUBSCRIPTION GRADE 8	978-0-07-906953-5	80	\$65.00	\$0.00	\$5,200.00
STUDYSYNC CORE ELA GRADE 9 STUDENT ONLINE 3YEAR SUBSCRIPTION	978-0-07-907022-7	80	\$65.00	\$0.00	\$5,200.00
STUDYSYNC CORE ELA GRADE 10 STUDENT ONLINE 3YEAR SUBSCRIPTION	978-0-07-907023-4	80	\$65.00	\$0.00	\$5,200.00
STUDYSYNC CORE ELA TEACHER ONLINE 3 YEAR SUBSCRIPTION GRADE 6	978-0-07-906954-2	1	\$99.99	\$99.99	*Free Materials
STUDYSYNC CORE ELA TEACHER ONLINE 3 YEAR SUBSCRIPTION GRADE 7	978-0-07-906955-9	1	\$99.99	\$99.99	*Free Materials
STUDYSYNC CORE ELA TEACHER ONLINE 3 YEAR SUBSCRIPTION GRADE 8	978-0-07-906956-6	1	\$99.99	\$99.99	*Free Materials
STUDYSYNC CORE ELA GRADE 9 TEACHER ONLINE 3 YEAR SUBSCRIPTION	978-0-07-907033-3	1	\$99.99	\$99.99	*Free Materials
STUDYSYNC CORE ELA GRADE 10 TEACHER ONLINE 3 YEAR SUBSCRIPTION	978-0-07-907035-7	1	\$99.99	\$99.99	*Free Materials
StudySync 2021 Subtotal:				\$499.95	\$26,000.00

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO:

McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605
 Email: orders_mhe@mheducation.com | Phone: 1-800-338-3987 | Fax: 1-800-953-8691

QUOTE DATE: 03/16/2021

ACCOUNT NAME: Falls High School

EXPIRATION DATE: 04/30/2021

QUOTE NUMBER: MGARBUTT-03162021-005

ACCOUNT #: 293769

PAGE #: 2



Because learning changes everything.™

QUOTE PREPARED FOR:

Falls High School
1515 11TH ST
INTERNATIONAL FALLS, MN 56649
ACCOUNT NUMBER: 293769

CONTACT:

Katie Hamers

VALUE OF ALL MATERIALS	\$26,499.95
FREE MATERIALS	(\$499.95)
PRODUCT TOTAL*	\$26,000.00
ESTIMATED SHIPPING & HANDLING**	\$0.00
ESTIMATED TAX**	\$0.00
GRAND TOTAL	\$26,000.00

SUBSCRIPTION/DIGITAL CONTACT:

Katie Hamers

Comments:

* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

**Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes shown are only estimates. If applicable, actual tax charges will be applied at time of order.

Terms of Service:

By placing an order for digital products (the 'Subscribed Materials'), the entity that this price quote has been prepared for ('Subscriber') agrees to be bound by the Terms of Service and any specific provisions required by Subscriber's state law, each located in the applicable links below. Subject to Subscriber's payment of the fees set out above, McGraw Hill LLC hereby grants to Subscriber a non-exclusive, non-transferable license to allow only the number of Authorized Users that corresponds to the quantity of Subscribed Materials set forth above to access and use the Subscribed Materials under the terms described in the Terms of Service and any specific provisions required by Subscriber's state law, each located in the applicable links below. The subscription term for the Subscribed Materials shall be as set forth in the Product Description above. If no subscription term is specified, the initial term shall be one (1) year from the date of this price quote (the 'Initial Subscription Term'), and thereafter the Subscriber shall renew for additional one (1) year terms (each a 'Subscription Renewal Term'), provided MHE has chosen to renew the subscription and has sent an invoice for such Subscription Renewal Term to Subscriber.

Terms Of Service

Provisions required by Subscriber State law

ATTENTION: In our effort to protect our customer's data, we will no longer store credit card data in any manner within in our system. Therefore, as of April 30, 2016 we will no longer accept credit card orders via email, fax, or mail/package delivery. Credit card orders may be placed over the phone by calling the number listed above or via our websites by visiting www.mheducation.com (or www.mhecoast2coast.com).

School Purchase Order Number: _____

Name of School Official (Please Print)

Signature of School Official

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO:

McGraw Hill LLC | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-338-3987 | Fax: 1-800-953-8691

QUOTE DATE: 03/16/2021

ACCOUNT NAME: Falls High School

EXPIRATION DATE: 04/30/2021

QUOTE NUMBER: MGARBUTT-03162021-005

ACCOUNT #: 293769

PAGE #: 3



HVAC Quotation
Falls Elementary School
International Falls, Minnesota

We propose to supply the materials and labor necessary for the HVAC work (see scope below) for the sum of \$20,875.00 (Twenty Thousand Two Hundred Seventy-Five Dollars) (This price does not include bond fees; if bond is required please add 1.0% to the above price.)

Scope:

Lobby:

New ceiling mounted cabinet unit heater similar to #8
Modify ceiling as required

Custodians Room:

New unit heater similar to #11

Storage/ New Office:

New single radiant ceiling panel
Add 6" supply duct from 10x10 duct with 24 x24 lay in diffuser and 6x6 return air

Electrical, Controls and Insulation

Not Included:

Balancing
Fire Protection

Thank you for considering our firm. This quotation is good for thirty days.

Our bid is conditioned on the presumption that if we are the successful bidder on this job, we will be using the AGC of Minnesota "Standard Subcontract Agreement, Labor and Materials, 1996 Version" and the "Construction Associations' Subcontract Agreement Rider, 1997 Edition".

Estimator: Matt Pelowski
 Ph:218-417-0027

Date March 5, 2021

APPENDIX B

Northland

Counseling Center, Inc.

March 31, 2021

Memorandum of Agreement – 2021

This document will serve as a written agreement between the two entities of Northland Counseling Center Inc. and ISD 361 here after known as Origination Site, outlining the terms of a telemedicine agreement between the two entities.

Detail of Agreement: This agreement includes the provision of Northland Counseling Center Inc. to provide mental health services to individuals located at Origination Site. These services include but are not limited to: diagnostic assessment, explanation of findings, individual psychotherapy, family psychotherapy, group psychotherapy, crisis intervention psychotherapy, multiple family group psychotherapy, psychological testing, medication management, crisis assessment, crisis intervention treatment planning, and crisis stabilization treatment planning.

This agreement does not include the provisions of billing for services on behalf of Northland Counseling Center Inc. nor the provision of professional or liability insurance on behalf of Northland Counseling Center Inc.

Finally, this memorandum confirms that this agreement is designed for a one year (12 month) period of time and may become null and void after a 30 day notice is provided, by either party.

Northland Counseling Center Inc.

Entity

By: _____

By: _____

(Authorized Signature)

(Authorized Signature)

Name: _____

Name: _____

(Type or Print)

(Type or Print)

Title: _____

Title: _____

Date: _____

Date: _____

Independent School District #361

1515 11th Street, International Falls, MN 56649-2501 www.isd361.k12.mn.us

BOARD OF EDUCATION: Ted Saxton, Chairperson • Jennifer Windels, Vice-Chairperson • Toni Korpi, Clerk
Roxanne Skogstad-Ditsch, Treasurer • Emily McGonigle, Director • Bruce Raboin, Director • JoAnn Smith, Director

April 14, 2021

The Wittern Group
Attn: Credit Dept.
8040 University Blvd
Clive IA 50325

Subject: Lease Termination Contract #21617870

To Whom It May Concern:

We are requesting the termination of our vending machine lease due to insufficient funding and lack of appropriations to pay for the lease in our new school year 2021-2022.

I will make freight arrangements to return the equipment to the following address: 165 North 10th St., Waukee IA 50263. Once the vending machine is in transit I will send an email with notification and carrier information.

Sincerely,

Stacy Grover
Business Manager, ISD 361
Ph: 218-283-2571 x1194
Email: sgrover@isd361.org

Toni Korpi
School District Clerk
Acted on School Board Meeting Date: 4/19/2021

Kevin Grover, Superintendent	Ph: 218-283-2571 x1112	F-218-283-8104	kgrover@isd361.org
Tim Everson, FHS Principal	Ph: 218-283-2571 x1104	F-218-283-2384	teverson@isd361.org
Marc Glowack, Dean of Students	Ph: 218-283-2571 x1110	F-218-283-2384	mglowack@isd361.org
Bill Mason, Activities Director	Ph: 218-283-2571 x1138	F-218-283-2384	bmason@isd361.org
Melissa Tate, FES Principal	Ph: 218-283-2571 x1232	F-218-283-3133	mtate@isd361.org



**INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361**

**BOARD POLICY 801
Equal Access to School Facilities**

Adopted ___ By Reference ___

Revised ___ April 2020 _____

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of this school district not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- B. The school board has created a limited open forum for students enrolled in secondary schools during which noncurriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during noninstructional time.
- C. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.
- D. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- E. In adopting and implementing this equal access policy, the school district will NOT:

1. influence the form or content of any prayer or other religious activity;
2. require any person to participate in prayer or other religious activity;
3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
5. sanction meetings that are otherwise unlawful;
6. limit the rights of groups of students based on the size of the group;
7. abridge the constitutional rights of any person.

III. DEFINITIONS

- A. “Limited open forum” means that the school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.
- B. “Secondary school” means any school with enrollment of pupils ordinarily in grades 7 through 12 or any portion thereof.
- C. “Sponsorship” includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- D. “Meeting” includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- E. “Noninstructional time” means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.

IV. FAIR OPPORTUNITY CRITERIA

Secondary schools in this school district shall uniformly provide that:

- A. A meeting held pursuant to this policy is voluntary and student-initiated;
- B. There is no sponsorship of the meeting by the school or its agents or employees;

- C. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- E. Nonschool persons may not direct, control, or regularly attend activities of student groups.

V. PROCEDURES

- A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:
 - 1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
 - 2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.
- B. Student groups meeting under this policy must comply with the following rules:
 - 1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
 - 2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.
 - 3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.
- C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.
- D. The building principal has responsibility to:
 - 1. Keep a log of application information.
 - 2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting

space.

