

Regular School Board Meeting

Monday, July 19, 2021 5:00 PM

Falls Elementary Library, 1414 15th Ave, International Falls, MN 56649

Topic: School Board Regular Meeting

Time: Jul 19, 2021 05:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://isd361.zoom.us/j/86163606452?pwd=VktnUGFqcU90VVpGWmRzU0xqaVZlZz09>

Meeting ID: 861 6360 6452

Passcode: 186981

One tap mobile

+13126266799,,86163606452#,,,,*186981# US
(Chicago)

+19292056099,,86163606452#,,,,*186981# US (New York)

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+1 312 626 6799 US (Chicago)

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Meeting ID: 861 6360 6452

Passcode: 186981

Find your local number:

<https://isd361.zoom.us/u/kdr96URSQP>

CALL TO ORDER

1. Roll Call:

___ Toni Korpi

___ Emily McGonigle

___ Bruce Raboin

___ Ted Saxton

___ Roxanne Skogstad-Ditsch

JoAnn Smith

___ Jennifer Windels

___ Kevin Grover

2. Pledge of Allegiance

Approval of Agenda

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

Open Forum

1. Public Open Forum

Consent Agenda

1. Approve past meeting minutes for the regular school board meeting on June 21, 2021 and June 28, 2021
2. Approve current accounts payable due in the amount of \$935,830.
3. Approve payroll in the amount of \$497,435.97 for pay periods June 30th, July 2nd, and July 16th.
4. Accept resignation from Dan Zika, Assistant Boy's Track coach.
5. Approve FES Student Handbook for school year 2021-2022.
6. Receive FHS Student handbook for approval at the August 16th board meeting.
7. Approve Joint Powers Agreement between the City of International Falls and ISD 361 for a Joint Recreation Commission for the period of July 1, 2021 through September 30, 2021 to allow time for the two entities to review and propose updates to the Agreement.
8. Approve Athletic Director Services Agreement with the Recreation Commission for July 1, 2021 to June 30, 2022 in amount of \$20,078.42.
9. Second reading of School Board Policy #730 - Delinquent Meal Bad Debt.
10. Approve the Allocation of Unpaid Meal Debt Donation Procedure.
11. Approve food service account write off in amount of \$462 as of 6/30/2021.
12. Approve non financial agreement with Koochiching County Public Health and Human Resources for collaboration of services to students and families.
13. Approve PSEO and PSEO Concurrent Enrollment agreement with Mesabi Range College for the 2021-2022 school year.
14. Approve update to the At Will Employee Schedule effective July 1, 2021.
15. Approve PSEO contract with Rainy River Community College for the 2021-2022 school year.
16. Accept resignation from Kevin Erickson as Assistant Girls Hockey coach for the 2021-2022 season.

Action Items

1. Resolution Acceptance of Gifts and Donations. Motion by __, second by __. Motion carried / failed.
2. Resolution Adopting The School Districts FY2022-2023 Long Term Facilities Maintenance Ten Year Plan. Motion by ____, second by _____. Motion Carried / Failed.
3. Approve non-renewal of Jessica Crosby, Football Cheerleader Advisor, for the upcoming 2021-2022 Football Cheerleading season. Motion by ____,

second by _____. Motion carried / failed.

Committee and Administrative Reports

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

The meeting will be closed as permitted by Minnesota Statutes, section 13D.03 to discuss the Districts labor negotiation strategy related to negotiations with L4798, L510 and L331, and to conduct performance review of Superintendent, Kevin Grover. Motion by _____, second by _____. Motion carried / Failed _____

Reopen

1. Present summary statement of Superintendent's review.

Adjournment

REGULAR MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, June 21, 2021 at 5:00 p.m.
Meeting Held Via Zoom Meeting and in FHS Library

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

Approval of Agenda

1. Approve agenda as presented. Approve with modification: change consent agenda item 35 to from receive to approve and move receive LTFM plan to item #11. 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. Public Open Forum
2. ESSER III: Public comment opportunity; Superintendent Grover gave plan update, plan is open to public to provide input and questions.

Consent Agenda

Motion by Toni Korpi, then second by Emily McGonigle to approve consent agenda. 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 May 17, 2021.
2. Approve current accounts payable due in the amount of \$686,065.30.
3. Approve payroll in the amount of \$845,559.36 for pay periods May 21st, June 4th and June 18th.
4. Approve request from City of International Falls to use practice football field for 4th of July fireworks.
5. Approve hire of George McDonald as Industrial Arts Teacher at a .55 FTE for the school year 2021-2022.
6. Approve request by Track Boosters for an additional track coach with donation of \$1000 to hire Jay Boyle during the 2020-2021 season. Cost of wages and benefits are not to exceed \$1,000.
7. Approve request by Track Boosters for an additional track coach with donation of \$300 to hire Luke Zika during the 2020-2021 season. Cost of wages and benefits are not to exceed \$300.

REGULAR MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, June 21, 2021 at 5:00 p.m.
Meeting Held Via Zoom Meeting and in FHS Library

8. Accept resignation from Brittany Foss, Paraprofessional, effective June 3, 2021.
9. Approve hire of Karla Olson-Line as Hockey Cheerleader Advisor for the 2021-2022 season. This position is hired contingent upon the activity season being held during the 2021-2022 school year. Payment of wages may be prorated based upon whether the season is cut short due to COVID.
10. Approve hire of Lori Potter as Basketball Cheerleader Advisor for the 2021-2022 season. This position is hired contingent upon the activity season being held during the 2021-2022 school year. Payment of wages may be prorated based upon whether the season is cut short due to COVID.
11. Receive 10 year Long Term Facility Maintenance Plan (LTFM), LTFM expenditure report and LTFM revenue report for approval at the July board meeting.
12. Receive FES Student Handbook for FY2021-2022 for approval at the July school board meeting.
13. Approve write off of bad debt in the amount of \$890 against Fund 04 - Community Education.
14. First reading of School Board Policy #730 - Delinquent Meal Bad Debt.
15. Approve FES furniture purchase from Premier Furniture in the amount \$53,604 include shipping/handling.
16. Approve insurance renewal with insurance broker Marsh & McLennan Agency, LLC (MMA) for property and general liability at \$89,158.47; cyber liability at \$4,375 and workers compensation at \$48,003.
17. Approve updates to vision, mission and belief statements.
18. Accept Q-Comp annual report.
19. Approve Backus lease agreement from August 1, 2021 to July 30, 2022.
20. Approve membership to MSBA for the 2021-2022 school year.
21. Acknowledge email from Chris Zahn, President of Bronco Bass Fishing, to discontinue the school districts sponsorship of the program.
22. Approve agreement with Interquest Detection Canines for the school year 2021-2022.
23. Approve Accounting and Financials Procedures Manual.
24. Approve the final FY2020-2021 fund 01 revenue budget in the amount of \$13,463,966 and expense budget in the amount of \$14,122,568.
25. Approve the final FY2020-2021 fund 11 donations tentative revenue budget in amount of \$150,000 and expense budget in the amount of \$150,000.
26. Approve the final FY2021-2022 fund 01 tentative revenue budget in amount of \$12,460,848 and expense budget in the amount of \$13,374,785.
27. Approve the final FY2021-2022 fund 11 donations tentative revenue budget in amount of \$150,000 and expense budget in the amount of \$150,000.
28. Approve the final FY2020-2021 fund 02 food service revenue budget in amount of \$500,696 and expense budget in amount of \$533,638.
29. Approve the final FY2021-2022 fund 02 - food service tentative revenue budget in the amount of \$509,156 and expense budget in the amount of \$530,254.

REGULAR MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, June 21, 2021 at 5:00 p.m.
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30. Approve the final FY2021-2022 fund 04 - community education tentative revenue budget in the amount of \$383,047 and expense budget in the amount of \$405,010.
31. Approve the final FY2020-2021 fund 04 - community education revenue budget in the amount of \$378,433 and expense budget in the amount of \$417,326.
32. Approve the final FY2020-2021 fund 06 - construction fund revenue in amount of \$375 and expense budget in the amount of \$1,156,413.
33. Approve the final FY2020-2021 fund 07 - debt service revenue in amount of \$290,924 and expense budget in amount of \$1,254,513.
34. Approve the final FY2021-2022 fund 07- debt service tentative revenue in the amount of \$499,783 and expense budget in the amount of \$520,220.
35. Approve the final FY2020-2021 fund 18 - custodial fund revenue in the amount of \$820 and expense budget in the amount of \$5,250.
36. Receive Approve the final FY2021-2022 fund 18 - custodial fund tentative revenue in the amount of \$1,000 and expense budget in the amount of \$5,250.
37. Renew prime vendor contract with to US Food Service for the 2021-2022 school year.

Action Items

1. Resolution Acceptance of Gifts and Donations. Motion by __, second by __. Motion carried / failed.
approve. Motion by Jennifer Windels, then second by Toni Korpi. 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. Receive evaluation form for Superintendent, Kevin Grover.
3. Approve resolution for membership in the MSHSL for the 2021-2022 school year. Motion by __, second by __. Motion carried / failed
watched video; approved. Motion by Toni Korpi, then second by Bruce Raboin. 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

Committee and Administrative Reports

1. Melissa Tate, Elementary Principal – gave update on enrollment, end of year carnival, preschool and kindergarten graduation, summer school and summer preschool.
2. Tim Everson, Secondary Principal – report given by Superintendent Kevin Grover: gave report on enrollment, technology collection went well, summer school update and FHS closed majority of July due to electrical grid update.
3. Kevin Grover, Superintendent: Extended thank you for graduation day success; asked board for direction on continue providing meetings via a zoom link option; legal postings will be posted to website due to newspaper closing; Monday June 28th Special Board Meeting at 5:00 pm; July 19th Regular meeting will be held at FES Library;
4. Committee Reports:
 - 4.a. Community Education Advisory Board – no report.

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REGULAR MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, June 21, 2021 at 5:00 p.m.
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4.b. Recreation Commission: Toni Korpi reported in need of Lifeguards; JPA renewal is being reviewed.

Closed Session

The meeting will be closed as permitted by Minnesota Statutes, section 13D.03 to discuss the Districts labor negotiation strategy related to negotiations with L4798, L510 and L331

Close session at 5:57 pm. Motion by Jennifer Windels, then second by Roxanne Skogstad-Ditsch. 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

Adjournment

Motion by Roxanne Skogstad-Ditsch second by Toni Korpi to reopen and adjourn meeting at 6:15 pm.

Approved Minutes:

District Clerk

Date

Board Chair

Date

SPECIAL MEETING MINUTES
SPECIAL MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, June 28, 2021 at 5:00 p.m.
Meeting Held Via Zoom Meeting and in FHS Library

CALL TO ORDER

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

2. Pledge of Allegiance

Approval of Agenda

1. Approve agenda as presented. Motion by Jennifer Windels, then second by Roxanne Skogstad-Ditsch. Motion Carried.

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

Budget Discussion

1. Budget discussion.
 - a. Reviewed ESSER documents, Brainstorm list, Ideas for programs, projects,
 - b. Discussed budget in terms of if there was no ESSER funds
 - c. Reviewed 2021 Session: House Ways and Means Committee: DRAFT HF 1065 K12 Omnibus Education Bill and District Budget.
 - d. Discussed Strategic Plan

Adjournment

Motion by Roxanne Skogstad-Ditsch, then second by Emily McGonigle to adjourn at 7:12 pm.
Motion Carried.

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

Approved Minutes:

District Clerk

Date

Board Chair

Date

Payables Summary
July 19, 2021

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201124218	AFSCME Council 65	6/18/2021	20210618ADAF	Payroll accrual	0	\$ 889.06
	AFSCME Council 65	6/18/2021	20210618ADAF	Payroll accrual	0	\$ 349.25
	AFSCME Council 65	6/18/2021	20210618ADAF	Payroll accrual	0	\$ 12.97
	AFSCME Council 65	6/18/2021	20210618ADAF	Payroll accrual	0	\$ 16.00
	AFSCME Council 65	6/18/2021	20210618ADAF	Payroll accrual	0	\$ 11.67
	AFSCME Council 65	6/18/2021	20210618ADAF	Payroll accrual	0	\$ 0.33
201124219	AFT Local #331	6/18/2021	20210618ADDI	Payroll accrual	0	\$ 3,027.86
	AFT Local #331	6/18/2021	20210618ADDI	Payroll accrual	0	\$ 93.66
201124220	ND Child Support Division	6/18/2021	20210618ADCS	Child Support	0	\$ 276.93
201124221	Para Local #4798	6/18/2021	20210618ADDI	Payroll accrual	0	\$ 1.13
	Para Local #4798	6/18/2021	20210618ADDI	Payroll accrual	0	\$ 0.03
201124240	Bahr, Hollie	6/22/2021	Ella Jefferis-	Bal Senior Lunch Account Refund	0	\$ 17.84
201124241	Hielsher, Sarah	6/22/2021	Ashton Hielsche	Senior Lunch Account Refund	0	\$ 35.90
201124242	Holm, Tom	6/22/2021	Thomas Holm	Senior Lunch Account Refund	0	\$ 44.80
201124243	Klocek, Tracey	6/22/2021	Jocelyn Klocek	Senior Lunch Account Refund	0	\$ 40.60
201124244	Lorenson, Deana	6/22/2021	Madilyn Lorens	Senior Lunch Account Refund	0	\$ 24.78
201124245	Mann, Mary Ann	6/22/2021	Charli Mann	Senior Lunch Account Refund	0	\$ 45.65
201124246	Marcotte, Melissa	6/22/2021	Max Marcotte	Senior Lunch Account Refund	0	\$ 18.50
201124247	Mason, William	6/22/2021	Myles Mason	Senior Lunch Account Refund	0	\$ 20.65
201124248	Maxwell, Arlys	6/22/2021	Jack Maxwell	Senior Lunch Account Refund	0	\$ 12.65
201124249	Northwest Technical College	6/22/2021	Larson 2021	Scholarships for Riley Larson Carl & Josie Breske Scholarship 2021 - Riley Larson	0	\$ 500.00
201124249	Northwest Technical College	6/22/2021	Larson 2021	Scholarships for Riley Larson Carl & Josie Breske Scholarship 2021 - Riley Larson	0	\$ 750.00
201124250	Peterson, VAL	6/22/2021	Will Peterson	Senior Lunch Acct Refund	0	\$ 14.25
201124251	RAINY RIVER COMMUNITY COLLEG	6/22/2021	Wilson	Richard Williams Scholarship 2021 - Gavin Wilson	0	\$ 1,500.00
201124252	Slatinski, BethAnne	6/22/2021	John Slatinski V	Senior Lunch Acct Refund	0	\$ 23.75
201124253	Sutherland, Joseph	6/22/2021	Holden Sutherl	Senior Lunch Acct Refund	0	\$ 19.46

Payables Summary
July 19, 2021

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201124254	Zirups, Katrina	6/22/2021	Katrina Zirups	Senior Lunch Acct Refund	0	\$ 11.50
201124255	COMMITTEE FOR CHILDREN	6/24/2021	2021089	Summer preschool	1302100410	\$ 2,096.97
201124256	FRONTIER	6/24/2021	61621	Monthly Telephone Service	8102100015	\$ 36.11
	FRONTIER	6/24/2021	61621	Monthly Telephone Service	8102100015	\$ 867.77
	FRONTIER	6/24/2021	61621	Monthly Telephone Service	8102100015	\$ 11.75
	FRONTIER	6/24/2021	61621	Monthly Telephone Service	8102100015	\$ 39.24
201124257	Gearhart's Floral & Gifts	6/24/2021	60621	FLOWERS AND BALLOONS FOR GRADUATION 2021	3002100113	\$ 841.50
201124258	GUARDIAN PEST CONTROL INC	6/24/2021	2250299	Pest Control Service	8102100030	\$ 64.65
201124259	HAWKINS INC	6/24/2021	4955998	Pool Chemicals	8102100044	\$ 1,047.63
201124260	Marco Technologies LLC	6/24/2021	88399879	Bus Office Copy Per Copy	1102100005	\$ 46.31
	Marco Technologies LLC	6/24/2021	8840659	Guid Office Cost per Copy	7102100000	\$ 36.09
	Marco Technologies LLC	6/24/2021	8691414	Toner (Ordered by Mike)	0	\$ 175.39
201124261	Marco Technologies LLC	6/24/2021	445945991	FES; Color Copier and FHS; Mailroom Copier	3002100004	\$ 586.71
201124261	Marco Technologies LLC	6/24/2021	445945991	FES; Color Copier and FHS; Mailroom Copier	3002100004	\$ 914.07
201124262	MF ATHLETIC COMPANY	6/24/2021	168156	Track Vaulting Pole Tips	2922100042	\$ 112.95
201124263	MIDCONTINENT COMMUNICATION	6/24/2021	61621	New Internet Start Up at Baseball Field	0	\$ 490.27
201124264	MN HISTORICAL SOCIETY	6/24/2021	25117	FALLS ED. FOUNDATION LISA W.	3002100123	\$ 171.95
201124265	MN POWER	6/24/2021	61121	Electricity Bill	8102100037	\$ 509.56
	MN POWER	6/24/2021	61121	Electricity Bill	8102100037	\$ 1,368.80
	MN POWER	6/24/2021	61121	Electricity Bill	8102100037	\$ 2,242.09
	MN POWER	6/24/2021	61121	Electricity Bill	8102100037	\$ 5,697.02
	MN POWER	6/24/2021	61121	Electricity Bill	8102100037	\$ 6,726.28
	MN POWER	6/24/2021	61121	Electricity Bill	8102100037	\$ 127.17
201124266	RPM Athletics LLC	6/24/2021	3789	Track & Field Girls Vaulting Poles	2922100040	\$ 277.20
	RPM Athletics LLC	6/24/2021	3789	Track & Field Girls Vaulting Poles	2922100040	\$ 301.00
201124267	TechCheck	6/24/2021	44120	Netgear (PO #6052200000)	0	\$ 66.61
	TechCheck	6/24/2021	44046	New Phone System Eqp (PO	0	\$ 14,016.28