3. Note the condition of the facilities and equipment before and after use.
 4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.
 5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.
- E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.
- F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
- G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.
- H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

Legal References: 20 U.S.C. §§ 4071-74 (Equal Access Act)
20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)
Board of Educ. Of Westside Community Schools v. Mergens, 496 U.S. 226, 1105 S.Ct. 2356 (1990)
Good News Club v. Milford Central School, 533 U.S. 98, 1215 S.Ct. 2093 (2001)
Child Evangelism Fellowship of Minnesota v. Special Sch. Dist. 1, 690 F.3d 996 (8th Cir. 2012)
Child Evangelism Fellowship of Minnesota v. Elk River Area School Dist. 728, 599 F.Supp. 2d 1136 (D. Minn. 2009)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)
MSBA Service Manual, Chapter 13, School Law Bulletin "O" (Equal Access Act)

Purpose, General Statement of Policy, Definitions, and Fair Opportunity Criteria reflect the language and requirements of the Equal Access Act and so should be adopted as written. School Boards have discretion to adopt reasonable procedures to implement the Act, however. We have provided a section on Procedures as a model.

Independent School District #361

International Falls, MN 56649

www.isd361.k12.mn.us

Application for Use of Facilities Form Equal Access Act Meeting

Statement of Policy

It is the policy of this school district to grant equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical discussion during noninstructional time, pursuant to the Equal Access Act.

Provision of school facilities does not constitute school district sponsorship of such meeting, and the views expressed therein may or may not reflect those of the school administration, staff, or board of education and are neither approved nor disapproved by them.

Name of student initiating request: _____

School: _____

Grade: _____

Home Room: _____

Date of Meeting: _____

Time: _____

Estimated number to attend : _____

Special Equipment needs: _____

(School District Use Only)

Room assigned: _____

Condition of Facilities: _____

Staff (if any) assigned to supervise: _____

Notes: _____

**INTERNATIONAL FALL PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361**

BOARD POLICY	803
SERIES: 800	Buildings and Sites
SUBJECT: Warning Systems and Emergency Plans	
ADOPTED: By reference	
REVISED: 1995	Page 1 of 2

I. PURPOSE

The purpose of this policy is to assure development of plans to provide direction to school employees and students when faced with emergency situations.

II. GENERAL STATEMENT OF POLICY

The superintendent shall be responsible for directing the development of a comprehensive Emergency Plan which will serve as a guide for employees, students and parents. When approved by the school board, the Emergency Plan will be available in the District Office.

III. PROVISIONS OF THE EMERGENCY PLAN

A. The Emergency Plan shall conform to state and federal laws, Minnesota Department of Education rules, and guidelines set forth by the Minnesota Department of Public Safety, Division of Emergency Services.

The provisions of the Emergency Plan shall be compatible with those of the local municipalities in which the school district is located. Appropriate officials from the local municipalities shall be requested to review and comment on the Emergency Plan during the development process.

B. The Emergency Plan shall address, but not be limited to the following emergency situations:

1. Fire
2. Bomb threat
3. Threats with weapons
4. Demonstrations
5. Natural disaster
6. Utility emergency

7. Hazardous material accident
 8. National emergency
- C. Employees shall receive a copy of the Emergency Plan for the building in which they work and shall receive inservice training annually on plan implementation.
 - D. Students shall receive specific instruction on plan implementation, and shall participate in a required number of drill and practice sessions throughout the school year.
 - E. Parents shall be made aware of the Emergency Plan.

IV. WARNING SYSTEMS

- A. The school district shall maintain a warning system designed to inform students, employees, and visitors in the facilities of an emergency. This system shall be maintained on a regular basis under the maintenance plan for all school district buildings.
- B. It shall be the responsibility of the building principal to inform students and employees of the system and the means by which the system is used to identify the specific type of emergency involved.

Legal References: 42 U.S.C. § 5121 *et. seq.* (Disaster relief and emergency assistance)
Minn. Stat. Ch. 12 (Emergency Services)
Minn. Stat. § 299F.011 (Uniform Fire Code; Adoption)
Minn. Stat. § 299F.391 (Health Care, Education, or Lodging Facility)
Minn. Rules Parts 3530.4400 to 3530.4700 (Civil defense: school districts)
Minn. Rules Part 7510 (Fire Safety)

Cross References: MSBA/MASA Model Policy 804 (Bomb Threats)
MSBA/MASA Model Policy 806 (Crisis Management Policy)

**INTERNATIONAL FALL PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361**

BOARD POLICY	804
SERIES: 800	Buildings and Sites
SUBJECT: Bomb Threats	
ADOPTED: By reference	
REVISED: 1995	Page 1 of 1

I. PURPOSE

The purpose of this policy is to assign responsibility and provide general guidelines to the school administration when bomb threats occur.

II. GENERAL STATEMENT OF POLICY

The superintendent shall be responsible for developing and implementing a detailed plan to be followed in the event of a bomb threat. When approved by the school board, the plan will be available in the District Office.

III. PROVISIONS OF PLAN

The plan shall address at least the following:

- A. Procedures to be followed upon receipt of a bomb threat.
- B. Procedures for notification of law enforcement officials.
- C. Procedures for evacuation of the building.
- D. Procedures to make decisions on returning to the building by students and staff.
- E. Procedures for continued supervision of students during the building evacuation process, the waiting period during the building inspection and throughout the return of students to the building.
- F. Procedures for creating and maintaining records related to the threat.
- G. Procedures for providing notice to parents and the public, including the media.

Legal References:

- Cross References:*** MSBA/MASA Model Policy 803 (Warning Systems and Emergency Plans)
MSBA/MASA Model Policy 806 (Crisis Management Policy)

**INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361**

**BOARD POLICY 901
Community Education**

Adopted ___ By Reference ___

Revised ___ 1999 _____

I. PURPOSE

The purpose of this policy is to convey to employees and to the general public the important role of community education within the school district.

II. GENERAL STATEMENT OF POLICY

The school board affirms a strong commitment to the community education program. The school board welcomes, and strongly encourages use of school buildings and activity areas by the community when not used for regularly scheduled elementary and secondary programs. The school administration should strive to accomplish the following objectives:

- A. Maximum use should be made of public school facilities within the school district service area.
- B. Educational needs and interest of area residents should be determined periodically.
- C. Community resources and expertise of residents should be utilized to develop a vibrant, well-rounded community education program.
- D. Area residents should be encouraged to actively participate in program opportunities.

III. COMMUNITY EDUCATION ADVISORY COUNCIL

- A. The council shall assist in promoting the goals and objectives of the program.
- B. The membership of the community education advisory will consist of members who represent: various service organizations; churches; public and nonpublic schools; local government including elected officials; public and private nonprofit

agencies serving youth and families; parents; youth; park, recreation or forestry services of municipal or local government units located in whole or in part within the boundaries of the school district; and any other groups participating in the community education program in the school district.

- C. Bylaws of the community education advisory council shall provide the framework for the organization including criteria pertaining to membership, officers' duties, frequency and structure of meetings and such other matters as deemed necessary and appropriate.
- D. The council will adopt a policy to reduce and eliminate program duplication within the school district.

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)
Minn. Stat. § 124D.19, Subd. 1 (Community Education Programs; Advisory Council)
Minn. Stat. § 124D.20, Subd. 1 (Community Education Revenue)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)

**INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361**

**BOARD POLICY 902
Use of School District Facilities and Equipment**

Adopted ___ By Reference ___

Revised ___ April 2020 _____

I. PURPOSE

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

II. GENERAL STATEMENT OF POLICY

The school board encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes.

III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES

- A. The school district administration shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.
- B. Procedures for providing publicity, registration and collection of fees shall be the responsibility of the school district administration.
- C. Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

- A. The school board may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.
- B. Requests for use of school facilities by community groups or individuals shall be made through the school district administrative office. The administration will present recommended procedures for the processing and review of requests to the

school board. Upon approval by the school board, such procedures shall be an addendum to this policy.

- C. The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities. A rental fee schedule, deposit or surety bond schedule and payment procedure shall be presented for review and approval by the school board.
- D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made to find acceptable alternative meeting space.

V. USE OF SCHOOL EQUIPMENT

The administration will present a procedure to the school board for review and approval regarding the type of equipment that is available for community use, the extent to which it may be utilized and the manner by which it may be scheduled for use and any charges to be made relating thereto. Upon approval of the school board, such procedure shall be an addendum to this policy.

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment. **A certificate of insurance may be required by the school district to ensure payment for these damages and any liability for injuries.**

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)

Cross References: MSBA/MASA Model Policy 801 (Equal Access to Facilities of Secondary Schools)
MSBA/MASA Model Policy 901 (Community Education)

INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361

BOARD POLICY 906
Community Notification of Predatory Offenders

Adopted ___ By Reference ___

Revised ___ April 2020 _____

[Note: School board adoption of a policy regarding a predatory offender notification is discretionary. ~~The statute The Sex Offender Community Notification Act, Minn. Stat. § 244.052 imposes duties on law enforcement agencies but does not impose any mandatory duty notification duties on school districts except as set forth in Paragraph IV.B.6., below.] The statute imposes duties on law enforcement agencies.~~

However, the school district may wish to adopt a policy if it intends to respond to these notifications from local law enforcement agencies. School districts are cautioned that the procedures contained in this policy are not mandatory or required by the statute and may impose liability upon the school district if they are not properly followed. Accordingly, before this policy is adopted, the school district should consider carefully whether it wishes to undertake the responsibilities outlined herein.] NOT IN CURRENT MSBA POLICY

I. PURPOSE

The purpose of this policy is to assist school administrators and staff members in responding to a notification by a law enforcement agency that a convicted predatory offender is moving into the school district so that they may better protect individuals in the school's care while they are on or near the school district premises or under the control of the school district.

II. GENERAL STATEMENT OF POLICY

- A. ~~It is~~ The policy of this school district is to provide information to staff regarding known predatory offenders that are moving into the school district so that they may monitor school premises for the safety of the school, its students and employees. Staff will be notified as appropriate and have access to Offender Fact Sheets.
- B. The superintendent, in cooperation with appropriate school transportation officials, will evaluate bus routes and bus stops. Bus drivers will have access to Offender Fact Sheets. If necessary, bus stops may be moved if they place

children in close proximity to a predatory offender who has been convicted of crimes against children of similar ages.