Payables Summary
July 19, 2021

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
				#6052200000)		
201124268	CAPTURE YOUR MOMENT	6/29/2021	62321	2021 Graduation Photos	0	\$ 1,375.00
201124269	JOSTENS INC	6/29/2021	1247191	2021 Yearbooks	0	\$ 3,225.60
201124270	KANTOR ELECTRIC INC	6/29/2021	16514	light bulbs for FES	8102100192	\$ 87.90
	KANTOR ELECTRIC INC	6/29/2021	16517	Lighting repair WEE room 102	8102100213	\$ 575.85
	KANTOR ELECTRIC INC	6/29/2021	16279	Emergency Boiler Pump Repair	0	\$ 97.00
	KANTOR ELECTRIC INC	6/29/2021	16097	Labor to repair Warranty Light Fixture	0	\$ 97.00
201124271	MN GRADUATE SERVICES LTD	6/29/2021	100	4 Diploma Inserts	0	\$ 22.64
	MN GRADUATE SERVICES LTD	6/29/2021	95	1 Diploma Insert	0	\$ 20.00
201124272	MN POWER	6/29/2021	061121-1	Boswell Plan Adjustment (We were over credited)	0	\$ 294.57
201124273	SAFE SITTER INC	6/29/2021	64268	Safe Sitter Course April/May classes	5002100029	\$ 568.00
201124274	Teacher Geek	6/29/2021	15392	FES Supplies	1302100355	\$ 7,199.98
201124275	Woodcraft	6/29/2021	3102656	Laguna Cyclone, Bandsaw & Stand	2552100010	\$ 69.99
201124276	AFT Local #331	6/25/2021	20210625ADDL	Payroll accrual	0	\$ 3,027.23
	AFT Local #331	6/25/2021	20210625ADDL	Payroll accrual	0	\$ 93.66
	AFT Local #331	6/25/2021	20210625BDDL	Payroll accrual	0	\$ (5.14)
	AFT Local #331	6/25/2021	20210625BDDL	Payroll accrual	0	\$ (0.18)
	AFT Local #331	6/25/2021	20210625CDDL	Payroll accrual	0	\$ 0.03
201124277	CXTec	6/30/2021	7097155	Supplies	6052100118	\$ 6,513.59
201124278	GOPHER SPORT	6/30/2021	38811	PHY ED. EQUIPMENT-J KOENIG	2402100001	\$ 775.95
201124279	HAWKINS INC	6/30/2021	4966782	Pool Chemicals	0	\$ 50.70
201124280	PEPPER JW & SON INC	6/30/2021	363418342	Band music 5/6 Grade Bands	2582100007	\$ 47.00
201124281	RAINY RIVER COMMUNITY COLLEG	6/30/2021	51521	Spring 2021 PSEO Tuition	0	\$ 76,102.40
201124282	Shred-N-Go	6/30/2021	120408	Confidential Shredding	1102100056	\$ 273.00
201124283	WATER DEPT	6/30/2021	62021	Water Usage	8102100062	\$ 407.43
	WATER DEPT	6/30/2021	62021	Water Usage	8102100062	\$ 1,238.45
	WATER DEPT	6/30/2021	62021	Water Usage	8102100062	\$ 1,126.15
	WATER DEPT	6/30/2021	62021	Water Usage	8102100062	\$ 52.51
201124284	Johnson, Norma	6/30/2021	Riley Sether	Camp Invention Refund	0	\$ 140.00

Payables Summary
July 19, 2021

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201124285	LaVigne, Terri-Lee	6/30/2021	Harper	Camp Invention Refund	0	\$ 140.00
201124286	Lyman, Lori	6/30/2021	Greta & Gabe	Camp Invention Refund	0	\$ 280.00
201124287	Morrison, Jeanmarie	6/30/2021	Alice & Sadie	Lunch Account Refund	0	\$ 139.10
201124288	Willett, Elizabeth	6/30/2021	Henry	Camp Invention Refund	0	\$ 140.00
201124289	ND Child Support Division	7/2/2021	20210702ADCS	Child Support	0	\$ 276.93
201124290	Madison National Life	7/1/2021	1449000	July Life Premium	0	\$ 1,658.70
	Madison National Life	7/1/2021	1448999	July LTD Premium	0	\$ 151.22
201124291	MESPA (MN Elem. School Principal	7/1/2021	12137	Membership renewal Melissa Tate	0	\$ 689.00
	MESPA (MN Elem. School Principal	7/1/2021	12137	Membership renewal Melissa Tate	0	\$ 235.00
	MESPA (MN Elem. School Principal	7/1/2021	12137	Membership renewal Melissa Tate	0	\$ 10.00
201124292	NCPERS Group Life Ins.	7/1/2021	1.64913E+11	July 2021 Premium	0	\$ 128.00
201124293	Align Chiropractic & Wellness Cent	7/9/2021	1024-C01	DOT Physical (M.T)	0	\$ 95.00
201124294	AT & T Mobility	7/9/2021	7032021	IT Dir. Phone and Bus WI-FI	1102100000	\$ 114.69
	AT & T Mobility	7/9/2021	7032021	IT Dir. Phone and Bus WI-FI	1102100000	\$ 49.65
	AT & T Mobility	7/9/2021	7032021	IT Dir. Phone and Bus WI-FI	1102100000	\$ 1,216.86
201124295	BORDERBOXES	7/9/2021	144278	Supplies	6052100121	\$ 11.75
201124296	FRIENDS GARBAGE SERVICE, LLC	7/9/2021	9230087	Garbage Removal	0	\$ 1,874.34
201124297	GRINDALL, DOUGLAS	7/9/2021	43021	FY21 Dog Obedience Class	0	\$ 450.00
201124298	ISD #709	7/9/2021	1002200037	FY21 Student Tuition	0	\$ 22,482.68
201124299	KRUEGER, KENNETH	7/9/2021	63021	Apr-June Tae-Kwon-Do Instructor	0	\$ 425.00
201124300	LAKESHORE LEARNING MATERIALS	7/9/2021	2712150621	FES FEF (Eldien)	1302100403	\$ 184.98
	LAKESHORE LEARNING MATERIALS	7/9/2021	2712140621	FES FEF (LaVigne)	1302100389	\$ 289.94
201124301	MANNCO TRUCKING INC	7/9/2021	194766	Oil Filter	7602100036	\$ 39.08
201124302	MN ENERGY RESOURCES CORP	7/9/2021	62821	Natural Gas Services	8102100036	\$ 699.99
	MN ENERGY RESOURCES CORP	7/9/2021	62821	Natural Gas Services	8102100036	\$ 700.38
	MN ENERGY RESOURCES CORP	7/9/2021	62821	Natural Gas Services	8102100036	\$ 233.49
201124303	RAINY LAKE MEDICAL CENTER	7/9/2021	3709	OT/PT & Speech Services	1102100008	\$ 1,555.96
	RAINY LAKE MEDICAL CENTER	7/9/2021	3709	OT/PT & Speech Services	1102100008	\$ 465.77
	RAINY LAKE MEDICAL CENTER	7/9/2021	3709	Speech Services	1102100008	\$ 1,319.04

Payables Summary
July 19, 2021

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201124304	REALLY GOOD STUFF INC	7/9/2021	7588405	FES Supplies (Eldien)	1302100405	\$ 216.72
201124305	SCHOOL SPECIALTY	7/9/2021	2.08128E+11	FES FEF (Wood)	1302100392	\$ 358.92
201124306	THE JOURNAL	7/9/2021	63021	Advertising Local Newspaper	1102100019	\$ 275.96
201124307	Align Chiropractic & Wellness Cent	7/9/2021	1038-C01	DOT Physical (K.S)	0	\$ 95.00
201124308	Bond Trust Services Corp.	7/9/2021	65009	General Bonds Interest	0	\$ 27,675.00
	Bond Trust Services Corp.	7/9/2021	65010	Arena Bond Interest	0	\$ 39,750.00
	Bond Trust Services Corp.	7/9/2021	64084	Bond Agent Fee	0	\$ 475.00
201124309	CITIZENS FOR BACKUS	7/9/2021	Jul-21	ALC Lease Agreement	3002200000	\$ 722.60
201124310	MIDCONTINENT COMMUNICATION	7/9/2021	62721	ALC Phone & Data	3002200001	\$ 149.66
201124313	MENARDS	7/14/2021	54529	Menards Blanket	8102100139	\$ 11.99
	MENARDS	7/14/2021	54520	Solder	8102100139	\$ 17.99
	MENARDS	7/14/2021	54516	Coupling	8102100139	\$ 11.99
201124314	POMP'S TIRE SERVICE	7/14/2021	530109141	School Bus tires, mounting & balancing.	7602100044	\$ 879.96
201124315	ROCHESTER TELECOM SYSTEMS IN	7/14/2021	8550	Long Distance Phone Calls	8102100042	\$ 38.91
	ROCHESTER TELECOM SYSTEMS IN	7/14/2021	8550	Long Distance Phone Calls	8102100042	\$ 38.91
201124316	Annie's Frozen Yogurt	7/20/2021	24999	Frozen Yogurt	7702200000	\$ 100.00
201124317	Aviben	7/20/2021	19553	403b Third Party Admin Svc	1102200006	\$ 166.93
201124318	Marco Technologies LLC	7/20/2021	447727397	Comm Ed; Minolta C458 Copier	5002200000	\$ 250.81
	Marco Technologies LLC	7/20/2021	447726829	FHS; B & W Copy Machine 754E	3002200002	\$ 1,675.09
	Marco Technologies LLC	7/20/2021	447727124	Printer in Business Classroom	3002200003	\$ 126.85
201124319	MN TELECOMMUNICATIONS	7/20/2021	7509	Monthly Broadband Services	6052200003	\$ 1,512.50
201124320	POSTMASTER	7/20/2021	62021	Bulk Mailing Permit #67	1102200007	\$ 245.00
201124321	THYSSENKRUPP ELEVATOR	7/20/2021	214.83	Quarterly Elevator Oil & Grease	8102200009	\$ 214.83
202001590	Aviben	6/18/2021	20210618ADTS	Payroll accrual	0	\$ 119.23
	Aviben	6/18/2021	20210618ADTS	Payroll accrual	0	\$ 196.14
	Aviben	6/18/2021	20210618ADTS	Payroll accrual	0	\$ 334.23
	Aviben	6/18/2021	20210618ADTS	Payroll accrual	0	\$ 2,612.53
	Aviben	6/18/2021	20210618ADTS	Payroll accrual	0	\$ 46.15
	Aviben	6/18/2021	20210618ADTS	Payroll accrual	0	\$ 2,236.81
	Aviben	6/18/2021	20210618ADTS	Payroll accrual	0	\$ 430.77
	Aviben	6/18/2021	20210618ADTS	Payroll accrual	0	\$ 280.78

Payables Summary
July 19, 2021

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Aviben	6/18/2021	20210618ADTS	Payroll accrual	0	\$ 700.70
	Aviben	6/18/2021	20210618ADTS	Payroll accrual	0	\$ 65.45
	Aviben	6/18/2021	20210618ADTS	Payroll accrual	0	\$ 250.00
	Aviben	6/18/2021	20210618ADTS	Payroll accrual	0	\$ 2,738.52
	Aviben	6/18/2021	20210618ADTS	Payroll accrual	0	\$ 65.38
	Aviben	6/18/2021	20210618AFTS	TSA Benefit	0	\$ 92.30
	Aviben	6/18/2021	20210618AFTS	TSA Benefit	0	\$ 196.14
	Aviben	6/18/2021	20210618AFTS	TSA Benefit	0	\$ 142.29
	Aviben	6/18/2021	20210618AFTS	TSA Benefit	0	\$ 1,168.94
	Aviben	6/18/2021	20210618AFTS	TSA Benefit	0	\$ 46.15
	Aviben	6/18/2021	20210618AFTS	TSA Benefit	0	\$ 475.60
	Aviben	6/18/2021	20210618AFTS	Payroll accrual	0	\$ 111.53
	Aviben	6/18/2021	20210618AFTS	TSA Benefit	0	\$ 46.15
	Aviben	6/18/2021	20210618AFTS	TSA Benefits	0	\$ 283.07
	Aviben	6/18/2021	20210618AFTS	TSA Benefit	0	\$ 65.45
	Aviben	6/18/2021	20210618AFTS	TSA Benefit	0	\$ 65.38
	Aviben	6/18/2021	20210618AFTS	TSA Benefit	0	\$ 718.80
	Aviben	6/18/2021	20210618AFTS	TSA Benefit	0	\$ 65.38
202001591	Empower Retirement	6/18/2021	20210618ADDE	Payroll accrual	0	\$ 310.00
	Empower Retirement	6/18/2021	20210618ADDE	Payroll accrual	0	\$ 20.00
	Empower Retirement	6/18/2021	20210618ADG-	Payroll accrual	0	\$ 0.02
	Empower Retirement	6/18/2021	20210618ADG-	Payroll accrual	0	\$ 0.05
	Empower Retirement	6/18/2021	20210618AFDE	Deferred Comp 457 Benefit	0	\$ 0.02
	Empower Retirement	6/18/2021	20210618AFDE	Deferred Comp 457 Benefit	0	\$ 0.05
	Empower Retirement	6/18/2021	20210618AFHC	HCSP	0	\$ 2,761.57
	Empower Retirement	6/18/2021	20210618AFHC	HCSP	0	\$ 83.82
202001592	Internal Revenue Service	6/18/2021	20210618ADFI	Payroll accrual	0	\$ 19,868.10
	Internal Revenue Service	6/18/2021	20210618ADFI	Payroll accrual	0	\$ 568.77
	Internal Revenue Service	6/18/2021	20210618ADFI	Payroll accrual	0	\$ 654.68
	Internal Revenue Service	6/18/2021	20210618ADFT	Payroll accrual	0	\$ 385.00
	Internal Revenue Service	6/18/2021	20210618ADFT	Payroll accrual	0	\$ 89.09
	Internal Revenue Service	6/18/2021	20210618ADFT	Payroll accrual	0	\$ 23,397.24
	Internal Revenue Service	6/18/2021	20210618ADFT	Payroll accrual	0	\$ 730.38

Payables Summary
July 19, 2021

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Internal Revenue Service	6/18/2021	20210618ADFT	Payroll accrual	0	\$ 412.66
	Internal Revenue Service	6/18/2021	20210618ADM	Payroll accrual	0	\$ 4,646.60
	Internal Revenue Service	6/18/2021	20210618ADM	Payroll accrual	0	\$ 133.00
	Internal Revenue Service	6/18/2021	20210618ADM	Payroll accrual	0	\$ 153.11
	Internal Revenue Service	6/18/2021	20210618AFFIC	FICA Benefit	0	\$ 19,868.10
	Internal Revenue Service	6/18/2021	20210618AFFIC	FICA Benefit	0	\$ 568.77
	Internal Revenue Service	6/18/2021	20210618AFFIC	FICA Benefit	0	\$ 654.68
	Internal Revenue Service	6/18/2021	20210618AFMI	Medicare Benefit	0	\$ 4,646.60
	Internal Revenue Service	6/18/2021	20210618AFMI	Medicare Benefit	0	\$ 133.00
	Internal Revenue Service	6/18/2021	20210618AFMI	Medicare Benefit	0	\$ 153.11
202001593	MINNESOTA REVENUE	6/18/2021	20210618ADSI	Payroll accrual	0	\$ 60.00
	MINNESOTA REVENUE	6/18/2021	20210618ADSI	Payroll accrual	0	\$ 20.00
	MINNESOTA REVENUE	6/18/2021	20210618ADSI	Payroll accrual	0	\$ 11,253.27
	MINNESOTA REVENUE	6/18/2021	20210618ADSI	Payroll accrual	0	\$ 344.69
	MINNESOTA REVENUE	6/18/2021	20210618ADSI	Payroll accrual	0	\$ 237.71
	MINNESOTA REVENUE	6/18/2021	20210618ADSI	Payroll accrual	0	\$ 68.40
202001594	MN Teachers Retirement Associati	6/18/2021	20210618ADTR	Payroll accrual	0	\$ 14,548.85
	MN Teachers Retirement Associati	6/18/2021	20210618ADTR	Payroll accrual	0	\$ 557.31
	MN Teachers Retirement Associati	6/18/2021	20210618ADTR	Payroll accrual	0	\$ 27.39
	MN Teachers Retirement Associati	6/18/2021	20210618AFTR	TRA Benefit	0	\$ 15,770.90
	MN Teachers Retirement Associati	6/18/2021	20210618AFTR	TRA Benefit	0	\$ 604.12
202001594	MN Teachers Retirement Associati	6/18/2021	20210618AFTR	TRA Benefit	0	\$ 29.69
202001595	Public Employees Retirement Asso	6/18/2021	20210618ADD	Payroll accrual	0	\$ 30.00
	Public Employees Retirement Asso	6/18/2021	20210618ADPE	Payroll accrual	0	\$ 6,536.62
	Public Employees Retirement Asso	6/18/2021	20210618ADPE	Payroll accrual	0	\$ 125.14
	Public Employees Retirement Asso	6/18/2021	20210618ADPE	Payroll accrual	0	\$ 662.80
	Public Employees Retirement Asso	6/18/2021	20210618ADPE	Payroll accrual	0	\$ -
	Public Employees Retirement Asso	6/18/2021	20210618AFDC	DCP Benefit	0	\$ 30.00
	Public Employees Retirement Asso	6/18/2021	20210618AFPE	PERA Benefit	0	\$ 7,542.30
	Public Employees Retirement Asso	6/18/2021	20210618AFPE	PERA Benefit	0	\$ 144.39
	Public Employees Retirement Asso	6/18/2021	20210618AFPE	PERA Benefit	0	\$ 764.77
	Public Employees Retirement Asso	6/18/2021	20210618AFPE	Payroll accrual	0	\$ -
202001596	Aviben	6/25/2021	20210625ADTS	Payroll accrual	0	\$ 119.23

Payables Summary
July 19, 2021

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Aviben	6/25/2021	20210625ADTS	Payroll accrual	0	\$ 196.14
	Aviben	6/25/2021	20210625ADTS	Payroll accrual	0	\$ 46.15
	Aviben	6/25/2021	20210625ADTS	Payroll accrual	0	\$ 2,322.28
	Aviben	6/25/2021	20210625ADTS	Payroll accrual	0	\$ 46.15
	Aviben	6/25/2021	20210625ADTS	Payroll accrual	0	\$ 2,236.77
	Aviben	6/25/2021	20210625ADTS	Payroll accrual	0	\$ 430.77
	Aviben	6/25/2021	20210625ADTS	Payroll accrual	0	\$ 84.78
	Aviben	6/25/2021	20210625ADTS	Payroll accrual	0	\$ 640.70
	Aviben	6/25/2021	20210625ADTS	Payroll accrual	0	\$ 65.38
	Aviben	6/25/2021	20210625ADTS	Payroll accrual	0	\$ 100.00
	Aviben	6/25/2021	20210625ADTS	Payroll accrual	0	\$ 2,453.86
	Aviben	6/25/2021	20210625ADTS	Payroll accrual	0	\$ 65.38
	Aviben	6/25/2021	20210625AFTS	TSA Benefit	0	\$ 92.30
	Aviben	6/25/2021	20210625AFTS	TSA Benefit	0	\$ 196.14
	Aviben	6/25/2021	20210625AFTS	TSA Benefit	0	\$ 46.15
	Aviben	6/25/2021	20210625AFTS	TSA Benefit	0	\$ 938.18
	Aviben	6/25/2021	20210625AFTS	TSA Benefit	0	\$ 46.15
	Aviben	6/25/2021	20210625AFTS	TSA Benefit	0	\$ 475.56
	Aviben	6/25/2021	20210625AFTS	Payroll accrual	0	\$ 111.53
	Aviben	6/25/2021	20210625AFTS	TSA Benefit	0	\$ 46.15
	Aviben	6/25/2021	20210625AFTS	TSA Benefits	0	\$ 223.06
	Aviben	6/25/2021	20210625AFTS	TSA Benefit	0	\$ 65.38
	Aviben	6/25/2021	20210625AFTS	TSA Benefit	0	\$ 65.38
	Aviben	6/25/2021	20210625AFTS	TSA Benefit	0	\$ 622.77
	Aviben	6/25/2021	20210625AFTS	TSA Benefit	0	\$ 65.38
202001597	Empower Retirement	6/25/2021	20210625ADDE	Payroll accrual	0	\$ 130.00
	Empower Retirement	6/25/2021	20210625AFHC	HCSP	0	\$ 2,468.47
	Empower Retirement	6/25/2021	20210625AFHC	HCSP	0	\$ 76.92
202001598	Internal Revenue Service	6/25/2021	20210625ADFI	Payroll accrual	0	\$ 9,765.35
	Internal Revenue Service	6/25/2021	20210625ADFI	Payroll accrual	0	\$ 304.34
	Internal Revenue Service	6/25/2021	20210625ADFT	Payroll accrual	0	\$ 360.00
	Internal Revenue Service	6/25/2021	20210625ADFT	Payroll accrual	0	\$ 13,627.76
	Internal Revenue Service	6/25/2021	20210625ADFT	Payroll accrual	0	\$ 385.98

Payables Summary
July 19, 2021

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Internal Revenue Service	6/25/2021	20210625ADM	Payroll accrual	0	\$ 2,283.82
	Internal Revenue Service	6/25/2021	20210625ADM	Payroll accrual	0	\$ 71.18
	Internal Revenue Service	6/25/2021	20210625AFFIC	FICA Benefit	0	\$ 9,765.35
	Internal Revenue Service	6/25/2021	20210625AFFIC	FICA Benefit	0	\$ 304.34
	Internal Revenue Service	6/25/2021	20210625AFMI	Medicare Benefit	0	\$ 2,283.82
	Internal Revenue Service	6/25/2021	20210625AFMI	Medicare Benefit	0	\$ 71.18
202001599	MINNESOTA REVENUE	6/25/2021	20210625ADSI	Payroll accrual	0	\$ 60.00
	MINNESOTA REVENUE	6/25/2021	20210625ADSI	Payroll accrual	0	\$ 6,465.22
	MINNESOTA REVENUE	6/25/2021	20210625ADSI	Payroll accrual	0	\$ 192.90
202001600	MN Teachers Retirement Associati	6/25/2021	20210625ADTR	Payroll accrual	0	\$ 12,441.59
	MN Teachers Retirement Associati	6/25/2021	20210625ADTR	Payroll accrual	0	\$ 395.49
	MN Teachers Retirement Associati	6/25/2021	20210625AFTR	TRA Benefit	0	\$ 13,486.62
	MN Teachers Retirement Associati	6/25/2021	20210625AFTR	TRA Benefit	0	\$ 428.71
202001601	Aviben	6/25/2021	20210625BDTS	Payroll accrual	0	\$ 119.15
	Aviben	6/25/2021	20210625BDTS	Payroll accrual	0	\$ 196.14
	Aviben	6/25/2021	20210625BDTS	Payroll accrual	0	\$ 46.15
	Aviben	6/25/2021	20210625BDTS	Payroll accrual	0	\$ 2,322.28
	Aviben	6/25/2021	20210625BDTS	Payroll accrual	0	\$ 46.15
	Aviben	6/25/2021	20210625BDTS	Payroll accrual	0	\$ 2,236.53
	Aviben	6/25/2021	20210625BDTS	Payroll accrual	0	\$ 430.77
	Aviben	6/25/2021	20210625BDTS	Payroll accrual	0	\$ 84.78
	Aviben	6/25/2021	20210625BDTS	Payroll accrual	0	\$ 640.70
	Aviben	6/25/2021	20210625BDTS	Payroll accrual	0	\$ 65.38
	Aviben	6/25/2021	20210625BDTS	Payroll accrual	0	\$ 100.00
	Aviben	6/25/2021	20210625BDTS	Payroll accrual	0	\$ 2,453.86
	Aviben	6/25/2021	20210625BDTS	Payroll accrual	0	\$ 65.50
202001601	Aviben	6/25/2021	20210625BFTS	TSA Benefit	0	\$ 92.30
	Aviben	6/25/2021	20210625BFTS	TSA Benefit	0	\$ 196.14
	Aviben	6/25/2021	20210625BFTS	TSA Benefit	0	\$ 46.15
	Aviben	6/25/2021	20210625BFTSI	TSA Benefit	0	\$ 938.08
	Aviben	6/25/2021	20210625BFTSI	TSA Benefit	0	\$ 46.15
	Aviben	6/25/2021	20210625BFTSI	TSA Benefit	0	\$ 475.36
	Aviben	6/25/2021	20210625BFTS	Payroll accrual	0	\$ 111.53

Payables Summary
July 19, 2021

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Aviben	6/25/2021	20210625BFTSI	TSA Benefit	0	\$ 46.15
	Aviben	6/25/2021	20210625BFTSI	TSA Benefits	0	\$ 223.06
	Aviben	6/25/2021	20210625BFTSI	TSA Benefit	0	\$ 65.38
	Aviben	6/25/2021	20210625BFTSI	TSA Benefit	0	\$ 65.50
	Aviben	6/25/2021	20210625BFTSI	TSA Benefit	0	\$ 622.87
	Aviben	6/25/2021	20210625BFTSI	TSA Benefit	0	\$ 65.50
202001602	Empower Retirement	6/25/2021	20210625BDDE	Payroll accrual	0	\$ 130.00
	Empower Retirement	6/25/2021	20210625BFHC	HCSP	0	\$ 2,468.64
	Empower Retirement	6/25/2021	20210625BFHC	HCSP	0	\$ 77.00
202001603	Internal Revenue Service	6/25/2021	20210625BDFI	Payroll accrual	0	\$ 9,765.32
	Internal Revenue Service	6/25/2021	20210625BDFI	Payroll accrual	0	\$ 304.33
	Internal Revenue Service	6/25/2021	20210625BDFT	Payroll accrual	0	\$ 360.00
	Internal Revenue Service	6/25/2021	20210625BDFT	Payroll accrual	0	\$ 13,627.73
	Internal Revenue Service	6/25/2021	20210625BDFT	Payroll accrual	0	\$ 385.95
	Internal Revenue Service	6/25/2021	20210625BDMI	Payroll accrual	0	\$ 2,283.82
	Internal Revenue Service	6/25/2021	20210625BDMI	Payroll accrual	0	\$ 71.18
	Internal Revenue Service	6/25/2021	20210625BFFI	FICA Benefit	0	\$ 9,765.32
	Internal Revenue Service	6/25/2021	20210625BFFI	FICA Benefit	0	\$ 304.33
	Internal Revenue Service	6/25/2021	20210625BFMI	Medicare Benefit	0	\$ 2,283.82
	Internal Revenue Service	6/25/2021	20210625BFMI	Medicare Benefit	0	\$ 71.18
202001604	MINNESOTA REVENUE	6/25/2021	20210625BDSI	Payroll accrual	0	\$ 60.00
	MINNESOTA REVENUE	6/25/2021	20210625BDSI	Payroll accrual	0	\$ 6,465.22
	MINNESOTA REVENUE	6/25/2021	20210625BDSI	Payroll accrual	0	\$ 192.88
202001605	MN Teachers Retirement Associati	6/25/2021	20210625BDTR	Payroll accrual	0	\$ 12,441.59
	MN Teachers Retirement Associati	6/25/2021	20210625BDTR	Payroll accrual	0	\$ 395.49
	MN Teachers Retirement Associati	6/25/2021	20210625BFTR	TRA Benefit	0	\$ 13,486.62
	MN Teachers Retirement Associati	6/25/2021	20210625BFTR	TRA Benefit	0	\$ 428.71
202001606	Aviben	6/25/2021	20210625CDTS	Payroll accrual	0	\$ 119.23
	Aviben	6/25/2021	20210625CDTS	Payroll accrual	0	\$ 196.14
	Aviben	6/25/2021	20210625CDTS	Payroll accrual	0	\$ 46.15
	Aviben	6/25/2021	20210625CDTS	Payroll accrual	0	\$ 2,322.28
	Aviben	6/25/2021	20210625CDTS	Payroll accrual	0	\$ 46.15
	Aviben	6/25/2021	20210625CDTS	Payroll accrual	0	\$ 2,236.77

Payables Summary
July 19, 2021

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Aviben	6/25/2021	20210625CDTS	Payroll accrual	0	\$ 430.77
	Aviben	6/25/2021	20210625CDTS	Payroll accrual	0	\$ 84.78
	Aviben	6/25/2021	20210625CDTS	Payroll accrual	0	\$ 640.70
	Aviben	6/25/2021	20210625CDTS	Payroll accrual	0	\$ 65.38
	Aviben	6/25/2021	20210625CDTS	Payroll accrual	0	\$ 100.00
	Aviben	6/25/2021	20210625CDTS	Payroll accrual	0	\$ 2,453.86
	Aviben	6/25/2021	20210625CDTS	Payroll accrual	0	\$ 65.38
	Aviben	6/25/2021	20210625CFTS	TSA Benefit	0	\$ 92.30
	Aviben	6/25/2021	20210625CFTS	TSA Benefit	0	\$ 196.14
	Aviben	6/25/2021	20210625CFTS	TSA Benefit	0	\$ 46.15
	Aviben	6/25/2021	20210625CFTS	TSA Benefit	0	\$ 938.18
	Aviben	6/25/2021	20210625CFTS	TSA Benefit	0	\$ 46.15
	Aviben	6/25/2021	20210625CFTS	TSA Benefit	0	\$ 475.56
	Aviben	6/25/2021	20210625CFTS	Payroll accrual	0	\$ 111.53
	Aviben	6/25/2021	20210625CFTS	TSA Benefit	0	\$ 46.15
	Aviben	6/25/2021	20210625CFTS	TSA Benefits	0	\$ 223.06
	Aviben	6/25/2021	20210625CFTS	TSA Benefit	0	\$ 65.38
	Aviben	6/25/2021	20210625CFTS	TSA Benefit	0	\$ 65.38
	Aviben	6/25/2021	20210625CFTS	TSA Benefit	0	\$ 622.77
	Aviben	6/25/2021	20210625CFTS	TSA Benefit	0	\$ 65.38
202001607	Empower Retirement	6/25/2021	20210625CDDE	Payroll accrual	0	\$ 130.00
	Empower Retirement	6/25/2021	20210625CFHC	HCSP	0	\$ 2,468.47
	Empower Retirement	6/25/2021	20210625CFHC	HCSP	0	\$ 76.92
202001608	Internal Revenue Service	6/25/2021	20210625CDFI	Payroll accrual	0	\$ 9,765.35
	Internal Revenue Service	6/25/2021	20210625CDFI	Payroll accrual	0	\$ 304.34
	Internal Revenue Service	6/25/2021	20210625CDFT	Payroll accrual	0	\$ 360.00
	Internal Revenue Service	6/25/2021	20210625CDFT	Payroll accrual	0	\$ 13,627.76
	Internal Revenue Service	6/25/2021	20210625CDFT	Payroll accrual	0	\$ 385.98
	Internal Revenue Service	6/25/2021	20210625CDMI	Payroll accrual	0	\$ 2,283.82
	Internal Revenue Service	6/25/2021	20210625CDMI	Payroll accrual	0	\$ 71.18
	Internal Revenue Service	6/25/2021	20210625CFFI	FICA Benefit	0	\$ 9,765.35
202001608	Internal Revenue Service	6/25/2021	20210625CFFI	FICA Benefit	0	\$ 304.34
	Internal Revenue Service	6/25/2021	20210625CFMI	Medicare Benefit	0	\$ 2,283.82