- C. The superintendent, in conjunction with the building principal or designee, shall prepare or provide safety information for distribution to students regarding protecting themselves from abuse, abduction, or exploitation. The school district will prepare a list of available resources. Staff will provide safety information to students on how to protect themselves against abuse, abduction, or exploitation. School officials may ask their police liaison officer or local law enforcement officials for assistance in providing instruction to staff and students.

III. DEFINITIONS

~~(These definitions are compiled from the provisions of Minn. Stat. § 244.052)~~

- A. The “**Sex Offender** Community Notification Act,” Minn. Stat. § 244.052, as amended, allows law enforcement agencies to disclose information about certain predatory offenders when they are released into the community. The information disclosed and to whom it is disclosed will depend upon their assessment of the level of risk posed by the predatory offender.
- B. “Risk Level Assessment” is the level of danger to the community as established by the Minnesota Department of Corrections following a review by a committee of experts. The level of risk assigned to a soon-to-be-released offender determines the scope of notification. (Minn. Stat. § 244.052, Subds. 2, 3)
- C. “Risk Levels.”
 - 1. “Level I” – Risk Level I is assigned to a predatory offender whose risk assessment score indicates a low risk of reoffense.
 - 2. “Level II” – Risk Level II is assigned to a predatory offender whose risk assessment score indicates a moderate risk of reoffense.
 - 3. “Level III” – Risk Level III is assigned to a predatory offender whose risk assessment score indicates a high risk of reoffense.(Minn. Stat. § 244.052, subd. 3(e))
- D. “Notification or Disclosure by Law Enforcement Agency.”
 - 1. Risk Level I – The local law enforcement agency may disclose certain information to other law enforcement agencies and to any victims of or witnesses to the offense committed by the offender. There will be no disclosure to school districts.
 - 2. Risk Level II – In addition to those notified in Level I, a law enforcement agency may notify agencies and groups the offender is likely to encounter

that the offender is about to move into the community and provide to those agencies and groups an Offender Fact Sheet on the offender. School districts, private schools, day care centers and other institutions serving those likely to be victimized by the predatory offender are included in a Level II notification.

3. Risk Level III – In most cases, the local law enforcement agencies will hold a community meeting and distribute an Offender Fact Sheet with information concerning and a photograph of the soon-to-be-released Level III offender.

(Minn. Stat. § 244.052, subd. 4)

- E. “Offender Fact Sheet” is a data sheet compiled by the Department of Corrections or local law enforcement agency. The Offender Fact Sheet contains both public and private data including a photograph and physical description of the predatory offender, as well as the general location of the offender’s residence.
 1. A local law enforcement agency will generally provide Offender Fact Sheets for Level II predatory offenders directly to the school district.
 2. Level III Offender Fact Sheets will be distributed at a community meeting conducted by the local law enforcement agency.
- F. “Law enforcement agency” means the law enforcement agency having primary jurisdiction over the location where the offender expects to reside upon release. (Minn. Stat. § 244.052, subd. 1(3))
- G. “Criminal history conviction data” is public data on a convicted criminal which is compiled by the State Bureau of Criminal Apprehension (BCA). (Minn. Stat. § 13.87)

IV. PROCEDURES

A. Level II Notification.

In keeping with the statutorily designated purpose that Offender Fact Sheets are to be used by staff members to secure the school and protect individuals in the school district’s care while they are on or near the school district’s premises or under the control of the school district, the school district will take the following steps:

1. The superintendent shall notify the law enforcement agencies within the school district that all appropriate Level II and Level III notifications are to be provided at least to the superintendent of schools.
2. Upon notification of the release of a Level II predatory offender, the superintendent shall forward the Offender Fact Sheet to all building

principals and central office administrators. This would include transportation, food service and buildings and grounds supervisors.

3. Principals of schools in close proximity to the Level II predatory offender's residence shall meet with staff and show the Offender Fact Sheet to persons within the buildings who supervise students or who would be in a position to observe if the Level II offender was in or around the school. This includes, but is not limited to, administrators, teachers, coaches, paraprofessionals, custodians, clerical and office workers, food service workers, volunteers, and transportation providers.
4. The school district shall request criminal history conviction data on the Level II predatory offender from its local law enforcement agency. On a case-by-case basis, the superintendent may determine whether to send a letter to parents with general information regarding release of the Level II offender and a copy of the criminal history conviction data that the school district obtained from its local law enforcement agency. The offender fact sheet contains data classified as private or not public under Minnesota law and may only be distributed to parents, students, or others outside the school district if it determines the release is for the purpose of securing the schools and protecting individuals under the school district's care while they are on or near school premises.
5. The building administrator shall cause the Offender Fact Sheet to be posted in each building in an area accessible to staff and employees but not the general public unless a determination has been made that public posting will help secure the school or protect students.
6. The school district shall not distribute or provide access to Level II Offender Fact Sheets to parents, students or others outside the school district unless a determination has been made that dissemination of the data will help secure the school or protect students.

[Note: The Department of Administration issued an opinion confirming that the Predatory Offender Fact Sheet contains private data or not public data. However it is the department's opinion that a school district may release any information contained in the notification to anyone if it determines that the release of data will help secure the school or protect students.]

B. Level III Notification.

1. The superintendent shall notify the law enforcement agencies within the school district that all Level III notifications of community meetings are to be provided to the superintendent of schools.
2. When a Level III predatory offender is released into a community, generally the local law enforcement agency will notify the school district

of the time and location of the community meeting at which the Level III Offender Fact Sheet will be distributed to the community.

3. When the school district receives this information, the superintendent shall determine on a case-by-case basis whether the school district will notify parents and students of the time, date and location of the community meeting.
4. When notified of a Level III predatory offender community meeting the superintendent or another school district administrator designated by the superintendent shall attend the community notification meeting.
5. When the school district receives information that a Level III predatory offender is moving into the school district, in addition to following the procedures specified above, the school district shall follow the procedures outlined for a Level II notification.
6. **If the predatory offender is participating in programs offered by the school district that require or allow the person to interact with children other than the person's children, the superintendent shall notify parents of children in the school district of the contents of the Offender Fact Sheet.**

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 244.052 (Community Notification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
42 U.S.C. § ~~14071~~16901 **et seq.** (Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program)
Dept. of Admin. Advisory Op. No. 98-004

Cross References: 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 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

**INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361**

**BOARD POLICY 907
Rewards**

Adopted ___ January 17, 2006 ___

Revised _____

[Note: A school board must formally adopt a policy authorizing rewards for information leading to the conviction of the person committing or conspiring to commit the specified crimes before a reward may be offered.]

I. PURPOSE

The purpose of this policy is to authorize the school board to offer rewards to persons who provide accurate and reliable information leading to the conviction of a person who has committed or conspired to commit a crime against students or school employees, volunteers, or school board members as a result of their affiliation with the school district, or against school district property.

II. GENERAL STATEMENT OF POLICY

The School Board believes that, in certain circumstances, the offering of a reward may lead to the receipt of information that would solve or prevent a crime against students, school employees, volunteers, school board members, or school district property. The school board also believes that the fact that the school board may offer a reward may have a deterrent effect on the commission of such crimes.

III. APPROVAL OF OFFERING OF REWARDS

The school board shall approve the offering of any rewards by the school district. The approval shall specify the amount of the reward and the crime to which it is applicable. The approval may relate to a specific incident or to a continuing category of crime, i.e., assault of a teacher, damage to school property, etc.

IV. ESTABLISHMENT OF PROCEDURES

The superintendent shall develop directives and procedures to address the timing and method of payment of any reward earned by an information provider. The information provided must have led to the conviction of the person who committed or conspired to commit the crime for which the reward was offered.

Legal References: Minn. Statute § 123B.02, Sub. 22 (Reward)

Cross References:

**INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361**

**BOARD POLICY 910.5
Media**

Adopted January, 1985

Revised March, 2021

I. GENERAL STATEMENT OF POLICY

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.

A. Newspaper policies:

1. The Daily Journal is to be notified of all School Board meetings where a quorum of School Board members will attend.
2. All print media are to be admitted to all school public events without admission if they are covering the event.
3. School officials should cooperate with the media to make statistics and appropriate materials available for articles being written.
4. The Employees are responsible to accurately reflect school policies in information written for public use.

B. Radio

1. All local radio stations must have written 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 with permission.
2. 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.
3. 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 station's own expense.

4. The School Board reserves the right to charge for any broadcast.

C. Television

1. The School District reserves all rights to the complete televising of all school events and may be done only upon the written request of the station televising.
2. The partial television of school events is encouraged if done at the expense of the television station.
3. The School Board reserves the right to charge for the television of any school activity.
4. The television station shall be responsible for all expenses connected with the producing and televising of the event.
5. Video tapes of school events may be used for delayed broadcast on cable television with permission from the School District.
6. 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 decision as to who shall have the opportunity to televise the event.
7. The School District reserves the right to discontinue the televising or broadcasting of any event if it is deemed to be in poor taste or incompatible with the educational dignity and propriety of the event.
8. The School District will cooperate with the Minnesota State High School League in the broadcasting of their events and will comply with their policies.

D. Press Release

No information or material relating to the school shall be released to the press or other news media without first being approved by the building principal, director or superintendent. The official publication shall be the Daily Journal until changed.

E. Use of Radios

The use of radios or television sets in classrooms during the school hours for receipt of sports events or other programs of doubtful educational value is discouraged because of the amount of pupil time involved.

**INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361**

**BOARD POLICY 410
Family and Medical Leave Policy**

Adopted ___ By Reference ___

Revised ___ April 2016 ___

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

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. “Covered active duty” means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. “Covered service member” means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or

therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.
- C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee’s pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee’s fulfillment of his or her USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district’s intention to rehire the employee after the break in service.
- D. “Military caregiver leave” means leave taken to care for a covered servicemember with a serious injury or illness.
- E. “Next of kin of a covered service member” means the nearest blood relative other than the covered service member’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member’s next of kin, and the employee may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member’s only next of kin.
- F. “Outpatient status” means, with respect to a covered service member who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
1. a military medical treatment facility as an outpatient; or

2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. “Qualifying exigency” means a situation where the eligible employee seeks leave for one or more of the following reasons:
1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 2. to attend military events and related activities of a covered military member;
 3. to address issues related to childcare and school activities of a covered military member’s child;
 4. to address financial and legal arrangements for a covered military member;
 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 7. to attend post-deployment activities related to a covered military member;
 8. to address parental care needs; and
 9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. “Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- I. “Spouse” means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.