Payables Summary
July 19, 2021

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Internal Revenue Service	6/25/2021	20210625CFMI	Medicare Benefit	0	\$ 71.18
202001609	MINNESOTA REVENUE	6/25/2021	20210625CDSI	Payroll accrual	0	\$ 60.00
	MINNESOTA REVENUE	6/25/2021	20210625CDSI	Payroll accrual	0	\$ 6,465.22
	MINNESOTA REVENUE	6/25/2021	20210625CDSI	Payroll accrual	0	\$ 192.90
202001610	MN Teachers Retirement Associati	6/25/2021	20210625CDTR	Payroll accrual	0	\$ 12,441.59
	MN Teachers Retirement Associati	6/25/2021	20210625CDTR	Payroll accrual	0	\$ 395.49
	MN Teachers Retirement Associati	6/25/2021	20210625CFTR	TRA Benefit	0	\$ 13,486.62
	MN Teachers Retirement Associati	6/25/2021	20210625CFTR	TRA Benefit	0	\$ 428.71
202001611	Aviben	6/25/2021	20210625DDTS	Payroll accrual	0	\$ 119.33
	Aviben	6/25/2021	20210625DDTS	Payroll accrual	0	\$ 196.50
	Aviben	6/25/2021	20210625DDTS	Payroll accrual	0	\$ 46.25
	Aviben	6/25/2021	20210625DDTS	Payroll accrual	0	\$ 2,323.04
	Aviben	6/25/2021	20210625DDTS	Payroll accrual	0	\$ 46.25
	Aviben	6/25/2021	20210625DDTS	Payroll accrual	0	\$ 2,236.99
	Aviben	6/25/2021	20210625DDTS	Payroll accrual	0	\$ 430.75
	Aviben	6/25/2021	20210625DDTS	Payroll accrual	0	\$ 84.78
	Aviben	6/25/2021	20210625DDTS	Payroll accrual	0	\$ 640.84
	Aviben	6/25/2021	20210625DDTS	Payroll accrual	0	\$ 65.50
	Aviben	6/25/2021	20210625DDTS	Payroll accrual	0	\$ 100.00
	Aviben	6/25/2021	20210625DDTS	Payroll accrual	0	\$ 2,453.50
	Aviben	6/25/2021	20210625DDTS	Payroll accrual	0	\$ 65.38
	Aviben	6/25/2021	20210625DFTS	TSA Benefit	0	\$ 92.50
	Aviben	6/25/2021	20210625DFTS	TSA Benefit	0	\$ 196.50
	Aviben	6/25/2021	20210625DFTS	TSA Benefit	0	\$ 46.25
	Aviben	6/25/2021	20210625DFTS	TSA Benefit	0	\$ 939.15
	Aviben	6/25/2021	20210625DFTS	TSA Benefit	0	\$ 46.25
	Aviben	6/25/2021	20210625DFTS	TSA Benefit	0	\$ 475.88
	Aviben	6/25/2021	20210625DFTS	Payroll accrual	0	\$ 111.75
	Aviben	6/25/2021	20210625DFTS	TSA Benefit	0	\$ 46.25
	Aviben	6/25/2021	20210625DFTS	TSA Benefits	0	\$ 223.50
	Aviben	6/25/2021	20210625DFTS	TSA Benefit	0	\$ 65.50
	Aviben	6/25/2021	20210625DFTS	TSA Benefit	0	\$ 65.38
	Aviben	6/25/2021	20210625DFTS	TSA Benefit	0	\$ 622.65

Payables Summary
July 19, 2021

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Aviben	6/25/2021	20210625DFTS'	TSA Benefit		0 \$ 65.38
202001612	Empower Retirement	6/25/2021	20210625DDDE	Payroll accrual		0 \$ 130.00
	Empower Retirement	6/25/2021	20210625DFHC	HCSP		0 \$ 2,468.42
	Empower Retirement	6/25/2021	20210625DFHC	HCSP		0 \$ 76.92
202001613	Internal Revenue Service	6/25/2021	20210625DDFI	Payroll accrual		0 \$ 9,782.23
	Internal Revenue Service	6/25/2021	20210625DDFI	Payroll accrual		0 \$ 304.34
	Internal Revenue Service	6/25/2021	20210625DDFT	Payroll accrual		0 \$ 360.00
	Internal Revenue Service	6/25/2021	20210625DDFT	Payroll accrual		0 \$ 13,682.94
	Internal Revenue Service	6/25/2021	20210625DDFT	Payroll accrual		0 \$ 385.96
	Internal Revenue Service	6/25/2021	20210625DDM	Payroll accrual		0 \$ 2,287.76
	Internal Revenue Service	6/25/2021	20210625DDM	Payroll accrual		0 \$ 71.18
	Internal Revenue Service	6/25/2021	20210625DFIC	FICA Benefit		0 \$ 9,782.23
	Internal Revenue Service	6/25/2021	20210625DFIC	FICA Benefit		0 \$ 304.34
	Internal Revenue Service	6/25/2021	20210625DFMI	Medicare Benefit		0 \$ 2,287.76
	Internal Revenue Service	6/25/2021	20210625DFMI	Medicare Benefit		0 \$ 71.18
202001614	MINNESOTA REVENUE	6/25/2021	20210625DDSI'	Payroll accrual		0 \$ 60.00
	MINNESOTA REVENUE	6/25/2021	20210625DDSI'	Payroll accrual		0 \$ 6,482.28
	MINNESOTA REVENUE	6/25/2021	20210625DDSI'	Payroll accrual		0 \$ 192.89
202001615	MN Teachers Retirement Associati	6/25/2021	20210625DDTR	Payroll accrual		0 \$ 12,462.17
	MN Teachers Retirement Associati	6/25/2021	20210625DDTR	Payroll accrual		0 \$ 395.49
	MN Teachers Retirement Associati	6/25/2021	20210625DFTR	TRA Benefit		0 \$ 13,509.19
	MN Teachers Retirement Associati	6/25/2021	20210625DFTR	TRA Benefit		0 \$ 428.72
202001616	MN PEIP	6/28/2021	1097454	Health Insurance-July		0 \$ 122,691.52
202001617	Further	6/30/2021	39832849	Med/Dep Reimbursements		0 \$ 636.59
202001618	Further	6/30/2021	15730316	June 2021 Participant Fee		0 \$ 237.80
202001619	Further	6/30/2021	39840829	Med/Dep Reimbursements		0 \$ 264.02
202001620	Further	6/30/2021	39848061	Med/Dep Reimbursements		0 \$ 502.14
202001621	Further	6/30/2021	39855440	Med/Dep Reimbursements		0 \$ 447.00
202001622	Further	6/30/2021	39864334	Med/Dep Reimbursements		0 \$ 1,335.73
202001623	Further	6/30/2021	39871051	Med/Dep Reimbursements		0 \$ 821.50
202001624	O'REILLY AUTO PARTS	6/30/2021	Jeremy's C/C00	Blanket for bus garage	7602100031	\$ 14.98
202001625-	BMO	6/30/2021		See CC Transaction Report		0 \$ 16,370.51
202001709		6/30/2021				0

Payables Summary
July 19, 2021

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
202100001	Aviben	7/2/2021	20210702ADTS	Payroll accrual	0	\$ 288.16
	Aviben	7/2/2021	20210702ADTS	Payroll accrual	0	\$ 175.00
	Aviben	7/2/2021	20210702ADTS	Payroll accrual	0	\$ 196.16
	Aviben	7/2/2021	20210702ADTS	Payroll accrual	0	\$ 60.00
	Aviben	7/2/2021	20210702ADTS	Payroll accrual	0	\$ 150.00
	Aviben	7/2/2021	20210702ADTS	Payroll accrual	0	\$ 184.62
	Aviben	7/2/2021	20210702AFTSI	TSA Benefit	0	\$ 115.38
	Aviben	7/2/2021	20210702AFTSI	TSA Benefits	0	\$ 60.00
202100002	Empower Retirement	7/2/2021	20210702ADDE	Payroll accrual	0	\$ 180.00
	Empower Retirement	7/2/2021	20210702ADDE	Payroll accrual	0	\$ 20.00
202100003	Internal Revenue Service	7/2/2021	20210702ADFI	Payroll accrual	0	\$ 3,571.82
	Internal Revenue Service	7/2/2021	20210702ADFI	Payroll accrual	0	\$ 417.96
	Internal Revenue Service	7/2/2021	20210702ADFI	Payroll accrual	0	\$ 10.06
	Internal Revenue Service	7/2/2021	20210702ADFT	Payroll accrual	0	\$ 4,374.76
	Internal Revenue Service	7/2/2021	20210702ADFT	Payroll accrual	0	\$ 544.09
	Internal Revenue Service	7/2/2021	20210702ADFT	Payroll accrual	0	\$ -
	Internal Revenue Service	7/2/2021	20210702ADM	Payroll accrual	0	\$ 835.33
	Internal Revenue Service	7/2/2021	20210702ADM	Payroll accrual	0	\$ 97.75
	Internal Revenue Service	7/2/2021	20210702ADM	Payroll accrual	0	\$ 2.35
	Internal Revenue Service	7/2/2021	20210702AFFIC	FICA Benefit	0	\$ 3,571.82
	Internal Revenue Service	7/2/2021	20210702AFFIC	FICA Benefit	0	\$ 417.96
	Internal Revenue Service	7/2/2021	20210702AFFIC	FICA Benefit	0	\$ 10.06
	Internal Revenue Service	7/2/2021	20210702AFMI	Medicare Benefit	0	\$ 835.33
	Internal Revenue Service	7/2/2021	20210702AFMI	Medicare Benefit	0	\$ 97.75
	Internal Revenue Service	7/2/2021	20210702AFMI	Medicare Benefit	0	\$ 2.35
202100004	MINNESOTA REVENUE	7/2/2021	20210702ADSI	Payroll accrual	0	\$ 1,999.35
	MINNESOTA REVENUE	7/2/2021	20210702ADSI	Payroll accrual	0	\$ 251.70
	MINNESOTA REVENUE	7/2/2021	20210702ADSI	Payroll accrual	0	\$ -
202100005	MN Teachers Retirement Associati	7/2/2021	20210702ADTR	Payroll accrual	0	\$ 1,205.38
	MN Teachers Retirement Associati	7/2/2021	20210702ADTR	Payroll accrual	0	\$ 359.67
	MN Teachers Retirement Associati	7/2/2021	20210702ADTR	Payroll accrual	0	\$ 12.17
	MN Teachers Retirement Associati	7/2/2021	20210702AFTR	TRA Benefit	0	\$ 1,340.38
	MN Teachers Retirement Associati	7/2/2021	20210702AFTR	TRA Benefit	0	\$ 399.95

Payables Summary
July 19, 2021

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	MN Teachers Retirement Associati	7/2/2021	20210702AFTR	TRA Benefit	0	\$ 13.54
202100006	Public Employees Retirement Asso	7/2/2021	20210702ADD	Payroll accrual	0	\$ 30.00
	Public Employees Retirement Asso	7/2/2021	20210702ADPE	Payroll accrual	0	\$ 2,818.60
	Public Employees Retirement Asso	7/2/2021	20210702ADPE	Payroll accrual	0	\$ 62.58
	Public Employees Retirement Asso	7/2/2021	20210702AFDC	DCP Benefit	0	\$ 30.00
	Public Employees Retirement Asso	7/2/2021	20210702AFPE	PERA Benefit	0	\$ 3,252.26
	Public Employees Retirement Asso	7/2/2021	20210702AFPE	PERA Benefit	0	\$ 72.19
202100007	Internal Revenue Service	7/8/2021	20210708ADFI	Payroll accrual	0	\$ 100.39
	Internal Revenue Service	7/8/2021	20210708ADFT	Payroll accrual	0	\$ -
	Internal Revenue Service	7/8/2021	20210708ADM	Payroll accrual	0	\$ 23.48
	Internal Revenue Service	7/8/2021	20210708AFFI	FICA Benefit	0	\$ 100.39
	Internal Revenue Service	7/8/2021	20210708AFMI	Medicare Benefit	0	\$ 23.48
202100008	MINNESOTA REVENUE	7/8/2021	20210708ADSI	Payroll accrual	0	\$ 11.55
202100009	Public Employees Retirement Asso	7/8/2021	20210708ADPE	Payroll accrual	0	\$ 105.25
	Public Employees Retirement Asso	7/8/2021	20210708AFPE	PERA Benefit	0	\$ 121.44
202121233	Grover, Kevin	6/29/2021	62121	Cell Phone Reimbursement	0	\$ 450.00
212200001	Grover, Kevin	7/14/2021	62521	Mileage Reimbursement	0	\$ 243.54
212200002	Trask, Jeffrey	7/20/2021	70721	Mileage Reimbursement	0	\$ 93.24
TOTAL						\$ 935,830.00

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...										
	29	YEEBAY Interactive Whack A Frog Game, Learning			1302100411	Stacy's C/C00000	06/30/2021	26.99			
	30	Fundia Toys for 3 4 5 6 7 8 Year Old Boys, Din			1302100411	Stacy's C/C00000	06/30/2021	71.70			
	31	Animal Hand Puppets 5-Piece Set - Premium Qual			1302100411	Stacy's C/C00000	06/30/2021	113.70			
	32	Gifts2U Magnetic Robotsi%035PCS Magnetic Block			1302100411	Stacy's C/C00000	06/30/2021	135.54			
	33	Narwhal Novelties Unisex 1st Career, Pretend a			1302100411	Stacy's C/C00000	06/30/2021	101.85			
	34	Sprogs Sand & Water Sensory Table with Shelf f			1302100411	Stacy's C/C00000	06/30/2021	296.31			
	35	Melissa & Doug Examine and Treat Pet Vet Play			1302100411	Stacy's C/C00000	06/30/2021	75.84			
	36	Melissa & Doug Lace and Trace Activity Set: Pe			1302100411	Stacy's C/C00000	06/30/2021	26.97			
	37	Melissa & Doug Disney Mickey Mouse & Friends S			1302100411	Stacy's C/C00000	06/30/2021	59.97			
	38	Step2 Fun with Friends Kitchen Large Plastic			1302100411	Stacy's C/C00000	06/30/2021	189.98			
06/22/2021	7602				Amzn Mktp US 213u09gr0, Amzn.Co	AMAZON B000	06/28/2021		Invoiced	A	461.36
	2	The Gruffalo			1302200002	Stacy's C/C00002	06/30/2021	5.61			
	3	Robots, Robots Everywhere! (Little Golden Book			1302200002	Stacy's C/C00002	06/30/2021	4.99			
	4	Elephant & Piggie: The Complete Collection (An			1302200002	Stacy's C/C00002	06/30/2021	104.99			
	5	Llama Llama Loves Camping			1302200002	Stacy's C/C00002	06/30/2021	3.54			
	6	Fisher-Price Code 'n Learn Kinderbot, Interact			1302200002	Stacy's C/C00002	06/30/2021	59.99			
	7	Elmers Washable No-Run School Glue, 4 oz, 1 Bo			1302200002	Stacy's C/C00002	06/30/2021	45.40			
	8	A Little SPOT of Boredom			1302200002	Stacy's C/C00002	06/30/2021	11.99			
	9	Scribble Stones			1302200002	Stacy's C/C00002	06/30/2021	14.80			
	10	Aurora Gruffalo and Mouse Set			1302200002	Stacy's C/C00002	06/30/2021	36.99			
	11	A Little SPOT of Flexible Thinking: A Story ab			1302200002	Stacy's C/C00002	06/30/2021	11.14			
	12	Kids First Coding & Robotics No App Needed			1302200002	Stacy's C/C00002	06/30/2021	118.59			
	13	GoodyKing Arts and Crafts Supplies for Kids -			1302200002	Stacy's C/C00002	06/30/2021	71.88			
	14	Discount				Stacy's C/C00001	06/30/2021	-28.55			
06/21/2021	7600				Amzn Mktp US 210zr4b71, Amzn.Co	AMAZON B000	06/28/2021		Invoiced	A	193.42
	2	Colorations Classic Dough, 5 oz tubs, Set of 1			1302100411	Stacy's C/C00003	06/30/2021	55.80			
	3	Construction Paper Pack, 200Sheets Heavy Duty			1302100411	Stacy's C/C00003	06/30/2021	137.62			
06/17/2021	7584				Amzn Mktp US 217o86g71, Amzn.Co	AMAZON B000	06/21/2021		Invoiced	A	14.90
	2	Gruffalo Memory Game			1302200002	Stacy's C/C00004	06/30/2021	14.90			
06/17/2021	7585				Amzn Mktp US 2x6s94ro2, Amzn.Co	AMAZON B000	06/21/2021		Invoiced	A	31.29
	2	Aurora - Hand Puppet - 10" Lonestar			1302100411	Stacy's C/C00005	06/30/2021	31.29			
06/17/2021	7586				Amzn Mktp US 217aa7gal, Amzn.Co	AMAZON B000	06/21/2021		Invoiced	A	26.97
	2	The Gruffalo and the Gruffalo's Child Board Bo			1302200002	Stacy's C/C00006	06/30/2021	22.98			
	3	S&H				Stacy's C/C00001	06/30/2021	3.99			
06/16/2021	7580				Amzn Mktp US 2x5v89y00, Amzn.Co	AMAZON B000	06/21/2021		Invoiced	A	339.90
	2	FUN BUILDER Lego Table with Built in Storage 3			1302100411	Stacy's C/C00007	06/30/2021	339.90			