J. “Veteran” has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave Under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee’s child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee’s spouse, son, daughter, or parent with a serious health condition;
 - d. the employee’s serious health condition makes the employee unable to perform the functions of the employee’s job; and/or
 - e. any qualifying exigency arising from the employee’s spouse, son, daughter, or parent being on covered duty, or notified of an impending call or order to covered duty, in the Armed Forces.
2. For the purposes of this policy, “year” is defined as a rolling 12-month period measured backward from the date an employee’s leave is to commence.
3. An employee’s entitlement for FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A “serious health condition” typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short term conditions for which treatment and recovery are very brief.
5. A “serious injury or illness,” in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and

- b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran. and is:
- (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or
 - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

6. Eligible spouses employed by the school district are limited to an aggregate of twelve weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment,

the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered service member being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.

13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Service member Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 work weeks of leave during a ~~12~~-month period to care for the service member.

The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a service member includes both physical and psychological care.

2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered service member and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered service member with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered service member and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 1. take leave for the entire period or periods of the planned medical treatment; or

2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

IV. DISSEMINATION OF POLICY

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.

- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave)
10 U.S.C. §101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin “M” (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family Medical Leave Act Summary)

**INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361**

**BOARD POLICY 413
Harassment and Violence**

Adopted ___ By Reference ___

Revised ___ June 2018 ___

413 HARASSMENT AND VIOLENCE

[Note: State law (Minn. Stat. § 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minn. Stat. Ch. 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not specifically required to do so by Minn. Stat. § 121A.03. The Minnesota Department of Education (MDE) is required to maintain and make available a model sexual, religious, and racial harassment policy in accordance with Minn. Stat. § 121A.03. MDE’s policy differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]

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, including gender identity or expression, or disability.

[Note: The Minnesota Human Rights Act defines “sexual orientation” to include “having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness.” Minn. Stat. § 363A.03, Subd. 44.]

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, including gender identity or expression, 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, including gender identity or expression, or disability.

- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district 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, including gender identity or expression, or disability, as defined by this policy. (For purposes of this policy, school district personnel include 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 student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district 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, including gender identity or expression, 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, including gender identity or expression, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district 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, including gender identity or expression, 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. "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.
2. "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.
3. "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.
4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
6. "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.

7. "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. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. 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 student(s) by teachers, administrators, or other school district 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 sexual orientation, including gender identity or expression.

G. 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.

H. 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, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or 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, including gender identity or expression, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute

harassment or violence 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 from the school district office, but oral reports shall be considered complaints as well.
- C. 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. 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.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "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. 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 a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. 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.
- G. In the District. The school board hereby designates [Tim Everson, High School Principal](#), as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint

involves a human rights officer, the complaint shall be filed directly with the Alternate, Melissa Tate, Falls Elementary School Principal.

Contact information is as follows:

1. Human Rights Officer: Tim Everson, Falls High School Principal
Falls High School; 1515 11th Street; International Falls, MN 56649
218-283-2571 ext. 1104 or Melissa Tate, Falls Elementary Principal
(alternate) at 218-283-2571 ext. 1232.
 2. Title IX Officer: Kevin Grover, Superintendent of Schools
ISD #361 District Office; 1515 11th Street; International Falls, MN 56649
218-283-2571 ext. 1112 or Tim Everson, Falls High School Principal at 218-
283-2571 ext. 1104.
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. 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, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. 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.
- L. 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.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

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

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall 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 target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. 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 an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may

include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.

- B. 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 targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) 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 acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, 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. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

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 students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- 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, resourcefulness, and/or sexual abuse prevention.
- 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. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. §121A.031 (School Student Bullying 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)

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 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

**INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361**

**BOARD POLICY 414
Mandated Reporting of Child Neglect or Physical or Sexual Abuse**

Adopted ___ By Reference ___

Revised ___ September 2019 _____

[Note: This policy reflects the mandatory law regarding reporting of maltreatment of minors and is not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.

- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the

facility are in compliance with the laws and rules relevant to the occurrence of event.

- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch.260C (child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Mandated Reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- E. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
 - 1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health care, medical care, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 - 2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so;
 - 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
 - 4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
 - 5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, or medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
 - 6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 4 6, Clause (5);
 - 7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child’s basic needs and safety; or

8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

- F. "Nonmaltreatment mistake: means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- G. "Physical Abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. §125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any non-accidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in

sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

- H. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.
- I. "School Personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- J. "Sexual Abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a current or recent position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. §243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).
- K. "Mental Injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.
- L. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person

responsible for the child's care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years, to the local welfare agency, police department, county sheriff, tribal social services, or tribal police department. The reporter will include his or her name and address in the report.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any

punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

[Note: The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. Although a report may be made to any of the agencies listed in Section IV. A., above, and there is no requirement to file more than one report, if the initial report is not made to MDE, it would be helpful to MDE if schools also report to MDE.]

V. INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.

- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency’s intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd.4 6, Clause (5) (Child in Need of Protection)

Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. § 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. § 609.02, Subd.6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

**INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361**

**BOARD POLICY 415
Mandated Reporting of Maltreatment of Vulnerable Adults**

Adopted ___ By Reference ___

Revised ___ April 2016 _____

[Note: This policy reflects the mandatory law regarding reporting maltreatment of vulnerable adults and is not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

- A. “Mandated Reporters” means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.
- B. “Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.
- C. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not

limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.

- D. "Abuse" means: (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat § 626.5572, Subd. 2.
- E. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.
- F. "Vulnerable Adult" means any person 18 years of age or older who (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minn. Stat. Ch. 245A, except as excluded under Minn. Stat. § 626.5572, Subd. 21(a)(2) (3) receives services from a licensed home care provider or

person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or type of service received possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to adequately provide the person's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

- G. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- H. "School Personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- I. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose not public data as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.

- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks where appropriate.
- B. The school district will develop a method of discussing this policy with employees where appropriate.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. §13.02 (Collection, Security, and Dissemination of Records; Definitions)
Minn. Stat. §245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)
Minn. State. §609.221-609.224 (Assault)
Minn. Stat. § 609.234 (Crimes Against the Person)
Minn. Stat. §609.235(Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. §609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. §609.341 (Definitions)
Minn. State. §§609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References: MSBA/MASA Model Policy 103 (Complaints-Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee or Student)
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)

**INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361**

**BOARD POLICY 506
Student Discipline**

Adopted ___ By Reference ___

Revised ___ June 2018 _____

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 - 121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice.

They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;

M. To conduct themselves in an appropriate physical or verbal manner; and

N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; 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 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 unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the School District's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment Policy;

9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;

22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;

36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures; including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions

for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;

- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

- C. The student handbook will be reviewed annually and brought before the board for approval. The handbook will contain procedures and consequences for disciplinary actions.

[Note: The following Sections D. - L. must be developed and inserted by each school district based upon individual district practices, procedures, and preferences.]

D. Procedures for Removal of a Student From a Class.

1. 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.
2. 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.
3. 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.
4. Per direction of the classroom teacher, the student is to report directly to the office or library (ISS), 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

E. Responsibility for and Custody of a Student Removed From Class.

1. Designation of where student is to go when removed;
Students removed from class are to report to the office or library.
2. Designation of how student is to get to designated destination;
Teacher will direct student where to go and inform library staff or office that student is on their way.
3. Whether student must be accompanied;
Staff member in control of room will make determination if student can be sent alone or wait for administrator.
4. Statement of what student is to do when and while removed;
Student will be removed to ISS or office until situation is determined to be resolved per administration.
5. Designation of who has control over and responsibility for student after removal from class.
Once office/library is notified, building principal, or his/her designee, will be responsible for student.

F. Procedures for Return of a Student to a Class From Which the Student Was Removed.

1. Specification of procedures;
Student may return to class upon determination of principal, or his/her designee that situation is resolved and conditions have been met.
2. Actions or approvals required such as notes, conferences, readmission plans.

G. Procedures for Notification.

1. Specify procedures for notifying students and parents/guardians of violations of the rules of conduct and resulting disciplinary action;
Staff member involved will contact parent and notify them of any situation that results in student being removed.
2. Actions or approvals required, such as notes, conferences, readmission plans.

H. Disabled Students; Special Provisions.

1. Procedures for consideration of whether there is a need for further assessment;
2. Procedures for consideration of whether there is a need for a review of the adequacy of the current Individualized Education Program (IEP) of a disabled student who is removed from class or disciplined; and
3. Any procedures determined appropriate for referring students in need of special education services to those services.

I. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.

1. Establishment of a chemical abuse preassessment team pursuant to Minn. Stat. § 121A.26;
2. Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minn. Stat. § 121A.29.

J. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.

K. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.

L. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

IX. DISMISSAL

- A. “Dismissal” means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

- C. Suspension Procedures.

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less, where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student’s total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student’s parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian’s expense. The purpose of this meeting is to attempt to determine the student’s need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the student to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school

administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. Strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. Assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. Petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 - 121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures.

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.

2. “Exclusion” means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40 - 121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district’s intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 - 121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student’s own choosing, including legal counsel at the hearing; (2) examine the student’s records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student’s parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student’s own choosing, including legal counsel, at the student’s sole expense. The school district shall advise the student’s parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and

the parent or guardian providing them with access to and/or copies of the student's records.

11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.

19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

II. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd.1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

III. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

XII. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

XIII. DISABLED STUDENTS

Students who are currently identified as eligible under IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's education program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

The School District may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XVI. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40 to 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. §§ 121A.582 (Reasonable Force)
Minn. Stat. §§ 121A.60 to 121A.61 (Removal From Class)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch.125A (Students With Disabilities)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Court Act)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et. seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.53(e)(1) (Manifestation Determination)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

**INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361**

**BOARD POLICY 514
Bullying Prohibition Policy**

Adopted ___ By Reference ___

Revised ___ April 2016 ___

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

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, 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, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, 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 or 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 and/or with or without the use of school district resources.

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

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

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

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

- 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.

III. 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, 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.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district 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, 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:**
Melissa Tate; Falls Elementary School; 218-283-2571 ext.1232
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
2. **Title IX Officer: Kevin Grover, Superintendent of Schools ISD #361 District Office; 1515 11th Street; International Falls, MN 56649 218-283-2571 ext. 1112 or alternate Tim Everson, Falls High School Principal at 218-283-2571 ext. 1104.**
3. **Human Rights Officers: Tim Everson, Falls High School Principal at 218-283-2571 ext. 1104 or alternate Melissa Tate, Falls Elementary School Principal at 218-283-2571 ext. 1232.**

If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

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

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will

not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. 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.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, 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.

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

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

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

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- 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.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.

- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

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

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

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

**INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361**

**BOARD POLICY 520
Student Surveys**

Adopted ___ By Reference ___

Revised ___ April 2020 _____

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

I. PURPOSE

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

II. GENERAL STATEMENT OF POLICY

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. § 1232h.

III. STUDENT SURVEYS IN GENERAL

- A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. No requirement that the student return the survey shall exist, and no record of the student's returning a survey will be maintained.
- B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.
- C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality, and religion will not be administered to any student unless the parent or guardian of

the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or has the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.

- D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act), 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act) and 34 C.F.R. Part 99.
- E. The school district must not impose an academic or other penalty on a student who opts out of participating in a student survey.

IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.
- B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or, in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
 - 1. political affiliations or beliefs of the student or the student's parent;
 - 2. mental and psychological problems of the student or the student's family;
 - 3. sex behavior or attitudes;
 - 4. illegal, antisocial, self-incriminating, or demeaning behavior;
 - 5. critical appraisals of other individuals with whom respondents have close family relationships;
 - 6. legally recognized privileged or analogous relationships, such as those of

lawyers, physicians, and ministers;

7. religious practices, affiliations, or beliefs of the student or the student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.

1. The following policies are to be adopted in consultation with parents:

- a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.

“Parent” means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.

- b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.
- c. The right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.

“Instructional material” means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.

- d. The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400, *et seq.*).
- e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.
 - (1) “Personal information” means individually identifiable information including a student or parent’s first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.
 - (2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:
 - (a) college or other postsecondary education recruitment or military;
 - (b) book clubs, magazines, and programs providing access to low cost literary products;
 - (c) curriculum and instructional materials used by elementary and secondary schools;
 - (d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;
 - (e) the sale by students of products or services to raise funds for school-related or education-related activities; and
 - (f) student recognition programs.

- (3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable access to such an instrument within a reasonable period of time after the request is received.
2. The policies adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.
 - a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.
 - b. The notice will provide parents with an opportunity to opt out of participation in the following activities:
 - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
 - (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.
 - (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
 - c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2., Subparagraph b., above, are scheduled, or expected to be scheduled.

- d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.

V. NOTICE

- A. The school district must give parents and students notice of this policy at the beginning of each school year and after making substantive changes to this policy.
- B. The school district must inform parents at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year. The school district must give parents direct, timely notice when their students are scheduled to participate in a student survey by United States mail, e-mail, or another direct form of communication.
- C. The school district must give parents the opportunity to review the survey and to opt their students out of participating in the survey.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.065 (District Surveys to Collect Student Information;
Parent Notice and Opportunity for Opting Out)
20 U.S.C. 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. 1232h (Protection of Pupil Rights)
34 C.F.R. Part 99
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d
309 (2002)
C.N. v. Ridgewood Bd. Of Educ., 430 F.3d. 159 (3rd Cir. 2005)
Fields v. Palmdale School Dist., 427 F.3d. 1197 (9th Cir. 2005)

Cross References: 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)

Adopted: _____

Orig. 1995

Revised: _____

Rev. 2020

522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

[Note: On May 6, 2020, the U.S. Department of Education, Office for Civil Rights (OCR), released the long-awaited final rule amending Title IX regulations at 34 C.F.R. Part 106. These regulations, which go into effect on August 14, 2020, are the first Title IX regulations applicable to sexual harassment and are applicable to complaints by both school district students and employees. The extensive regulations will require districts to revise their policies and procedures with respect to sexual harassment and ensure that administration and staff are trained on the new requirements.

The final rule requires school districts to provide notice of its nondiscrimination policy and grievance procedures, including how to file or report sexual harassment and how the school district will respond to the following groups: applicants for admission and employment; students; parents or legal guardians; and unions or professional organizations holding agreements with the school district. 34 C.F.R. § 106.8(b). The provisions of this policy generally conform to the requirements of the new regulations].

I. GENERAL STATEMENT OF POLICY

- A. The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.
- C. This policy applies to sexual harassment that occurs within the school district's education programs and activities and that is committed by a school district employee, student, or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic

International Falls Public Schools

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School Board Policy: 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.

- D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator(s) is/are:

Kevin Grover – Superintendent, (218)-283-2571 ext 1112
1515 11th Street
International Falls, MN 56649
kgrover@isd361.org

Alternate:

Tim Everson – FHS Principal, (218)-283-2571 ext 1104
1515 11th Street
International Falls, MN 56649
teverson@isd361.org

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

- E. The effective date of this policy is August 14, 2020 and applies to alleged violations of this policy occurring on or after August 14, 2020.

II. DEFINITIONS

- A. “Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to the school district's Title IX Coordinator or to any employee of the school district. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the school district with actual knowledge is the respondent.
- B. “Complainant” means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.
- C. “Day” or “days” means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).
- A. “Deliberately indifferent” means clearly unreasonable in light of the known circumstances. The school district is deliberately indifferent only if its response to

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sexual harassment is clearly unreasonable in light of the known circumstances.

- B. “Education program or activity” means locations, events, or circumstances for which the school district exercises substantial control over both the respondent and the context in which the sexual harassment occurs and includes school district education programs or activities that occur on or off of school district property.
- C. “Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school district investigate the allegation of sexual harassment.
 - 1. A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant’s physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.
 - 2. A formal complaint shall state that, at the time of filing the formal complaint, the complainant was participating in, or attempting to participate in, an education program or activity of the school district with which the formal complaint is filed.
- D. “Informal resolution” means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.
- E. “Relevant questions” and “relevant evidence” are questions, documents, statements, or information that are related to the allegations raised in a formal complaint. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant’s prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent.
- F. “Remedies” means actions designed to restore or preserve the complainant’s equal access to education after a respondent is found responsible. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.
- G. “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.

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- H. “Sexual harassment” means any of three types of misconduct on the basis of sex that occurs in a school district education program or activity and is committed against a person in the United States:
1. *Quid pro quo* harassment by a school district employee (conditioning the provision of an aid, benefit, or service of the school district on an individual's participation in unwelcome sexual conduct);
 2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or
 3. Any instance of sexual assault (as defined in the Clery Act, 20 U.S.C. §1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 U.S.C. §12291).
- I. “Supportive measures” means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minn. Stat. § 121A.41, as amended, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school district buildings or property, and other similar measures.
- J. “Title IX Personnel” means any person who addresses, works on, or assists with the school district’s response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions. The following are considered Title IX Personnel:
1. “Title IX Coordinator” means an employee of the school district that coordinates the school district’s efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administrating the grievance process.
 2. “Investigator” means a person who investigates a formal complaint. The

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investigator of a formal complaint may not be the same person as the Decision-maker or the Appellate Decision-maker. The Investigator may be a school district employee, school district official, or a third party designated by the school district.

3. “Decision-maker” means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker cannot be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-maker.
4. “Appellate Decision-maker” means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker. The Appellate Decision-maker may be a school district employee, or a third party designated by the school district.
5. The superintendent of the school district may delegate functions assigned to a specific school district employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes, to any suitably qualified individual and such delegation may be rescinded by the superintendent at any time. The school district may also, in its discretion, appoint suitably qualified persons who are not school district employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes.

[NOTE: It is recommended that school districts designate a primary Title IX Coordinator and at least one alternate Title IX Coordinator so that the alternate can undertake Title IX Coordinator responsibilities in the event the primary Title IX Coordinator is a party to a complaint, or is otherwise not qualified under this policy to serve in that role in a particular case.]

III. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS

A. Equitable Treatment

1. The school district shall treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.
2. The school district will not impose any disciplinary sanctions or take any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process and the respondent

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has been found responsible.

3. The school district will provide appropriate remedies to the complainant any time a respondent is found responsible.

B. Objective and Unbiased Evaluation of Complaints

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.
2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.

- C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

D. Confidentiality

The school district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, or FERPA's regulations, and State law under Minn. Stat. § 13.32 34 C.F.R. Part 99, or as required by law, or to carry out the purposes of 34 C.F.R. Part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the school district's obligation to maintain confidentiality shall not impair or otherwise affect the complainants and respondents receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

E. Right to an Advisor; Right to a Support Person

Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or

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respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

A complainant or respondent with a disability may be assisted by a support person throughout the grievance process, including all meetings and investigative interviews, if such accommodation is necessary. A support person may be a friend, family member, or any individual who is not otherwise a potential witness. The support person is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

F. Notice

The school district will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants, and purpose of the meeting or interview, and will be provided to allow sufficient time for the party to prepare to participate.

G. Consolidation

The school district may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

H. Evidence

1. During the grievance process, the school district will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
2. The school district shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless the school district obtains the party's voluntary, written consent.

I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.
2. The grievance process shall use a preponderance of the evidence standard

(i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of sexual harassment, including when school district employees are respondents.

J. Timelines

[NOTE: The Title IX regulations require reasonably prompt timeframes for conclusion of the grievance process, but do not specify any particular timeframes. The time periods below are suggested. School districts may establish their own district-specific timeline, although it is recommended that legal counsel be consulted before adjusting time periods.]

1. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
2. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.
3. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the School District.
4. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the School District.
5. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility:

counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

IV. REPORTING PROHIBITED CONDUCT

- A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.
- B. Any employee of the school district who has experienced, has actual knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.
- C. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
- D. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the School District may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

V. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR

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- A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
- B. The school district will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The school district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school district's ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
- C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the complainant's wishes is not clearly unreasonable in light of the known circumstances.
- D. Upon receipt of a formal complaint, the school district must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:
 - 1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
 - 2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
 - 3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
 - 4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;
 - 5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and
 - 6. A copy of this policy.