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...										
	06/16/2021	7581			Amzn Mktp US 2x6r03wc0, Amzn.Co	AMAZON B000	06/21/2021		Invoiced	A	191.52
	2	Crayola Crayons Bulk, Classroom Supplies for T			1302100411 Stacy's C/C00008	06/30/2021		191.52			
	06/16/2021	7582			Amzn Mktp US 216zv1131, Amzn.Co	AMAZON B000	06/21/2021		Invoiced	A	179.90
	2	Air Dough - 60 Bags of Colored, Air Dry, Ultra			1302100411 Stacy's C/C00009	06/30/2021		179.90			
	06/16/2021	7583			Amzn Mktp US 2x8pj6yl0, Amzn.Co	AMAZON B000	06/21/2021		Invoiced	A	37.98
	2	CC O PLAY Large Lacing Bead Set for Kids - 36			1302100411 Stacy's C/C00010	06/30/2021		37.98			
	05/31/2021	7634			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	07/07/2021		Invoiced	A	85.00
	2	Internet Service for Bus Garage			7602100005 Stacy's C/C00011	06/30/2021		85.00			
	11 transaction(s) for XXXXXXXXXXXX7362. Total Amount ==>										5,033.90
XXXXXXXXXXXX7132	06/23/2021	7608	ANDERJER000	Anderson Jeremy R	Oreilly Auto Parts 39, Internat	O'REILLY000	06/28/2021		Invoiced	A	14.98
	2	Blanket for bus garage			7602100031 Jeremy's C/C00000	06/30/2021		14.98			
XXXXXXXXXXXX5747	06/14/2021	7576	GROVEKEV000	Grover Kevin K	Paypal Masa, 4029357733, MN, 55		06/21/2021		Invoiced	A	1,330.00
	1				Kevin's C/C00000	06/30/2021		1,330.00			
XXXXXXXXXXXX7648	06/02/2021	7641	SLATIBET000	Slatinski BethAnne K	Sq Swanky Gifts On Ra, Gosq.Com	SWANKY G000	07/07/2021		Invoiced	A	150.00
	1				Beth's C/C00000	06/30/2021		150.00			
	05/28/2021	7642	SLATIBET000	Slatinski BethAnne K	Quality Logo Products, 86631256	QUALITY 000	07/07/2021		Invoiced	A	525.10
	1				Beth's C/C00001	06/30/2021		525.10			
	2 transaction(s) for XXXXXXXXXXXX7648. Total Amount ==>										675.10
XXXXXXXXXXXX2314	06/04/2021	7644	OLSONKAR000	Olson-Line Karla A	Menards Intl Falls, Intl Falls	MENARDS 000	07/07/2021		Invoiced	A	119.99
	1	PBIS			Karla's C/C00000	06/30/2021		119.99			
	06/02/2021	7643	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	07/07/2021		Invoiced	A	23.82
	1	PBIS			Karla's C/C00001	06/30/2021		23.82			
	06/01/2021	7645	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	07/07/2021		Invoiced	A	156.65
	3	PBIS			2502100018 Karla's C/C00002	06/30/2021		100.00			
	4	PBIS			Karla's C/C00001	06/30/2021		56.65			
	3 transaction(s) for XXXXXXXXXXXX2314. Total Amount ==>										300.46
XXXXXXXXXXXX3600	06/21/2021	7595	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	06/28/2021		Invoiced	A	97.30
	2	PORTFOLIO,2 PCKT 25,GY			1302100408 Laurie's C/C00000	06/30/2021		21.60			
	3	CLIP,BINDER,MED,DZ			1302100408 Laurie's C/C00000	06/30/2021		3.54			
	4	PAPER,XERO/DUP,20#LTR,GRD			1302100408 Laurie's C/C00000	06/30/2021		10.82			
	5	PAPER,PARCH,24#,500SH,GD			1302100408 Laurie's C/C00000	06/30/2021		61.34			

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...									
	06/18/2021	7571	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 217139cd2, Amzn.Co	AMAZON B000	06/21/2021		Invoiced	A	12.90
	4	Noelwose 3 Pcs Bubble Popper Fidget Toy,Push P			1302100394	Laurie's C/C00001	06/30/2021	12.90			
	06/17/2021	7566	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 2x2zxlwb2, Amzn.Co	AMAZON B000	06/21/2021		Invoiced	A	149.97
	2	Artoflifer Kids Indoor and Outdoor Balance Bea			1302100394	Laurie's C/C00002	06/30/2021	79.98			
	3	36-Inch Kids Trampoline Little Trampoline with			1302100394	Laurie's C/C00002	06/30/2021	69.99			
	06/17/2021	7567	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 213cv6xsl, Amzn.Co	AMAZON B000	06/21/2021		Invoiced	A	358.76
	2					Laurie's C/C00003	06/30/2021	358.76			
	06/17/2021	7568	HUMBELAU002	Humbert Laurie A	Amazon.Com 2x5mq9wl2 A, Amzn.Co	AMAZON B000	06/21/2021		Invoiced	A	828.21
	2	No Talking			1302100395	Laurie's C/C00004	06/30/2021	45.36			
	3	I Survived the Destruction of Pompeii, AD 79			1302100395	Laurie's C/C00004	06/30/2021	127.40			
	4	Yellow Star			1302100395	Laurie's C/C00004	06/30/2021	119.88			
	5	The Homework Machine			1302100395	Laurie's C/C00004	06/30/2021	15.98			
	6	Tucket's Travels: Francis Tucket's Adventures			1302100395	Laurie's C/C00004	06/30/2021	269.73			
	7	I Survived the California Wildfires, 2018 (I S			1302100395	Laurie's C/C00004	06/30/2021	35.94			
	8	The Lion, the Witch and the Wardrobe (The Chro			1302100395	Laurie's C/C00004	06/30/2021	213.92			
	06/17/2021	7569	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 219os6ghl, Amzn.Co	AMAZON B000	06/21/2021		Invoiced	A	175.27
	2					Laurie's C/C00003	06/30/2021	175.27			
	06/17/2021	7570	HUMBELAU002	Humbert Laurie A	Amazon.Com 210x22v81, Amzn.Com/	AMAZON B000	06/21/2021		Invoiced	A	6.79
	2	Fellowes Plastic Binding Combs, Round Back, 3/			1302100382	Laurie's C/C00005	06/30/2021	6.79			
	06/16/2021	7564	HUMBELAU002	Humbert Laurie A	Amazon.Com 2x09b8ux2 A, Amzn.Co	AMAZON B000	06/21/2021		Invoiced	A	638.37
	2					Laurie's C/C00003	06/30/2021	638.37			
	06/16/2021	7565	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 211mw8c90, Amzn.Co	AMAZON B000	06/21/2021		Invoiced	A	276.00
	2	Costzon 6-Piece Kids Floor Cushion, 3" Thick W			1302100407	Laurie's C/C00006	06/30/2021	276.00			
	06/15/2021	7560	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 2x10g89p0, Amzn.Co	AMAZON B000	06/21/2021		Invoiced	A	6.99
	12	YAKA 80Pcs lynch(25mm) Sewing Resin Buttons Ro			1302100396	Laurie's C/C00007	06/30/2021	6.99			
	06/15/2021	7561	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 2x2bf2il0, Amzn.Co	AMAZON B000	06/21/2021		Invoiced	A	351.01
	2					Laurie's C/C00003	06/30/2021	351.01			
	06/15/2021	7562	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 2x45y0ix0, Amzn.Co	AMAZON B000	06/21/2021		Invoiced	A	163.67
	2	Now Hear This: Harper soars with her magic ear			1302100391	Laurie's C/C00008	06/30/2021	17.53			
	3	DIYMAG Magnetic Cruise Hooks, Strong Magnet Ho			1302100391	Laurie's C/C00008	06/30/2021	11.99			
	4	There Was An Old Lady Pack Set of 8 Books			1302100391	Laurie's C/C00008	06/30/2021	57.99			
	5	Eyes That Kiss in the Corners			1302100391	Laurie's C/C00008	06/30/2021	11.33			
	6	Board Geeks Dry Erase Lapboard 9 x 12 inch Lar			1302100391	Laurie's C/C00008	06/30/2021	39.95			
	7	Sooyee 6 Pack 15 Inch Acrylic Invisible Kids F			1302100391	Laurie's C/C00008	06/30/2021	24.88			
	06/15/2021	7563	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 2x2tg3kn2, Amzn.Co	AMAZON B000	06/21/2021		Invoiced	A	203.67
	2	The First Years Stack Up Cup Toys			1302100396	Laurie's C/C00009	06/30/2021	14.67			
	3	Lacing Beads for Toddlers (60 Stringing Beads,			1302100396	Laurie's C/C00009	06/30/2021	12.22			

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	4	ZaxiDeel Sensory Toys for Autistic Children an	1302100396	Laurie's C/C00009	06/30/2021	21.95					
	5	Unfinished Wood Craft Cubes 1 inch, Pack of 10	1302100396	Laurie's C/C00009	06/30/2021	14.69					
	6	Melissa & Doug Lace and Trace Activity Set: Pe	1302100396	Laurie's C/C00009	06/30/2021	17.98					
	7	INSOON 4 in 1 Activity Cube Baby Musical Toys	1302100396	Laurie's C/C00009	06/30/2021	27.99					
	8	Large Multi-Color Reusable Gift Bags, Shopping	1302100396	Laurie's C/C00009	06/30/2021	17.18					
	9	Obuby Toddler Musical Instruments Sets Wooden	1302100396	Laurie's C/C00009	06/30/2021	30.99					
	11	20,000 Rainbow Water Beads for Kids Non Toxic	1302100396	Laurie's C/C00009	06/30/2021	15.90					
	13	Westcott 5â€â€ Blunt Scissors For Kids With	1302100396	Laurie's C/C00009	06/30/2021	8.11					
	14	Jasonwell Aqua Magic Doodle Mat 40 X 32 Inches	1302100396	Laurie's C/C00009	06/30/2021	21.99					
06/14/2021	7556	HUMBELAU002 Humbert Laurie A	Amzn Mktp US 216uo9oml, Amzn.Co	AMAZON B000	06/21/2021	Invoiced	A				36.36
	2		Laurie's C/C00003	06/30/2021							36.36
06/14/2021	7557	HUMBELAU002 Humbert Laurie A	Amazon.Com 215rn9fel A, Amzn.Co	AMAZON B000	06/21/2021	Invoiced	A				4.41
	2		Laurie's C/C00003	06/30/2021							4.41
06/14/2021	7558	HUMBELAU002 Humbert Laurie A	Amzn Mktp US 218wr0o5l, Amzn.Co	AMAZON B000	06/21/2021	Invoiced	A				22.96
	2		Laurie's C/C00003	06/30/2021							22.96
06/14/2021	7559	HUMBELAU002 Humbert Laurie A	Amzn Mktp US 2x4hv46a0, Amzn.Co	AMAZON B000	06/21/2021	Invoiced	A				153.19
	7	Brian Jacques Redwall Series Set (Book 1-20):	1302100400	Laurie's C/C00010	06/30/2021	153.19					
06/11/2021	7625	HUMBELAU002 Humbert Laurie A	Sp Puppydogs&icecrea, 858350313	PUPPY D0000	07/07/2021	Invoiced	A				149.95
	2	Emotional Intelligence Bundle - 10 Books - Har	1302100393	Laurie's C/C00011	06/30/2021	149.95					
06/11/2021	7626	HUMBELAU002 Humbert Laurie A	Amzn Mktp US 2x3yz0r7l, Amzn.Co	AMAZON B000	07/07/2021	Invoiced	A				75.70
	2	Fun Express Stack It High! Pegs and Foam Peg B	1302100396	Laurie's C/C00012	06/30/2021	75.70					
06/10/2021	7617	HUMBELAU002 Humbert Laurie A	Amzn Mktp US 2x2ck3gs0, Amzn.Co	AMAZON B000	07/07/2021	Invoiced	A				10.48
	2	The Wretched Stone	1302100399	Laurie's C/C00013	06/30/2021	6.50					
	3	Shipping - Cost of shipping, not including shi	1302100399	Laurie's C/C00013	06/30/2021	3.98					
06/10/2021	7618	HUMBELAU002 Humbert Laurie A	Amzn Mktp US 2x4lk0e32, Amzn.Co	AMAZON B000	07/07/2021	Invoiced	A				20.94
	2	Grace for President by Kelly DiPucchio (2010-0	1302100390	Laurie's C/C00014	06/30/2021	16.95					
	3	Shipping - Cost of shipping, not including shi	1302100390	Laurie's C/C00014	06/30/2021	3.99					
06/10/2021	7619	HUMBELAU002 Humbert Laurie A	Amzn Mktp US 2x02n5eb2, Amzn.Co	AMAZON B000	07/07/2021	Invoiced	A				32.89
	2	Olivia's Secret Scribbles: The Super-Amazing C	1302100400	Laurie's C/C00015	06/30/2021	32.89					
06/10/2021	7620	HUMBELAU002 Humbert Laurie A	Amzn Mktp US 2x7gz9e32, Amzn.Co	AMAZON B000	07/07/2021	Invoiced	A				17.98
	2	Hello Goodbye Dog	1302100390	Laurie's C/C00016	06/30/2021	13.99					
	3	Shipping - Cost of shipping, not including shi	1302100390	Laurie's C/C00016	06/30/2021	3.99					
06/10/2021	7621	HUMBELAU002 Humbert Laurie A	Amzn Mktp US 2x3p72xl0, Amzn.Co	AMAZON B000	07/07/2021	Invoiced	A				7.31
	2	A Dark and Stormy Night (Road to Avonlea, No 2	1302100400	Laurie's C/C00017	06/30/2021	7.31					
06/10/2021	7622	HUMBELAU002 Humbert Laurie A	Amzn Mktp US 2x1tb8url, Amzn.Co	AMAZON B000	07/07/2021	Invoiced	A				43.93
	2	Road to Avonlea Book Set 1, Books 1-5 (Road to	1302100400	Laurie's C/C00018	06/30/2021	43.93					