VI. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT

A. Emergency Removal of a Student

1. The school district may remove a student-respondent from an education program or activity of the school district on an emergency basis before a determination regarding responsibility is made if:
 - a. The school district undertakes an individualized safety and risk analysis;
 - b. The school district determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal of the student-respondent; and
 - c. The school district determines the student-respondent poses such a threat, it will so notify the student-respondent and the student-respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related school district policies, including MSBA Model Policy 506 – Student Discipline. The school district must take into consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.

[NOTE: The interrelationship between the Title IX regulations authorizing the emergency removal of student and the Minnesota Pupil Fair Dismissal Act (MPFDA) is unclear at this time. School districts should consult with legal counsel regarding the emergency removal of a student. At a minimum, it is recommended that school districts provide alternative educational services, as defined in the MPFDA, to any student so removed under the Title IX regulations.]

B. Employee Administrative Leave

The school district may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. The school district must take into consideration applicable requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans

with Disabilities Act prior to removing an individual with a qualifying disability.

VII. INFORMAL RESOLUTION OF A FORMAL COMPLAINT

- A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district's discretion, but only after a formal complaint has been received by the school district.
- B. The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.
- C. The informal resolution process may not be used to resolve allegations that a school district employee sexually harassed a student.
- D. The school district will not facilitate an information resolution process without both parties' agreement, and will obtain their voluntary, written consent. The school district will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties' right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

VIII. DISMISSAL OF A FORMAL COMPLAINT

- A. Under federal law, the school district must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:
 - 1. Would not meet the definition of sexual harassment, even if proven;
 - 2. Did not occur in the school district's education program or activity; or
 - 3. Did not occur against a person in the United States.
- B. The school district may, in its discretion, dismiss a formal complaint or allegations therein if:
 - 1. The complainant informs the Title IX Coordinator in writing that the

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- complainant desires to withdraw the formal complaint or allegations therein;
2. The respondent is no longer enrolled or employed by the school district; or
 3. Specific circumstances prevent the school district from gathering sufficient evidence to reach a determination.
- C. The school district shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal.
- D. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

[NOTE: For example, school districts are reminded of the obligation under Minn. Stat. § 122A.20, subd. 2, to make a mandatory report to PELSB concerning any teacher who resigns during the course of an investigation of misconduct.]

IX. INVESTIGATION OF A FORMAL COMPLAINT

- A. If a formal complaint is received by the School District, the school district will assign or designate an Investigator to investigate the allegations set forth in the formal complaint.
- B. If during the course of the investigation the school district decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, the school district must provide notice of the additional allegations to the known parties.
- C. When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.
- D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.
- E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the school district does not intend to rely in reaching a determination regarding responsibility, and any

inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.

- F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The school district will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

X. DETERMINATION REGARDING RESPONSIBILITY

[NOTE: The Title IX regulations do not require school districts to conduct live hearings as part of the decision-making phase of the grievance process. Accordingly, this Policy does not include procedures for a live hearing. If a school district desires to create such procedures, legal counsel should be consulted.]

- A. After the school district has sent the investigative report to both parties and before the school district has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness.
- B. The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.
- D. When the exchange of questions and answers has concluded, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:
 - 1. Identification of the allegations potentially constituting sexual harassment;
 - 2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
 - 3. Findings of fact supporting the determination;

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4. Conclusions regarding the application of the school district's code of conduct to the facts;
 5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the school district to the complainant; and
 6. The school district's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.
- E. In determining appropriate disciplinary sanctions, the Decision-maker 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 incident occurred.
- F. The written determination of responsibility must be provided to the parties simultaneously.
- G. The Title IX Coordinator is responsible for the effective implementation of any remedies.
- H. The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

XI. APPEALS

- A. The school district shall offer the parties an opportunity to appeal a determination regarding responsibility or the school district's dismissal of a formal complaint or any allegations therein, on the following bases:
1. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);
 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the

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matter.

- B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the Appellate Decision-maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- C. After reviewing the parties' written statements, the Appellate Decision-maker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the Appellate Decision-maker is final. No further review beyond the appeal is permitted.

XII. RETALIATION PROHIBITED

- A. Neither the school district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.
- B. Any person may submit a report or formal complaint alleging retaliation in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment or sex discrimination.
- C. Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

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XIII. TRAINING

- A. The school district shall ensure that Title IX Personnel receive appropriate training. The training shall include instruction on:
 - 1. The Title IX definition of sexual harassment;
 - 2. The scope of the school district's education program or activity;
 - 3. How to conduct an investigation and grievance process, appeals, and informal resolution processes, as applicable;
 - 4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
 - 5. For Decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's prior sexual behavior are not relevant; and
 - 6. For Investigators, training on issues of relevance, including the creation of an investigative report that fairly summarizes relevant evidence.
- B. The training materials will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.
- C. Materials used to train Title IX Personnel must be posted on the school district's website. If the school district does not have a website, it must make the training materials available for public inspection upon request.

XIV. DISSEMINATION OF POLICY

- A. This policy shall be made available to all students, parents/guardians of students, school district employee, and employee unions.
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. The school district must provide applicants for admission and employment, students, parents or legal guardians of secondary school students, employees, and all unions holding collective bargaining agreements with the school district, with the following:
 - 1. The name or title, office address, electronic mail address, and telephone

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number of the Title IX Coordinator;

2. Notice that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;
3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and
4. Notice of the school district's grievance procedures and grievance process contained in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the school district will respond.

XV. RECORDKEEPING

[NOTE: School districts should consider amending their respective retention schedules to reflect the recordkeeping requirements discussed below].

- A. The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the school district must document:
 1. The basis for the school district's conclusion that its response to the report or formal complaint was not deliberately indifferent;
 2. The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or activity; and
 3. If the school district does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.
 4. The documentation of certain bases or measures does not limit the recipient in the future from providing additional explanations or detailing additional measures taken.
- B. The school district must also maintain for a period of seven calendar years records of:

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1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefrom; and
4. All materials used to train Title IX Personnel.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. § 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)
20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act of 1990, as amended)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (“Clery Act”))

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

**INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361**

**BOARD POLICY 524
Internet Acceptable Use and Safety Policy**

Adopted ___ By Reference ___

Revised ___ September 2019 _____

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

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a

right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
 4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
 5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.

6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message. *[Note: School districts should consider the impact of this paragraph on present practices and procedures, including, but not limited to, practices pertaining to employee communications, school or classroom websites, and student/employee use of social networking websites. Depending upon school district policies and practices, school districts may wish to add one or more of the following clarifying paragraphs.]*

a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).

b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:

(1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or

(2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

b. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," and "Reddit," and similar websites or applications.

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also

may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

[Note: Pursuant to state law, school districts are required to restrict access to inappropriate materials on school computers with Internet access. School districts which seek technology revenue pursuant to Minn. Stat. § 125B.26 or certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children’s Internet Protection Act, effective in 2001. Those districts are required to comply with additional standards in restricting possible access to inappropriate materials. Therefore, school districts should select one of the following alternative sections depending upon whether the school district is seeking such finding and the type of funding sought.]

School districts which receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children’s Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy which contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.

- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect

to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

[Note: Although school districts are not required to adopt the more restrictive provisions contained in either Alternative No. 2 or No. 3 if they do not seek state or federal funding, they may choose to adopt the more restrictive provisions as a matter of school policy.]

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review,

disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).

- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks,

or online resources.

- c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
 6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
 7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.

3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the school district's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
 17 U.S.C. § 101 *et seq.* (Copyrights)
 47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
 Minn. Stat. § 121A.031 (School Student Bullying Policy)
 Minn. Stat. § 125B.15 (Internet Access for Students)
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Kowalski v. Berkeley County Sch., 652 F.3d 565 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families, and Friends of Lesbians and Gays, Inc. v. Camdenton R-111 Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References: 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 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

**INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361**

**BOARD POLICY 616
School District System Accountability**

Adopted ___ By Reference ___

Revised ___ September 2019 _____

[Note: Minn. Stat. § 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 617-620 provide procedures to further implement the requirements of Minn. Stat. § 120B.11.]

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic Standards and federal law.

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota Academic Standards and federal law will require a new level of accountability for the school district. The school district will establish a system to transition to the graduation requirements of the Minnesota Academic Standards. The school district also will establish a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians and local community members. The school district will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

- A. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- B. “Graduation Standards” means the credit requirements and locally adopted content standards or Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.

- C. “World’s best workforce” means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

A. School District Goals.

1. The school board has established school district-wide goals which provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic Standards and federal law. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the school district’s Advisory Committee.
2. The Advisory Committee will be established by the school board to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.
3. The school district-wide improvement goals should address recommendations identified through the Advisory Committee process. The school district’s goal setting process will include consideration of individual site goals. School district goals may also be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.

- B. System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of the school district’s progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5.

[Insert Local Cycle in this space]

C. Implementation of Graduation Requirements.

1. The Advisory Committee shall also advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues.

Recommendations of the Advisory Committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually.

2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the Advisory Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The Advisory Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (the Commissioner) in developing a plan which must include parental involvement components.
3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. Comprehensive Continuous Improvement of Student Achievement.

1. By October 1st, the Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
2. The Advisory Committee, working in cooperation with other committees of the school district [*such as the Technology, Educational Effectiveness, Grade Level, Site Instruction, Curriculum and Assessment Committees, etc.*], will provide active community participation in:
 - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota Academic Standards;
 - b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
 - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;

- d. Advising the school board about development of the annual budget.
3. The Advisory Committee shall meet the following criteria:
- a. The Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
 - b. The Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.
 - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
 - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.
4. The Advisory Committee shall, when possible, be comprised of at least two-thirds community representatives and shall reflect the diversity of the community. To the extent possible, the Advisory Committee shall reflect the diversity of the school district and its school sites and include teachers, parents, support staff, students, and other community residents. Included in its membership should be:
- a. The Director of Curriculum (or similar educational leader)
 - b. Principal
 - c. School Board Member
 - d. Student Representative
 - e. One teacher from each building or instructional level
 - f. Two parents from each building or instructional level
 - g. Two residents without school-aged children, non-representative of local business or industry
 - h. Two residents representative of local business or industry

- i. District Assessment Coordinator (if different from “a.” above)

[Note: This Advisory Committee composition is a model only.]

5. Translation services should be provided to the extent appropriate and practicable.
6. The Advisory Committee shall meet the following timeline each year:
 - August: Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board.
 - Aug/Sept: Agree on the process to be used. Become familiar with the instruction and curriculum of the cycle content area.
 - Sept.: Review evaluation results and prepare recommendations.
 - October: Present recommendations to the school board for its input and approval.

E. Evaluation of Student Progress Committee. A committee of professional staff shall develop a plan for assessment of student progress toward Literacy by Grade 3, the Graduation Standards, as well as program evaluation data for use by the Advisory Committee to review instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. This plan shall annually be approved by the school board.

F. Reporting. Consistent with Minn. Stat. § 120B.36, Subd. 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency, and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world’s best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota’s Students)

Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.35 (Student Achievement Levels)
Minn. Stat. § 120B.36 (School Accountability; Appeals Process)
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.04 (Site Decision Making Agreement)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
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 3501.1300-3501.1345 (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 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Standard Achievement)
MSBA/MASA Model Policy 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)

**INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361**

**BOARD POLICY 806
Crisis Management Policy**

Adopted ___ By Reference ___

Revised ___ May 2017 _____

[Note: The Commissioner of Education is required to maintain and make available to school boards and charter schools a Model Crisis Management Policy. See Minn. Stat. § 121A.035. School boards and charter schools must adopt a Crisis Management Policy to address potential crisis situations in their school districts or charter schools. Id. This Model Crisis Management Policy was originally the result of a collaborative effort between the Minnesota Department of Education, Division of Compliance and Assistance; the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management; and the Minnesota School Boards Association.]

I. Purpose

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. For purposes of this Policy, the term, “school districts,” shall include charter schools. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district’s Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and

groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building's specific situation and needs.

The school district's administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

[Note: More specific information on planning for children with special needs can be found in the attached Comprehensive School Safety Guide (2011 edition), and United States Department of Education's document entitled, "Practical Information on Crisis Planning, a Guide for Schools and Communities". A website link is provided in the resource section of this Policy.]

a) Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address

system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.

[Note: State law requires a minimum of five school lock-down drills each school year. See Minn. Stat. § 121A.035.]

- b. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

Note: State law requires a minimum of five school fire drills, consistent with Minn. Stat. § 299F.30, and one school tornado drill each school year. See Minn. Stat. § 121A.035.]

- c) Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

Note: The Comprehensive School Safety Guide (2011 edition), has sample lock-down procedures, evacuation procedures, and sheltering procedures.

2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.

[Note: The Comprehensive School Safety Guide (2011 Edition) includes crisis-specific procedures.]

3. School Emergency Response Teams.
 - a) Composition. The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.

[Note: The Comprehensive School Safety Guide (2011 edition), has a sample School Emergency Response Team list.]

- b) Leaders. The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching

school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.

2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)

[Note: Evacuation areas at least 50 feet from school buildings are recommended but not mandated by statute or rule. Evacuation areas should be selected based on safety and the individual school site's proximity to streets, traffic patterns, and other hazards.]

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.

5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See Minn. Stat. § 121A.035.

[Note: The State Fire Marshal advises schools to defer fire drills during the winter months.]

6. A record of fire drills conducted at the building will be maintained in the building administrator's office.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample fire drills schedule and log.]

7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or is or her designee to meet local fire or law enforcement agents upon their arrival.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample fire procedure form, evacuation/relocation and student reunification/release procedures, and planning for student reunification.]

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

[Note: For single building school districts, such as charter schools, a secondary location for the diagrams and site plans will be included in the district's Crisis Management Policy and may include filing documents with a charter school sponsor, or compiling facility diagrams and site plans on a CD-Rom and distributing copies to first responders or sharing the documents with first responders during the crisis planning process.]

[Note: To the extent data contained in facility diagrams and site plans constitute security information pursuant to Minn. Stat. § 13.37, school districts are advised to consult with appropriate officials and/or legal counsel prior to dissemination of the facility diagrams or site plans to anyone other than first responders.]

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts, and updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

[Note: The attached Comprehensive School Safety Guide (2011 edition), under the Preparedness/Planning Section, has a sample Emergency Phone Numbers list.]

E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific

crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

[Note: The Comprehensive School Safety Guide (2011 edition), under the Response section, provides universal procedures for severe weather shelter.]

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample Media Procedures form.]

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage

situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention procedures.

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery
2. Fiscal recovery
3. Academic recovery
4. Social/emotional recovery

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Recovery section, addresses the recovery components in more detail.]

IV. MISCELLANEOUS PROCEDURES

A. Chemical Accidents.

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

[Note: School buildings must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff have access to M.S.D.S. in the event of a chemical accident.]

B. Visitors

The school district shall implement procedures mandating visitor sign in for visitors in school buildings. See MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

[Note: The Every Student Succeeds Act, 20 U.S.C. § 6301, et seq.; Title IX, 20 U.S.C. § 1681, et seq.; and the Unsafe School Choice Option, 20 U.S.C. § 7912, require school districts to establish such transfer procedures.]

Legal References: Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 299F.30 (Fire Drill in School)
Minn. Stat. § 326B.02, Subd. 6 (Powers)
Minn. Stat. § 326B.106 (General Powers of Commissioner Of Labor and Industry)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)
Minn. Rules Ch. 7511 (Fire Safety)

20 U.S.C. § 1681, *et seq.* (Title IX)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
<https://dps.mn.gov/divisions/sfm/documents/2011comprehensiveschoolsafetyguide.pdf>

RESOLUTION FOR ACCEPTANCE OF GIFTS AND DONATIONS

Whereas, School Board Policy 706 establishes the guidelines for the acceptance of gifts or donations to the District;

Whereas, the International Falls School District Board encourages the support of the District's educational programs through gifts or donations that meet the goals and objectives of the School District;

Whereas, Minnesota Statute §465.03 states the School Board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members;

Therefore, be it resolved, the School Board of International Falls Public Schools, ISD #361, accepts with appreciation the following gifts, donations or grants received by the School District:

District donations received:

Shermoen Jaks Law Office-- Printer paper and office supplies

Carter Herberg Memorial Fund	\$30.00
PCA Mill of International Falls	
For Pool Diving Board Replacement	\$500.00
Girls Basketball Playoff Charter Bus	\$500.00
Boys Basketball 2 Playoff Charter Buses	\$1000.00
Girls Hockey Playoff Charter Bus	\$500.00
Girls Hockey Boosters	
For Player Socks	\$194.00
Kerry Park Hockey Tournament	
For Volunteer Hockey Coach	\$3500.00
Mr. Pete Foundation	
Chromebooks for FES	\$9545.00
Anonymous Donor	
6 th -8 th Grade Planners	\$300.00
Falls Education Foundation	
Supplies for Golf Team	\$1000.00
Scheela Field Scoreboard Sponsorship	
TruStar Federal Credit Union	\$500.00
Epic Threads	\$250.00

Prom 2021 Donations

Align Chiropractic & Wellness Center	\$40.00
Borderland Insurance Agents	\$50.00

RESOLUTION FOR ACCEPTANCE OF GIFTS AND DONATIONS

Corrin Dental PLLC, Shorewood Dental	\$50.00
Family Chiropractic Center LTD	\$50.00
Friend's Garbage Service	\$150.00
Green Larson Mortuary Inc	\$50.00
Hoopman, Robin & Sandra	\$100.00
Meyers Glass, K & K Meyers Inc	\$50.00
Rainy Lake Chiropractic Clinic	\$25.00
Rainy Lake Houseboats	\$200.00
Shannon's Inc.	\$50.00
Up North Builders	\$200.00
Wenberg Transfer Inc	\$150.00
PCA	\$100.00
All Season Equipment	\$300.00
Rainy Lake Medical Center	\$150.00
Susie Braaten	\$25.00
Border Bank Employee Casual Friday Fund	\$100.00
Border Boost	\$20 Gift Card
Roche's Towing	Lift Use
Swanky on Rainy	Candy
Deana Lorenson	Posh Gift Basket
City Drug	Gift Basket
Sportsmen's Service	Purple Yeti Bottle
America's Best Value Inn & Suites	Hotel Room for DJ

Motion by _____, seconded by _____, to accept the gifts and donations.

The following voted in favor:

Voting against:

Whereupon, the resolution was declared adopted.

2021 - 2022 SCHOOL CALENDAR: VERSION B

MAY 2022							JUNE 2022							<i>May & June</i>	
Sun	M	T	W	T	F	Sat	Sun	M	T	W	T	F	Sat	May 30th:	NO SCHOOL - Memorial Day
										1	2	3	4	Jun 2nd:	LAST DAY OF CLASSES K-11
1	2	3	4	5	6	7	5	6	7	8	9	10	11	Jun 3 rd :	Last Day for Teachers
8	9	10	11	12	13	14	12	13	14	15	16	17	18	June 5th	Graduation Day
15	16	17	18	19	20	21	19	20	21	22	23	24	25		
22	23	24	25	26	27	28	26	27	28	29	30				
29	30	31													
Student Days:		21		Teacher Days:		21		Student Days:		2		Teacher Days:		3	

Total Student Days: 174 Total Teacher Work Days: 181
 Total Teacher Contract Days: 188

_____ introduced the following resolution and moved its adoption:

WHEREAS, Michelle Koenig is a probationary teacher in Independent District No. 361.

BE IT RESOLVED, by the School Board of Independent District No. 361 that pursuant to Minn. Stat. 122A.40, subd. 5 and the District Master Agreement, the teaching contract of Michelle Koenig, a probationary teacher in Independent District No. 361, shall be nonrenewed at the end of the 2020 -2021 school year effective June 30, 2021.

BE IT FURTHER RESOLVED, that written notice be sent to said teacher regarding the nonrenewal of the teacher's teaching contract.

VOTING RECORD

The motion for the adoption of the preceding resolution was duly seconded by _____ and upon vote being taken thereon,

the following voted in favor thereof,

the following voted against the same:

whereupon said resolution was declared duly passed and adopted on _____.