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
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	06/10/2021	7623	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 2x4u41u11, Amzn.Co	AMAZON B000	07/07/2021		Invoiced	A	6.83
	2	Felicity's Challenge (The Road to Avonlea, Boo			1302100400	Laurie's C/C00019	06/30/2021	6.83			
	06/10/2021	7624	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 2x12slu91, Amzn.Co	AMAZON B000	07/07/2021		Invoiced	A	16.95
	2	Pandamonnia			1302100400	Laurie's C/C00020	06/30/2021	16.95			
	06/08/2021	7615	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 2x3oplng2, Amzn.Co	AMAZON B000	07/07/2021		Invoiced	A	8.99
	2	50 Pieces of 16MM Solid Color Round Corner Gam			1302100379	Laurie's C/C00021	06/30/2021	8.99			
	06/08/2021	7616	HUMBELAU002	Humbert Laurie A	Amazon.Com 2x2jl4661, Amzn.Com/	AMAZON B000	07/07/2021		Invoiced	A	6.60
	2	Fellowes 52326 Plastic Comb Bindings, 1/2" Dia			1302100382	Laurie's C/C00022	06/30/2021	6.60			
	06/04/2021	7613	HUMBELAU002	Humbert Laurie A	Usps Po 2647200549, Intl Falls,	POSTMAST000	07/07/2021		Invoiced	A	8.55
	2	FES Mailing			1302100401	Laurie's C/C00023	06/30/2021	8.55			
	06/04/2021	7614	HUMBELAU002	Humbert Laurie A	Amazon.Com 2x6ej9gk1, Amzn.Com/	AMAZON B000	07/07/2021		Invoiced	A	313.35
	3	Fellowes Binding Machine Star+ Comb Binding (5			1302100382	Laurie's C/C00024	06/30/2021	65.76			
	4	Ninja Life Hacks Leadership 8 Book Box Set (Bo			1302100382	Laurie's C/C00024	06/30/2021	44.12			
	5	Flipside FLP10039 Economy Dry Erase Answer Pad			1302100382	Laurie's C/C00024	06/30/2021	73.92			
	6	Fellowes Plastic Comb Binding Spines, 1/4 Inch			1302100382	Laurie's C/C00024	06/30/2021	4.25			
	7	Ninja Life Hacks Emotions and Feelings 8 Book			1302100382	Laurie's C/C00024	06/30/2021	41.94			
	9	Ninja Life Hacks Growth Mindset 8 Book Box Set			1302100382	Laurie's C/C00024	06/30/2021	43.49			
	11	Ninja Life Hacks Mover and Shaker 8 Book Box S			1302100382	Laurie's C/C00024	06/30/2021	39.87			
	06/03/2021	7610	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 2x1gg51w1, Amzn.Co	AMAZON B000	07/07/2021		Invoiced	A	76.46
	2	TOP BRIGHT 48 Piece Puzzles for Kids Ages 4-8			1302100379	Laurie's C/C00025	06/30/2021	12.99			
	3	Puzzles for Kids Ages 4-8, SAOCOOL 48 Piece Wo			1302100379	Laurie's C/C00025	06/30/2021	13.99			
	4	Double Sided Dry Erase Boards - Lined/Plain, O			1302100379	Laurie's C/C00025	06/30/2021	39.49			
	5	Melissa & Doug 48pc Wooden Jigsaw Puzzle - Fro			1302100379	Laurie's C/C00025	06/30/2021	9.99			
	06/03/2021	7611	HUMBELAU002	Humbert Laurie A	Hardees #1505547, International	HARDEES 000	07/07/2021		Invoiced	A	211.50
	2	Milkshakes for 5th Grade			1302100371	Laurie's C/C00027	06/30/2021	211.48			
	3					Laurie's C/C00026	06/30/2021	0.02			
	06/03/2021	7612	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 2r5ke1982, Amzn.Co	AMAZON B000	07/07/2021		Invoiced	A	223.45
	2	Rhyming Fun-to-Know Puzzles- Matching games to			1302100384	Laurie's C/C00028	06/30/2021	9.97			
	3	Coogam Wooden Hexagon Puzzle for Kid Adults -			1302100384	Laurie's C/C00028	06/30/2021	8.98			
	4	Clip Connect 100 Pieces Diameter of 1.5 Inch			1302100384	Laurie's C/C00028	06/30/2021	14.98			
	5	Deluxe School & Classroom Sensory Path Kit â€			1302100384	Laurie's C/C00028	06/30/2021	149.99			
	6	Ganowo Fidget Snake Cube Mini Twist Puzzle(12P			1302100384	Laurie's C/C00028	06/30/2021	14.99			
	7	TREND ENTERPRISES, INC. Easy Addition Fun-to-K			1302100384	Laurie's C/C00028	06/30/2021	10.56			
	8	Coogam 160 PCS Wooden Shape Puzzle Pattern Blo			1302100384	Laurie's C/C00028	06/30/2021	13.98			
	06/02/2021	7609	HUMBELAU002	Humbert Laurie A	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	07/07/2021		Invoiced	A	8.63
	2	Balloons for PK & K Graduation			1302100388	Laurie's C/C00029	06/30/2021	8.63			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
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	06/01/2021	7630	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 2r47y8dy2, Amzn.Co	AMAZON B000	07/07/2021		Invoiced	A	133.63
	2	Farm Innovators Model 4250 Digital Circulated			1302100385 Laurie's C/C00030	06/30/2021		121.75			
	3	Shipping - Cost of shipping, not including shi			1302100385 Laurie's C/C00030	06/30/2021		11.88			
	05/31/2021	7627	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 2x0u79fr1, Amzn.Co	AMAZON B000	07/07/2021		Invoiced	A	69.00
	2	Costzon 6-Piece Kids Floor Cushion, 3" Thick W			1302100387 Laurie's C/C00031	06/30/2021		69.00			
	05/31/2021	7628	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 2r7ny26r0, Amzn.Co	AMAZON B000	07/07/2021		Invoiced	A	29.43
	2	Fellowes Binding Presentation Covers, Pre-Punc			1302100382 Laurie's C/C00032	06/30/2021		29.43			
	05/31/2021	7629	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 2r17z56z2, Amzn.Co	AMAZON B000	07/07/2021		Invoiced	A	85.88
	3	Comhoma Drafting Chair Tall Office Chair			1302100379 Laurie's C/C00033	06/30/2021		75.89			
	8	Shipping - Cost of shipping, not including shi			1302100379 Laurie's C/C00033	06/30/2021		9.99			
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XXXXXXXXXXXX2606	06/25/2021	7606	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/28/2021		Invoiced	A	12.94
	2	Misc. operating supplies			8102100139 Tom's C/C00000	06/30/2021		12.94			
	06/21/2021	7604	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/28/2021		Invoiced	A	27.20
	2	Misc. operating supplies			8102100139 Tom's C/C00001	06/30/2021		27.20			
	06/21/2021	7605	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/28/2021		Invoiced	A	12.88
	2	Misc. operating supplies			8102100139 Tom's C/C00002	06/30/2021		12.88			
	06/18/2021	7591	HOLT THO000	Holt Thomas T	State Supply, 6517745985, MN, 5	STATE SU000	06/21/2021		Invoiced	A	214.70
	2	Manhole gasket			8102100214 Tom's C/C00003	06/30/2021		65.40			
	3	Handhole gasket			8102100214 Tom's C/C00003	06/30/2021		99.72			
	4	Gasket			8102100214 Tom's C/C00003	06/30/2021		9.76			
	5	10"flang gasket			8102100214 Tom's C/C00003	06/30/2021		17.17			
	6	Cover gasket			8102100214 Tom's C/C00003	06/30/2021		8.24			
	7	Shipping			8102100214 Tom's C/C00003	06/30/2021		14.41			
	06/16/2021	7590	HOLT THO000	Holt Thomas T	Amazon.Com 214yh71s1, Amzn.Com/	AMAZON B000	06/21/2021		Invoiced	A	93.62
	2	Red Devil 2108 Long Handle Heavy Duty Scraper,			8102100211 Tom's C/C00004	06/30/2021		74.26			
	3	Red Devil 2109 4" 2107 & 2108 Floor, Scraper,			8102100211 Tom's C/C00004	06/30/2021		19.36			
	06/15/2021	7589	HOLT THO000	Holt Thomas T	Amazon.Com 2x7wg5kr2, Amzn.Com/	AMAZON B000	06/21/2021		Invoiced	A	9.69
	2	Shipping - Cost of shipping, not including shi			8102100210 Tom's C/C00005	06/30/2021		5.99			
	3	Defender Security U 9819 Sliding Window Securi			8102100210 Tom's C/C00005	06/30/2021		3.70			
	06/10/2021	7636	HOLT THO000	Holt Thomas T	Amzn Mktp US 2x6jn17x1, Amzn.Co	AMAZON B000	07/07/2021		Invoiced	A	222.84
	2	Gould Ferraz Shawmut Mersen TR225R NSFPGENUINE			8102100210 Tom's C/C00006	06/30/2021		222.84			
	06/07/2021	7635	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	07/07/2021		Invoiced	A	29.97
	2	FES Misc. operating supplies			8102100140 Tom's C/C00007	06/30/2021		29.97			
	05/31/2021	7637	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	07/07/2021		Invoiced	A	17.99
	2	Misc. operating supplies			8102100139 Tom's C/C00008	06/30/2021		17.99			

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XXXXXXXXXXXX5690	06/18/2021	7574	HEISSVIC000	Heiss Victoria L	Amzn Mktp US 211a345g1, Amzn.Co	AMAZON B000	06/21/2021		Invoiced	A	17.96
	2	13 Pieces Industrial Chic Bulletin Board Poste			3002100122	Vicki's C/C00000	06/30/2021	11.97			
	3	Shipping - Cost of shipping, not including shi			3002100122	Vicki's C/C00000	06/30/2021	5.99			
	06/17/2021	7573	HEISSVIC000	Heiss Victoria L	Amzn Mktp US 217k16cv0, Amzn.Co	AMAZON B000	06/21/2021		Invoiced	A	36.00
	2	81-0032 Sargent Art 192 Oil Pastels, 16 Colors			3002100122	Vicki's C/C00001	06/30/2021	36.00			
	06/14/2021	7572	HEISSVIC000	Heiss Victoria L	Amzn Mktp US 2x6h362a0, Amzn.Co	AMAZON B000	06/21/2021		Invoiced	A	319.98
	2	Complete 39 Inch Guitar and Amp Bundle Kit for			2582100008	Vicki's C/C00002	06/30/2021	319.98			
	06/07/2021	7631	HEISSVIC000	Heiss Victoria L	Soundnorth., International, MN,	SOUND N0000	07/07/2021		Invoiced	A	420.00
	2	GRADUATION PROGRAMS 2021			3002100114	Vicki's C/C00003	06/30/2021	420.00			
4 transaction(s) for XXXXXXXXXXXXX5690. Total Amount ==>											793.94
XXXXXXXXXXXX8814	06/21/2021	7596	HOPKIMIC000	Hopkins Michelle L	Hampton Inn & Suites, Maple Gro	HAMPTON 000	06/28/2021		Invoiced	A	127.11
	1	State Track Hotel Rooms				FHS Travel C/C00000	06/30/2021	127.11			
	06/21/2021	7597	HOPKIMIC000	Hopkins Michelle L	Hampton Inn & Suites, 763494449	HAMPTON 000	06/28/2021		Invoiced	A	307.26
	1	State Track Hotel Rooms				FHS Travel C/C00000	06/30/2021	307.26			
	06/21/2021	7598	HOPKIMIC000	Hopkins Michelle L	Hampton Inn & Suites, 763494449	HAMPTON 000	06/28/2021		Invoiced	A	153.63
	1	State Track Hotel Rooms				FHS Travel C/C00000	06/30/2021	153.63			
	06/21/2021	7599	HOPKIMIC000	Hopkins Michelle L	Hampton Inn & Suites, 763494449	HAMPTON 000	06/28/2021		Invoiced	A	307.26
	1	State Track Hotel Rooms				FHS Travel C/C00000	06/30/2021	307.26			
	06/17/2021	7575	HOPKIMIC000	Hopkins Michelle L	Www.Mshsl.Org, Brooklyn Cent, M	MSHSL 000	06/21/2021		Invoiced	A	40.47
	1					FHS Travel C/C00001	06/30/2021	40.47			
5 transaction(s) for XXXXXXXXXXXXX8814. Total Amount ==>											935.73
XXXXXXXXXXXX8848	06/21/2021	7603	HOLT THO000	Holt Thomas T	Kwik Trip 10200010207, Albertvi		06/28/2021		Invoiced	A	46.33
	1	Fuel for track state van				Fuel #1 C/C00000	06/30/2021	46.33			
XXXXXXXXXXXX8855	06/18/2021	7588	HOLT THO000	Holt Thomas T	Kwik Trip 24700002477, Cloquet,		06/21/2021		Invoiced	A	53.13
	1	Fuel for State golf trip				Fuel #2 C/C00000	06/30/2021	53.13			
	06/15/2021	7587	HOLT THO000	Holt Thomas T	Holiday Stations 0364, Shakopee	HOLIDAY 003	06/21/2021		Invoiced	A	60.26
	1	Golf state tournament				Fuel #2 C/C00001	06/30/2021	60.26			
2 transaction(s) for XXXXXXXXXXXXX8855. Total Amount ==>											113.39
XXXXXXXXXXXX8863	06/17/2021	7593	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/21/2021		Invoiced	A	11.88
	2	FES Misc. operating supplies			8102100140	FHS Cust C/C00000	06/30/2021	11.88			
	06/16/2021	7592	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/21/2021		Invoiced	A	393.62
	2	Paint supplies FHS			8102100212	FHS Cust C/C00001	06/30/2021	393.62			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description	PO Number	Invoice Number	Invoice Dt	Amount					
XXXXXXXXXXXX8863	continued...										
	06/07/2021	7638	HOLT THO000	Holt Thomas T	Shell Oil 12794875000, Internat		07/07/2021		Invoiced	A	62.66
	1	Fuel for mowers			FHS Cust C/C00002	06/30/2021		62.66			
		3 transaction(s) for XXXXXXXXXXXX8863. Total Amount ==>									468.16
XXXXXXXXXXXX7691	06/07/2021	7639	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	07/07/2021		Invoiced	A	9.36
	2	FES Misc. operating supplies	8102100140	FES Cust C/C00000	06/30/2021			9.36			
XXXXXXXXXXXX8122	06/10/2021	7646	MCGONDAN000	McGonigle Daniel	Usps Po 2647200549, Intl Falls,	POSTMAST000	07/07/2021		Invoiced	A	33.60
	2				5002100025 Dan's C/C00001	06/30/2021		22.00			
	3				Dan's C/C00000	06/30/2021		11.60			
	05/28/2021	7647	MCGONDAN000	McGonigle Daniel	Menards Intl Falls, Intl Falls	MENARDS 000	07/07/2021		Invoiced	A	-43.54
	1				Dan's C/C00002	06/30/2021		-43.54			
	05/28/2021	7648	MCGONDAN000	McGonigle Daniel	Menards Intl Falls, Intl Falls	MENARDS 000	07/07/2021		Invoiced	A	40.36
	1				Dan's C/C00002	06/30/2021		40.36			
		3 transaction(s) for XXXXXXXXXXXX8122. Total Amount ==>									30.42
XXXXXXXXXXXX5253	05/28/2021	7632	VANG BRA000	Vang Brandon T	Menards Intl Falls, Intl Falls	MENARDS 000	07/07/2021		Invoiced	A	64.32
	2	Student Council Supplies	9012100003	Brandon's C/C00000	06/30/2021			64.32			
XXXXXXXXXXXX2560	06/21/2021	7607	BLESIMIC000	Blesi Michael E	Menards Intl Falls, Intl Falls	MENARDS 000	06/28/2021		Invoiced	A	8.99
	2	AL 3/4"x6' Hlf Rnd Cable Channel	6052100120	Mike's C/C00000	06/30/2021			8.99			
	06/14/2021	7594	BLESIMIC000	Blesi Michael E	Menards Intl Falls, Intl Falls	MENARDS 000	06/21/2021		Invoiced	A	20.59
	2	1x6"x8' White PVC Trim	6052100119	Mike's C/C00001	06/30/2021			20.59			
	06/01/2021	7640	BLESIMIC000	Blesi Michael E	Menards Intl Falls, Intl Falls	MENARDS 000	07/07/2021		Invoiced	A	169.99
	1	Cat 5 Cable			Mike's C/C00002	06/30/2021		169.99			
		3 transaction(s) for XXXXXXXXXXXX2560. Total Amount ==>									199.57
		93 transaction(s). Total Amount ==>									16,370.51

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

Dan Zika
322 Shorewood Drive
International Falls, Minnesota 56649

July 13, 2021

Dear Superintendent Kevin Grover and Activity Director Bill Mason,

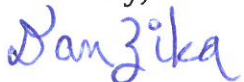
I am retiring from the position of Assistant Varsity Track and Field Coach for Falls High School District #361, as of July 13, 2021.

I would like to thank you for all of the support that I have received from both of you, along with former superintendents, principals, coaches, parents, custodial staff, and Bronco athletes.

Coaching student athletes and working with fellow coaches has been a very rewarding experience for me.

Once again, thank you so much for all of the support and encouragement that you have given me.

Sincerely,



Dan Zika



Bronco

PRIDE

Falls Elementary School

Principal: Melissa Tate

Student Handbook

2021-2022

PK-5

Dear Students, Parents, and Guardians:

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

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

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

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

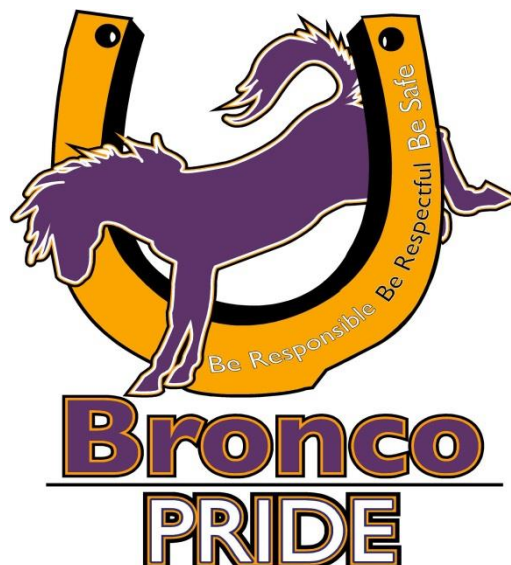
Being Respectful, Being Responsible and Being Safe

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

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

Sincerely,

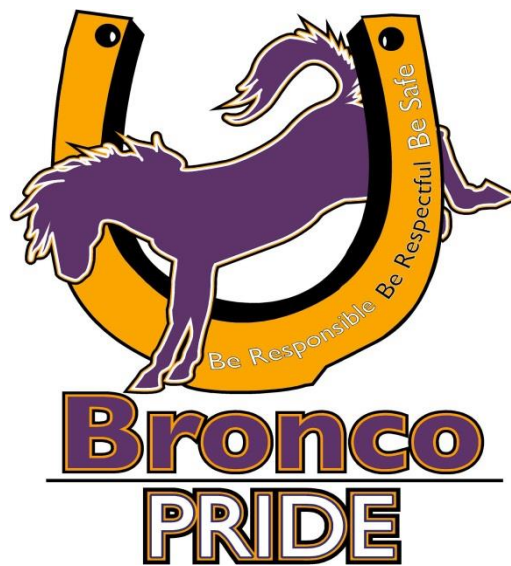
Falls Elementary School Staff



International Falls School District

Mission Statement:

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



Vision:

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

Independent School District 361
School/Home Compact
Falls Elementary

Dear Parent/Guardian:

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

STUDENT AGREEMENT: As a student I pledge to:

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

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

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

TEACHER AGREEMENT: As a teacher I pledge to:

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

PRINCIPAL AGREEMENT: As a principal I pledge to:

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

Bronco Pride

August, 2021

Dear Parents, Guardians and Students,

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

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

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

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

Sincerely,

Falls Elementary Staff



Bronco Pride Matrix

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

FALLS ELEMENTARY INFORMATION AND POLICIES:

HOMEWORK:

Students are given study time during the school day to complete assignments. There will be limited homework assigned to your child throughout the year, however there may be occasional projects or activities that your child may need your help with. We believe it is more important to spend your evenings together as a family. Eat dinner as a family, read together, and play outside. Children need regular sleep to be at their best day in and day out, please try to get your child to bed early to be ready for the day.

ACCIDENTS:

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

ARRIVAL:

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

Supervision is provided from **7:45 – 8:30.** The first bell rings at 8:25 and class begins at 8:30. Please drop your child off allowing for enough time to get settled before class time.

Dismissal:

Students who are being picked up will be dismissed at 3:00p.m. (Wednesday dismissal is 2:30). Students will be picked up at the staff parking lot door #3. Parents/guardians must have their provided, laminated name card for their child visible in their car window. When you approach the door, staff will bring your child out to your car.

VISITOR-CHECK-IN-POLICY:

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

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

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

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

RELEASE OF STUDENT:

Early dismissal from school is discouraged.

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

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

AFTER SCHOOL PICK-UP: Falls Elementary School

Please finalize your after school plans **before** your child comes to school. If you are going to pick up your child, please send the classroom teacher a dated note indicating that your child will be picked up. We ask that you do not go to your son/daughters classroom to pick them up or to wait for them.

AFTER SCHOOL ACTIVITIES:

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

ATTENDANCE POLICY:

Schools are responsible for teaching your child but we can't do our job if your child is absent. A child who misses a day of school also misses a day of learning that might never be replaced. **You can help by making school a top priority.** Build the habit of good daily attendance and you will help your child see that school is important.

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

Reporting an Absence

If your child will be absent or tardy for any reason, please report the absence by calling, and leaving a detailed message, the school office attendance hotline at 218-283-2571 ext. 1399 before 10:00a.m. (or within 48 hours of the absence). You may also send a note with your child when they return to school. We will be checking the messages throughout the morning. Please do not call your child's teacher to report the absence, all absences will be run through our office by this hotline. **All absences must be cleared within 72 hours; those not cleared within 48 hours will become truant and will count towards your child's total number of unexcused absences.**

Excused Absences/Tardies

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

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

Unexcused Absences/Tardies

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

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

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

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

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

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

Exempt Absences:

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

BREAKFAST AND LUNCH:

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

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

- Compensatory Dollars
- Title I funds

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

By filling out this form:

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

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

BUS SERVICE:

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

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

Bus Rules:

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

Consequences for Bus Violations:

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

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

Any Questions regarding transportation should be directed to Tom Holt, the Transportation Director at 218-2832571, ext. 1185

COMMUNICATION:

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

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

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

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

CONNECTING WITH YOUR CLASSROOM TEACHER:

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

FIELD TRIPS:

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

DATA PRIVACY:

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

CONFERENCES AND REPORT CARDS:

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

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

MINNESOTA COMPREHENSIVE ASSESSMENT (MCA) REFUSAL TO PARTICIPATE

Parents have the right to refuse to have their student complete the state-required standardized assessments. Parents need to complete an authorization form to opt out. This form must be returned to the school no later than January 15 if they wish to opt their student out of testing in the spring.

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

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

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

RETENTION AND PROMOTION POLICY:

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

Recommendations for retention will be based on the following criteria:

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

EXEMPTIONS:

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

DISCIPLINE:

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

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

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

GENERAL SCHOOL RULES:

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

LUNCHROOM GUIDELINES:

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

PLAYGROUND RULES:

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

All Playgrounds:

- Students will come down slides feet first.
- No electronics on the school playground.
- Students will not climb up the slides.
- Students will not stand on or sit on top of the monkey bars.
- Students will not jump off any equipment.
- Students will not slide down the supporting poles.
- Students will not climb on outside of any equipment.
- Staff may choose to keep students off the equipment when it is wet or icy.
- Wall ball is only permitted on the North Wall
- Only tennis balls or soft pucks are permitted for hockey

Spider Web Playground:

Boundaries:

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

Spider web:

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

Zip line/Monkey Bars:

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

Back Playground:

- No Sliding on Ice

Boundaries:

- Do not go past the tree line.

Spinners:

- Hands and feet stay on spinners at all times.

Monkey Bars/Climbing Wall:

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

Kindergarten Playground:

Boundaries:

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

General Rules:

- Sliding down hills only, do not play on the back of the snow hills.
- No sliding on the ice at any time.
- Sand toys need to stay in the sandbox.

- No throwing wood chips.
- No sitting on top of the monkey bars.
- No standing on top of the bus or ambulance bars.

Miscellaneous:

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

SNOW:

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

PLEDGE OF ALLEGIANCE:

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

BULLYING:

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

BULLYING DEFINITION:

Bullying is aggressive behavior that involves unwanted, negative actions.

Bullying involves a pattern of behavior repeated over time.

Bullying involves an imbalance of power or strength.

Recognizing the Difference

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

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

ASSAULT: DANGEROUS THREATS:

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

PHYSICAL ASSAULT (FIGHTING):

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

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

SEXUAL, RELIGIOUS, RACIAL HARASSMENT OR VIOLENCE:

It is the policy of Independent School District #361 to maintain learning and working environment that is free from religious, racial, or sexual harassment and violence. The school district prohibits any form of religious, racial, or sexual harassment and violence.

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

RACIAL HARASSMENT DEFINITION:

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

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

RACIAL VIOLENCE DEFINITION:

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

RELIGIOUS HARASSMENT DEFINITION:

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

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

RELIGIOUS VIOLENCE DEFINITION:

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

SEXUAL HARASSMENT DEFINITION:

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

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, or obtaining or retaining employment, or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

1. Unwelcome verbal harassment or abuse;
2. Unwelcome pressure for sexual activity;

3. Unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than Necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
4. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
5. Unwelcome sexual behavior or word, including demands for sexual favors, accompanied by implied or overt promised or preferential treatment with regard to an individual's employment or educational status; or
6. Unwelcome behavior or words directed at an individual because of gender.

SEXUAL VIOLENCE DEFINITION:

Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined

Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks, of breast, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

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

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

VERBAL ASSAULT:

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

DANGEROUS WEAPONS AND ARTICLES:

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

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

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

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

DRESS/CLOTHING:

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

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

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

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

PERSONAL LISTENING DEVICES AND CELL PHONES:

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

WEATHER POLICY:

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

VOLUNTEERS:

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

CONFIDENTIALITY:

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

MANDATED REPORTING:

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

MEDICATION POLICY:

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

IMMUNIZATION:

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

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

A notarized statement that immunization goes against personal beliefs.

ILLNESS AT SCHOOL:

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

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

SPECIAL EDUCATION:

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

STUDENT REGISTRATION:

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

EMERGENCY PHONE NUMBER:

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

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

LOST AND FOUND:

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

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

PERSONAL PROPERTY:

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

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

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

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

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

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

Independent School District No. 361

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

Section 504 Officer (Gr. K-5)

Melissa Tate

1414 15th Avenue; International Falls, MN 56649

218-283-2571 ext. 1232

Section 504 Officer (Gr. 7-12)

Marc Glowack, Dean of Students

1515 11th Street; International Falls, MN 56649

218-283-2571 ext. 1110

Alternative: Marc Glowack,

Dean of Students Gr. 6-12

Alternative: Melissa Tate, Elementary Principal

Title IX Officer (District-wide)

Kevin Grover Superintendent of Schools

1515 11th Street; International Falls, MN 56649

218-283-2571 ext. 1112

Title IX Officer (Alternate)

Tim Everson, FHS Principal

1515 11th Street; International Falls, MN 56649

218-283-2571 ext. 1104

Human Rights Officer

Tim Everson, FHS Principal

1515 11th Street; International Falls, MN 56649

218-283-2571 ext. 1104

Human Rights Officer (Alternate)

Melissa Tate, FES Principal

1414 15th Avenue; International Falls, MN 56649

218-283-2571 ext. 1232

*FALLS HIGH SCHOOL
STUDENT HANDBOOK
2021-2022*



INDEX

Absences	7	Intimacy	12
Academic Excellence Award	19	Leaving School Grounds	15
Activities	19	Lock Down Drills	14
Alcohol & Drugs	10	Lockers.....	14
Annual Staff.....	19	Lunch Detention.....	8
Assault.....	9	MCA Refusal to Participate.....	22
Assemblies	15	MCA Refusal to Part. Form.....	23
Attendance	7	Media Center.....	17
Attendance (Extra-Cir.).....	7	Medication	18
Background Check.....	17	MN Honor Society.....	19
Behavior Contract	13	M.S.H.S.L	20
Books & Fines	17	Music.....	19
Bullying and Harassment.....	9	Obscenity	9
Bullying Prohibition Policy.....	29	Officers.....	21
Bus Policy	21	Open Study Hall.....	13
Cafeteria.....	15	Out of Town Trips	14
Canine Detection Services	13	Parent/Teacher Conferences	15
Cheerleading	19	Parking Regulations	14
Class Schedule	16	PBIS.....	8
Closed Noon Hour	15	Pre-Excused Absence.....	8
Daily Announcement.....	16	Preface.....	3
Dances.....	16	Prom.....	19
Data Privacy Act.....	7	Physical Education Class.....	17
Detention.....	8	Race/Religious/Sexual Harass	20
Directory Information	21	Removal From Class.....	8
Disciplinary Actions	12	School Calendar	5
Disciplinary Guidelines	9	Searches.....	14
Disorderly Conduct.....	9	Speech.....	19
Distribution of Lit./Posters.....	17	Student Council.....	16
Distribution of Non-School Material.....	38	Student on School Board	17
District Harassment/Violence Policy.....	24	Suspension	8
Dress Code	12	Tardy Regulations.....	8
Dropping Classes	13	Technology/WIFI Use.....	17
Early Dismissal Schedule.....	6	Terroristic Threat	11
Electronic Devices.....	11	Testing Plan & Procedures.....	49
Emergency Contact.....	15	Tobacco Violations	10
Extension List.....	4	Transportation Safety Policy.....	41
Fees	17	Truancy	9
Fire & Tornado Drills	14	Unpaid Meal Charges Policy.....	35
Fundraising	17	Vandalism & Theft.....	10
Grading System.....	18	Visitors.....	15
Grad. Requirements	18	Weapons.....	11
Hall Passes	16	Weather Policy.....	22
Hazing.....	16	Weighted Grades.....	19
Health Service.....	18	Welcome	3
Homebound Instruction	18		
Honor Policy.....	13		
Honor Roll.....	18		

WELCOME TO FALLS HIGH SCHOOL

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

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

Superintendent
Kevin Grover

Falls High School Principal
Tim Everson

Dean of Students
Marc Glowack

Counselor
Thane Grewatz

Athletic Director
Bill Mason

Police Liaison
Dane Olson



PREFACE

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

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

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

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

TUESDAY	AUGUST 31	TEACHER IN-SERVICE/WORK DAY
WEDNESDAY	SEPTEMBER 1	TEACHER IN-SERVICE/WORK DAY
THURSDAY	SEPTEMBER 2	TEACHER IN-SERVICE/WORK DAY
THURSDAY	SEPTEMBER ?	6 th Grade & New Student Orientation
THURSDAY	SEPTEMBER ?	FHS Meet the Teacher Night 6 th -12 th Grade
TUESDAY	SEPTEMBER 7	FIRST DAY OF CLASSES
?	OCTOBER ?	FHS MID-TERM REPORTS, 1 st Quarter
THURSDAY	OCTOBER 21	NO CLASSES-EDUCATION MINNESOTA BREAK
FRIDAY	OCTOBER 22	NO CLASSES-EDUCATION MINNESOTA BREAK
TUESDAY	OCTOBER ?	FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.)
THURSDAY	OCTOBER ?	FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.)
THURSDAY	NOVEMBER 25	NO CLASSES-THANKSGIVING RECESS
FRIDAY	NOVEMBER 26	NO CLASSES-THANKSGIVING RECESS
?	DECEMBER ?	FHS MID-TERM REPORTS, 2 nd Quarter
WEDNESDAY	DECEMBER ?	FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.)
WEDNESDAY	DECEMBER 22	LAST DAY OF CLASSES BEFORE WINTER BREAK
MONDAY	JANUARY 3	SCHOOL REOPENS
?	JANUARY ?	END OF SECOND QUARTER/END OF FIRST SEMESTER
MONDAY	JANUARY 17	NO CLASSES - TEACHER IN SERVICE
MONDAY	FEBRUARY 21	NO CLASSES - PRESIDENT'S DAY
?	FEBRUARY ?	FHS MID-TERM REPORTS, 3 rd Quarter
?	MARCH ?	FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.)
WEDNESDAY	MARCH 16	NO CLASSES
THURSDAY	MARCH 17	NO CLASSES – EXCHANGE DAY FOR CONFERENCES
FRIDAY	MARCH 18	NO CLASSES – EXCHANGE DAY FOR CONFERENCES
?	APRIL ?	END OF THIRD QUARTER
FRIDAY	APRIL 15	NO CLASSES - GOOD FRIDAY
MONDAY	APRIL 18	NO CLASSES - SPRING BREAK
?	MAY ?	FHS MID-TERM REPORTS, 4 th Quarter
FRIDAY	MAY 27	LAST DAY FOR SENIORS
MONDAY	MAY 30	NO CLASSES - MEMORIAL DAY
THURSDAY	JUNE 2	LAST DAY OF CLASSES, END OF FOURTH QUARTER
FRIDAY	JUNE 3	TEACHER WORK DAY
SUNDAY	JUNE 5	2021 GRADUATION–3:00 PM

Falls Elementary & West End Elementary Schools

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

Falls High School

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

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

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

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

ATTENDANCE

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

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

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

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

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

Attendance-Extracurricular Activities

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

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

Absences

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

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

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

Pre-Excused Absences: Students needing personal absence of three or more consecutive days are requested to fill out a pre-excused absence form available in the office. The form must be signed by a parent/guardian, filled in and signed by the student's teachers, and

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

Tardy Regulations

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

PBIS-Positive Behavioral Intervention Supports

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

Suspension

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

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

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

Detention

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

Lunch Detention

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

Removal from Class

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

The following is the procedure for the removal from class:

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

informational administrative conference including, but not limited to, completion of any makeup work and/or a behavior contract.

- d. Per direction of the classroom teacher, the student is to report directly to the office or ISS room, when sent out of class. Failure to do so could result in further disciplinary action. Students sent to ISS may be assigned classroom work by the teacher or work to help them pass their MCA tests and achieve the school academic goal.

Disciplinary Guidelines

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

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

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

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

First Offense:

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

Second Offense:

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

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

First Offense:

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

Second Offense:

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

Third Offense:

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

- V. Truancy:**

First Offense:

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

Second Offense:

 - A. One hour of detention per hour skipped, up to three (3) hours.
 - B. One day of ISS per four (4) to seven (7) hours of truancy.
 - C. Parent/guardian notification

Third and Subsequent Offenses:

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

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

VI. Vandalism and Theft:

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

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

First Offense:

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

Second Offense:

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

Third and Subsequent Offenses:

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

Tobacco offenses accumulate for school career

VIII. Alcoholic Beverages and Drugs:

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

IX. Weapons and Articles:

- A. **It is unlawful for any person to bring to school or have in their possession any weapons: guns, knives, cigarette**

lighters, explosive devices (fake or real, makes no difference), fire crackers, stink bombs, stun gun, pepper spray, or anything construed by the school to be dangerous or cause alarm or fear in any person in the school or on school property.

- B. Some chains may also be considered dangerous weapons. A notification will be given and documented. Further wear will result in suspension and/or expulsion proceedings.
- C. Violation of said article will result in immediate suspension until a hearing can be arranged with school, parents, and law enforcement personnel.
- D. A student who brings a weapon to school shall be expelled for a period of one (1) year. The principal, under appropriate circumstances, may recommend and the board may impose a lesser penalty. The student may also have charges filed against him/her by a law enforcement agency.
- E. School Board Policy 501, School Weapons Policy: IV. EXCEPTIONS A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.

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

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

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

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

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

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

A. Inappropriate Comment: General comment not directed at individual or group.

- 1. Mandatory counselor appointment (Anger Management)
- 2. Parent meeting with administrator, student, and juvenile officer
- 3. Detention/ISS
- 4. Locker search

B. Threatening statement directed at person or small group.

- 1. Parent meeting, juvenile officer
- 2. Mandatory counseling and follow-up
- 3. ISS/OSS/Expulsion
- 4. Possible charges

C. Pre-meditated [thought out] plan or comment of terroristic activity directed at individual or group.

- 1. Parent meeting and juvenile officer
- 2. Mandatory counseling and follow-up
- 3. ISS/OSS/Expulsion
- 4. Possible charges

XII. Electronic Devices:

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

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

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

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

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

*** Recording events/taking pictures at school is not allowed without administrator approval and will result in**

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

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

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

XII. Dress Code:

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

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

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

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

XIII. Intimacy:

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

First Offense:

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

Second Offense:

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

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

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

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

Disciplinary Actions

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

LEVEL 1

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

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

Failure to comply, subjects the student to Level 2.

LEVEL 2

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

Failure to comply, subjects the student to Level 3.

LEVEL 3

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

Failure to comply, subjects the student to Level 4.

LEVEL 4

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

Canine Detection Services

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

Honor Policy

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

Open Study Hall

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

Dropping Classes (Electives)

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

Behavior Contract

A behavior contract is a **disciplinary** agreement between a student and a teacher. The agreement specifies the conditions that must be met to remain in class or participate in a school field trip. **Failure to follow the conditions will result in removal from the class and/or trip and the grade will be recorded as "NC", No Credit.** Students removed from class or a trip will be assigned to ISS and may be provided classroom assignments or work to strengthen their ability on the MCA tests and school academic goal.