Independent School District #361

1515 11th Street, International Falls, MN 56649-2501 www.isd361.k12.mn.us

BOARD OF EDUCATION: Ted Saxton, Chairperson • Jennifer Windels, Vice-Chairperson • Toni Korpi, Clerk
Roxanne Skogstad-Ditsch, Treasurer • Emily McGonigle, Director • Bruce Raboin, Director • JoAnn Smith, Director

April 19, 2021

Mrs. Michelle Koenig
901 Riverside Drive
International Falls MN 56649

Dear Mrs. Koenig,

You are hereby notified that at the meeting of the School Board of Independent District No. 361 held on April 19, 2021, a resolution was adopted by a majority roll call vote to not renew your teaching contract for the 2021 – 2022 school year. Your employment will terminate at the end of the 2020 – 2021 school year effective June 30, 2021. Said action of the School Board is taken pursuant to Minn. Stat. 122A.40, subd. 5. and the District Master Agreement.

You may officially request the School Board give its reasons for the nonrenewal of your teaching contract. For your information, however, this action is being taken because your position during the 2020-2021 school year was to temporarily replace a teacher on a one year leave of absence.

Sincerely,

SCHOOL BOARD OF INDEPENDENT DISTRICT NO. 361

Clerk of the School Board

Kevin Grover, Superintendent	Ph: 218-283-2571 x1112	F-218-283-8104	kgrover@isd361.org
Tim Everson, FHS Principal	Ph: 218-283-2571 x1104	F-218-283-2384	teverson@isd361.org
Marc Glowack, Dean of Students	Ph: 218-283-2571 x1110	F-218-283-2384	mglowack@isd361.org
Bill Mason, Activities Director	Ph: 218-283-2571 x1138	F-218-283-2384	bmason@isd361.org
Melissa Tate, FES Principal	Ph: 218-283-2571 x1232	F-218-283-3133	mtate@isd361.org



_____ introduced the following resolution and moved its adoption:

WHEREAS, Cheyenne Korpi is a probationary teacher in Independent District No. 361.

BE IT RESOLVED, by the School Board of Independent District No. 361 that pursuant to Minn. Stat. 122A.40, subd. 5 and the District Master Agreement, the teaching contract of Cheyenne Korpi, a probationary teacher in Independent District No. 361, shall be nonrenewed at the end of the 2020 -2021 school year effective June 30, 2021.

BE IT FURTHER RESOLVED, that written notice be sent to said teacher regarding the nonrenewal of the teacher's teaching contract.

VOTING RECORD

The motion for the adoption of the preceding resolution was duly seconded by _____ and upon vote being taken thereon,

the following voted in favor thereof,

the following voted against the same:

whereupon said resolution was declared duly passed and adopted on _____.

Independent School District #361

1515 11th Street, International Falls, MN 56649-2501 www.isd361.k12.mn.us

BOARD OF EDUCATION: Ted Saxton, Chairperson • Jennifer Windels, Vice-Chairperson • Toni Korpi, Clerk
Roxanne Skogstad-Ditsch, Treasurer • Emily McGonigle, Director • Bruce Raboin, Director • JoAnn Smith, Director

April 19, 2021

Ms. Cheyenne Korpi
3649 County Road 21
International Falls MN 56649

Dear Ms. Korpi:

You are hereby notified that at the meeting of the School Board of Independent District No. 361 held on April 19, 2021, a resolution was adopted by a majority roll call vote to not renew your teaching contract for the 2021 – 2022 school year. Your employment will terminate at the end of the 2020 – 2021 school year effective June 30, 2021. Said action of the School Board is taken pursuant to Minn. Stat. 122A.40, subd. 5. and the District Master Agreement.

You may officially request the School Board give its reasons for the nonrenewal of your teaching contract. For your information, however, this action is being taken because of lack of pupils, financial limitations and discontinuance of the position added during the 2020-2021 school year.

Sincerely,

SCHOOL BOARD OF INDEPENDENT DISTRICT NO. 361

Clerk of the School Board

Kevin Grover, Superintendent	Ph: 218-283-2571 x1112	F-218-283-8104	kgrover@isd361.org
Tim Everson, FHS Principal	Ph: 218-283-2571 x1104	F-218-283-2384	teverson@isd361.org
Marc Glowack, Dean of Students	Ph: 218-283-2571 x1110	F-218-283-2384	mglowack@isd361.org
Bill Mason, Activities Director	Ph: 218-283-2571 x1138	F-218-283-2384	bmason@isd361.org
Melissa Tate, FES Principal	Ph: 218-283-2571 x1232	F-218-283-3133	mtate@isd361.org



_____ introduced the following resolution and moved its adoption:

WHEREAS, Jenesa Casareto is a probationary teacher in Independent District No. 361.

BE IT RESOLVED, by the School Board of Independent District No. 361 that pursuant to Minn. Stat. 122A.40, subd. 5 and the District Master Agreement, the teaching contract of Jenesa Casareto, a probationary teacher in Independent District No. 361, shall be nonrenewed at the end of the 2020 -2021 school year effective June 30, 2021.

BE IT FURTHER RESOLVED, that written notice be sent to said teacher regarding the nonrenewal of the teacher's teaching contract.

VOTING RECORD

The motion for the adoption of the preceding resolution was duly seconded by _____ and upon vote being taken thereon,

the following voted in favor thereof,

the following voted against the same:

whereupon said resolution was declared duly passed and adopted on _____.

Independent School District #361

1515 11th Street, International Falls, MN 56649-2501 www.isd361.k12.mn.us

BOARD OF EDUCATION: Ted Saxton, Chairperson • Jennifer Windels, Vice-Chairperson • Toni Korpi, Clerk
Roxanne Skogstad-Ditsch, Treasurer • Emily McGonigle, Director • Bruce Raboin, Director • JoAnn Smith, Director

April 19, 2021

Ms. Jenesa Casareto
1931 3rd Ave
International Falls MN 56649

Dear Ms. Casareto:

You are hereby notified that at the meeting of the School Board of Independent District No. 361 held on April 19, 2021, a resolution was adopted by a majority roll call vote to not renew your teaching contract for the 2021 – 2022 school year. Your employment will terminate at the end of the 2020 – 2021 school year effective June 30, 2021. Said action of the School Board is taken pursuant to Minn. Stat. 122A.40, subd. 5. and the District Master Agreement.

You may officially request the School Board give its reasons for the nonrenewal of your teaching contract. For your information, however, this action is being taken because of (lack of pupils, financial limitations and discontinuance of the position added during the 2020-2021 school year.

Sincerely,

SCHOOL BOARD OF INDEPENDENT DISTRICT NO. 361

Clerk of the School Board

Kevin Grover, Superintendent	Ph: 218-283-2571 x1112	F-218-283-8104	kgrover@isd361.org
Tim Everson, FHS Principal	Ph: 218-283-2571 x1104	F-218-283-2384	teverson@isd361.org
Marc Glowack, Dean of Students	Ph: 218-283-2571 x1110	F-218-283-2384	mglowack@isd361.org
Bill Mason, Activities Director	Ph: 218-283-2571 x1138	F-218-283-2384	bmason@isd361.org
Melissa Tate, FES Principal	Ph: 218-283-2571 x1232	F-218-283-3133	mtate@isd361.org



BA-2 at .57 FTE – Elementary Teacher

TEACHER CONTRACT FOR MINNESOTA PUBLIC SCHOOL DISTRICTS

The School Board of Independent School District No. 361 of the State of Minnesota, International Falls, Minnesota, enters into this Contract, pursuant to M.S. 122A.40, as amended, with Jenesa Casareto, a legally qualified licensed teacher who agrees to teach in the public schools of said District as Elementary Teacher for the school year 2021 to 2022.

The following provisions shall apply and are a part of this Contract:

1. **Basic Services:** Said teacher shall faithfully perform the services prescribed by the School Board, or its designated representative(s), whether or not such services are specifically described in this Contract, abide by the rules and regulations as established by the School Board and the State of Minnesota, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the School District as assigned in such grades or subjects for which the teacher has the necessary license.
2. **Duration:** This Contract is subject to the provisions of M.S. 122A.40, as amended, and to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge of teachers for cause. Thereafter, this Contract shall remain in full force and effect except if modified by mutual consent of the School Board and the teacher or unless terminated as provided by law, or by written resignation pursuant to M.S. 122A.40.
3. **Duty Year:** The teacher’s duty year and vacation days shall be as adopted by the School Board, and the teacher agrees to teach on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. In the event a duty day is lost due to any emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the School Board.
4. **Additional Services:** The School Board, or its designated representative(s), may assign the teacher to extra-curricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph 1. Said extra-curricular, co-curricular, or other assignments may be described in paragraph 6. of this Contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The School Board, or its designated representative(s), may make any additions or amendments during the duty year as shall be necessary. Said extra-curricular, co-curricular, or other assignments and compensation, if any, for such assignment shall not become a part of the teacher’s continuing contract rights unless the words, “continuing contract,” are recorded immediately following the assignment.
5. **Reference:** This Contract shall be subject to the agreement between the School District and the exclusive representative, if any, and the provisions of the Public Employment Labor Relations Act, as amended.
6. **Special Provisions:** *[insert any other contractual provisions].*

In addition, said teacher agrees to perform the following additional services for the additional salary indicated.

Additional Service	Additional Compensation
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____

7. In consideration thereof, the School Board agrees to pay said teacher the following annual salary:
 - \$ 25,122.00 For basic services*
 - \$ _____ For additional services as set forth in paragraph 6.
 - \$ 25,122.00 Total salary, exclusive of fringe benefits
 - Wage is based on the 2019-2021 L331 Contract BA-2 on FY2020-2021 Salary Schedule at a .57 FTE. Wage will be updated according to any new contract settlement for the fiscal year 2021-2022.

Such salary shall be paid as authorized and in such installments during the term of the year as may be determined by appropriate School Board regulation. This Contract shall be effective only after it has been authorized by the School Board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS WHEREOF, I have subscribed my signature this _____ day of _____, 20____.

IN WITNESS WHEREOF, we have subscribed our signatures this _____ day of _____, 20____.

Teacher

School Board Chair