Fire and Tornado Drills

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

Lock Down Drills

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

Lockers

School lockers are the property of School District #361. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of a law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

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

Searches

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

Out of Town Trips

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

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

Parking Regulations

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

Assemblies

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

Closed Noon Hour/Leaving School Grounds

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

Cafeteria

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

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

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

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

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

Emergency Contacts (listed in Skyward)

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

Parent-Teacher Conferences

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

Visitors

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

Hazing Prohibition

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

Daily FHS Announcements

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

Hall Passes

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

2021-2022 Class Schedule

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

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

Class Schedule (Wednesday only)

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

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

Dances

All dances will be held at the high school with the exception of Harvest Ball, Snowball, and Prom. Dances are limited to current Falls High School students. Exception: out of town students in grades 11-12 may apply in advance to attend dances.

Student Council

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

2021-2022 STUDENT COUNCIL MEMBERS

Advisor: Brandon Vang

EXECUTIVE BOARD MEMBER:

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

~2021-22 Falls High Student Council Members~					
7TH GRADE	8TH GRADE	9TH GRADE Freshmen	10TH GRADE Sophomores	11TH GRADE Juniors	12TH GRADE Seniors
<i>Max Youso</i>			<i>Mitchell Erickson</i> <i>Jillian Bilben</i>		

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

Fundraising Activities

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

Background Check/Criminal History

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

Technology/WIFI Use

The intent of our acceptable use policy is to establish and administer guidelines for the use of ISD #361 technology resources by staff, students, and any other users. Technology resources include all voice, video, and data systems such as telephones, televisions, computers, networks, and supplies. The use of technology and the Internet is a privilege, not a right, and inappropriate or unauthorized use will result in disciplinary action, including the termination of those privileges. The complete version of our acceptable use policy can be found on the Internet at www.isd361.org via the School Board Policies tab.

ISD#361 has completed installation of a wireless network at Falls High School. Some ISD 361 computer devices use the wireless network while other devices are using our wired network. All ISD #361 devices are filtered. This means all activity is audited and can be monitored. **If you connect your personal device to the ISD #361 guest network, keep in mind that it, too, will run through the filter and all activity is audited and can be monitored.**

Distribution of Literature/Posters

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

Books and Fines

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

Fees

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

Physical Education Class

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

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

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

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

Media Center

The Falls High School Media Center is located on the 2nd floor and is open from 8:00 a.m. to 4:30 p.m. on school days. During the school day, students must have a signed pass by his/her teacher. During lunch, students must sign in as they enter the LMC, **leaving the library via the emergency exit during a non-emergency will result in detention/suspension.** Students not using the library for the purpose of studying, reading, or using the computers will be asked to leave the library.

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

PRINT MATERIALS include magazines, books and newspapers.

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

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

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

Medication

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

Health Service

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

Homebound Instruction

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

Graduation Requirement

24 Credits

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

Honor Roll

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

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

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

An honor roll is issued following each marking period.

Semester 1

Semester 2

Grading System

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

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

Bonus GPA Grading System

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

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

Weighted Grades

Weighted grades are set forth for select classes at FHS. The school district policy encourages students to enroll in the district's most

challenging academic courses to maximize rigor and student potential. A weighted grade course is defined by the district as a Falls High School course designated by the School Board as having grades weighted. To qualify for additional weighted points a student must complete the board approved applied course with a semester grade of “C” or higher. For additional information on the ISD 361’s weighted grading policy, see School Board Policy 613.5, Series 600.

Academic Excellence Award

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

Activities

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

I. Athletics

• Boys' Sports:	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
	Football	Basketball	Track
	Cross-Country	Hockey	Baseball
	Trap	Swimming	Golf
		Wrestling	Trap
• Girls' Sports:	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
	Volleyball	Basketball	Track
	Cross-Country	Hockey	Softball
	Swimming	Wrestling	Golf
	Trap		Trap

II. Cheerleading

There is a cheerleading squad for each of the following sports: football, boys’ basketball and hockey. Try-outs are held in the spring. Falls High eligibility and MSHL rules apply.

III. Prom-Junior & Senior

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

IV. Music

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

V. Speech

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

VI. Annual Staff

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

VII. Minnesota Honor Society

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

VIII. One Act Play

Minnesota State High School League

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

School Colors
Purple and Gold

School Mascot
Bronco

School Song

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

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

Sportsmanship

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

Religious, Racial and Sexual Harassment

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

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

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

INDEPENDENT SCHOOL DISTRICT #361

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

Section 504 Officer (Gr. K-5)
Melissa Tate, Elementary Principal
1414 11th Avenue, International Falls, MN 56649
218-283-2571 ext. 1232
Alternate: Marc Glowack, Dean of Students Gr. 6-12

Section 504 Officer (Gr. 6-12)
Marc Glowack, Dean of Students 6-12
1515 11th Street, International Falls, MN 56649
218-283-2571 ext. 1110
Alternate: Melissa Tate, Elementary Principal

Title IX Officer (District-wide)
Kevin Grover Superintendent of Schools
1515 11th Street, International Falls, MN 56649
218-283-2571 ext. 1112

Title IX Officer (Alternate)
Tim Everson, FHS Principal
1515 11th Street, International Falls, MN 56649
218-283-2571 ext. 1104

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

Human Rights Officer (Alternate)
Missy Tate, FES Principal
1414 11th Avenue, International Falls, MN 56649
218-283-2571 ext. 1232

Directory Information

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

- Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
1. the types of personally identifiable information that the school district has designated as directory information;
 2. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student as directory information.

**Bus Policy
District 361 Transportation Department
Bus Garage: 283-2050**

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

The student management system uses minor and major offenses for recording behavior. Some examples of Minor offenses are: Minor Defiance and Minor Disruption. Some examples of Major offenses are: Defiance, Fighting, Lying/Cheating, and Vandalism. When a student reaches four minor offenses the four minor offenses change to one major which equals one detention. *(This schedule and discipline policy may be adjusted to accommodate students with disabilities.)*

First Offense:

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

Second Offense:

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

Third Offense:

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

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

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

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

Weather Policy

Closing Schools Due to Inclement Weather

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

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

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

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

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

Minnesota Comprehensive Assessments (MCA) Refusal to Participate

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

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

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

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



Parent/Guardian Refusal for Student Participation in Statewide Assessments

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

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

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

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

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

Student's District/School _____ Grade _____

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

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

Reason for refusal:

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

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

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

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff

Student ID or MARSS Number _____

INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361

BOARD POLICY 413

SERIES: 400

SUBJECT: DISTRICT HARASSMENT AND VIOLENCE

ADOPTED: By reference

REVISED: 1999, Revised 2010

Page 1 of 7

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

b. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:

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

c. "Immediately" means as soon as possible but in no event longer than 24 hours.

d. Protected Classifications; Definitions

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

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

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

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

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

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

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

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

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

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

e. Sexual Harassment; Definition

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

- a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or

- b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

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

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

F. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

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

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

G. Violence; Definition

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

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a pupil, teacher, administrator, or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.

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

or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. School district personnel who fail to inform the building report taker of a report of harassment or violence in a timely manner may be subject to disciplinary action.

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

V. INVESTIGATION

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

VI. SCHOOL DISTRICT ACTION

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

VII. REPRISAL

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

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

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

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

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

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

Cross References:

MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
 MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
 MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
 MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
 MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
 MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
 MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
 MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
 MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
 MSBA/MASA Model Policy 525 (Violence Prevention)
 MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital

INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361

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

A. PURPOSE

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

B. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of

whether such act is committed on or off school district property an/or with or without the use of school district resources.

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

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

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

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

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

C. DEFINITIONS

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

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 - 1. An actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 - 2. Materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer or a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

- C. "Immediately" means as soon as possible but in no event longer than 24 hours.

- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. “On school premises, on school district property or at school related functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. “Student” means a student enrolled in a public school or a charter school.

D. REPORTING PROCEDURE

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal or the principal’s designee or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to one of the following individuals:
1. **Building Principals:**
Tim Everson, Head Principal: Falls High School; 218-283-2571 ext. 1104
Marc Glowack, Dean of Students: Falls High School; 218-283-2571 ext. 1110
Melissa Tate; Falls Elementary School; 218-283-2571 ext. 1232
 2. **6 Title IX Officer/Human Rights Officer:**
Kevin Grover, Superintendent of Schools ISD #361 District Office
1515 11th Street; International Falls, MN 56649 218-283-2571 ext. 1112

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

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

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct, or who fail to make reasonable efforts to address and resolve the bullying or prohibited conducts in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

E. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of the investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

F. REPRISAL

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

G. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. §122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct. .
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The school district is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;

6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

H. NOTICE

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

I. POLICY REVIEW

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

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

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

INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361

INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361

BOARD POLICY 534
Unpaid Meal Charges

Adopted ___ By Reference ___
Revised ___ December 2019 _____

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

III. PAYMENT OF MEALS

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

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

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

IV. ACCOUNT PURCHASES

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

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

V. LOW OR NEGATIVE ACCOUNT BALANCE NOTIFICATION

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

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

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

Meal Account Balances at negative -\$25.00

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

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

Meal Account Balances at Negative -\$50.00 or more

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

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

VI. UNPAID MEAL CHARGES

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

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

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

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

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

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

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

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

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

VII. STAFF MEALS

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

VIII. COMMUNICATION OF POLICY

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

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

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

Legal References:

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

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

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

Revised June 2018

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

III. DEFINITIONS

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

IV. GUIDELINES

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

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

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

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

VI. PROCEDURES

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

VII. DISCIPLINARY ACTION

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

VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

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

IX. IMPLEMENTATION

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

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

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

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

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

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

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

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

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

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

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

MSBA/MASA Model Policy 506 (Student Discipline)

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

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

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

Revised June 2018

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

I. PURPOSE

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

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

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

B. Student Training

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

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

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

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

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

15 points = 3 day suspension

30 points = 5 day suspension

45 points = 10 day suspension

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

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

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

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

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

5. **Other Discipline**

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

6. **Records**

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

7. **Vandalism/Bus Damage**

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

8. **Notice**

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

9. **Criminal Conduct**

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

IV. PARENT AND GUARDIAN INVOLVEMENT

A. **Parent and Guardian Notification**

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

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

Parents/Guardians are responsible to:

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

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

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

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

VI. SCHOOL BUS DRIVER TRAINING

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

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]
 - 2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.
- B. Evaluation

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

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

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

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

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

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

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

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

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

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

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

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

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

B. Type III Vehicles

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

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

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

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

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

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

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

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

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

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

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

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

A. Superintendent

1. Responsibilities before testing.

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

2. Responsibilities after testing.

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

B. District Assessment Coordinator

1. Responsibilities before testing.

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

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

2) Responsibilities on testing day(s).

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

3) Responsibilities after testing.

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

C. School Principal

1) Responsibilities before testing.

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

2) Responsibilities on testing day(s).

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

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

3) Responsibilities after testing.

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

D. School Assessment Coordinator

1) Responsibilities before testing.

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

2) Responsibilities on testing day(s).

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

E. Technology Coordinator

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

F. Test Monitor

1) Responsibilities before testing.

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

2) Responsibilities on testing day(s).

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

G. MTAS Test Administrator

1) Responsibilities before testing.

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

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

2) Responsibility on testing day(s).

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

H. MARSS Coordinator

1) Responsibilities before testing.

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

2) Responsibilities after testing.

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

I. Any Person with Access to Test Materials

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

IV. TEST SECURITY

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

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

V. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

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

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

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

Cross References:

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

**XXXV. JOINT POWERS AGREEMENT ESTABLISHING
A JOINT RECREATION COMMISSION AND
DEFINING ITS POWERS**

The City of International Falls, Minnesota

Independent School District No. 361, Minnesota

There is hereby created by adoption and periodic revision of this Joint Powers Agreement (“Agreement”) a Recreation Commission for the City of International Falls and Independent School District No. 361 pursuant to the authority granted by Minnesota Statute, Sec. 471.59, under which the power of the City of International Falls (“City”) and School Board of Independent School District No. 361 (“School District”) to operate a program of recreation may be delegated to such a Joint Powers Board (“Commission”).

SECTION ONE – ESTABLISHMENT AND COMPOSITION OF RECREATION

BOARD:

The Recreation Commission shall consist of nine (9) members composed as follows: The City Council of the City of International Falls, and the School Board of Independent School District 361, shall have 3 members each, but no less than 1 elected official, the remaining 2 appointees may be any member from their taxing district at the independent discretion of each respective council or board. The Recreation Commission will elect 3 at-large members to the board. A vacancy shall be filled from the unexpired portion of the term by the appropriate appointing body. Members of the Recreation Commission shall serve without compensation and shall not be personally interested in any contracts of the Recreation Commission.

The Recreation Commission shall at the beginning of each calendar year, select a Chairperson, Vice Chairperson, and Secretary from their numbers, with duties in addition to board membership implied by these titles. A majority shall constitute a quorum for the transaction of business.

SECTION TWO - GENERAL POLICIES:

The Recreation Commission shall have power to operate a program of public recreation as joint agent of the City and School District. If any part of the public recreation program of the community is administered directly by any public or private agency other than the Commission, the Commission shall have power to make cooperative agreements with any such public or private agency for the purpose of coordinating all the activities and facilities included in such public recreation program. The program directly administered by the Commission may make use of public property, assigned to, or of private property leased or otherwise made available for public recreational use.

The City Council shall determine what land is to be acquired be it for recreational purposes, what land it shall be permitted to use in carrying on its recreational program, and what buildings or other permanent structures are to be constructed upon those lands.

The School District shall make similar decisions with respect to its structures upon it.

The Commission shall advise the City Council and School Board upon such matters and shall operate facilities made available to it for recreational purposes; but it shall have no authority to acquire land in its own name or without the consent of the governmental unit in whose name such land is to be acquired, and it shall have no authority to construct buildings or other permanent structures upon any land without the consent of the owners of such land; and in no event shall such buildings or structures be constructed by the commission upon privately owned land.

SECTION THREE – SPECIFIC POWERS:

In order to carry on the recreation program provided herein, the Commission shall adopt rules for its meetings, transactions of the Recreation Commission business, and rules governing the use by the public of the recreations facilities under its control.

Employees:

The Recreation Commission shall employ a program Recreation Director. The Recreation Director will be responsible for the overall management of the programs administered under the Recreation Commission.

A salary committee established by the Recreation Commission Board will perform an annual performance review of the program Director in April of each year. The salary committee will be represented by one school board member, one representative from the City Council of International Falls, and one Recreation Commission Chair or Vice-Chair in the absence of the Chair.

The Recreation Commission shall assure all employees are selected based on merit and shall be appointed in compliance with the minimum qualifications established the Minnesota Department of Education. Employees and volunteers working directly with program youth participants may be subject to a background check as per MS 123B.03.

The Recreation Commission may enter into contracts for completion within a current fiscal year, lease real or personal property for public recreational purposes subject to the provisions of Section 2 , and purchase materials, supplies and equipment as necessary for support of programs. Contract services will be bid per contract bid law. Perform additional acts as reasonable and necessary to carry on a public recreational program under this ordinance.

The Recreation Commission shall accept gifts and personal property for public recreational purposes subject to Section Two.

SECTION FOUR – PREPARATION OF PROGRAM:

The Recreation Commission shall each fiscal year prepare a comprehensive program for public recreation activities for the upcoming fiscal year. The comprehensive program will include recommended divisions of responsibility as between private agencies, or other public agencies administering recreation activities directly, and the Recreation Commission itself.

The comprehensive program report will be presented by the Recreation Director to the School District Board and City Council in July of each year. The Recreation Commission's own program shall be described in terms of activities, as well as finances.

The Recreation Commission shall not itself levy taxes or borrow money; and it shall not approve any claims or incur any obligations for expenditures, unless there is an unencumbered budget available.

SECTION FIVE- FINANCES:

The fiscal year of the Recreation Commission will be July 1st to June 30th. The budget of finances shall be balanced and shall be accounted for following generally accepted accounting principles.

In July of each year the Recreation Director will present to the Recreation Commission Board, City Council and School Board the tentative revenue and expenditure budget for the upcoming fiscal year and the final revenue and expenditure budget of the current fiscal year. The final fiscal year budget along with the new tentative budget of the upcoming fiscal year will be approved by the Recreation Commission at their June board meeting. The budget approved by the Recreation Commission shall control the fiscal years spending program, except the excess revenues received may be spent upon approval of five (5) members of the Recreation Commission.

SECTION SIX: FINANCES OF THE COMMISSION:

For the purpose of the financing the public recreation program authorized by this Joint Powers Agreement, contributions will be made as follows:

City of International Falls:

The City of International Falls will contribute an amount to be determined annually after budget presentations and consultation with the Recreation Commission.

The City of International Falls will provide payroll services for the Commission. An audit of income and expenditures as required by law, will be performed at a minimum of every (5) years included in the City of International Falls audit, at the expense of the Recreation Commission.

Independent School District #361:

The School District will provide office space within their facility for the Recreation Director's office. The School District will provide all office overhead, including computer, software, internet, and utilities for use by the Recreation Director.

Activity Levy Revenue:

The purpose of the activity levy revenue is to reduce fees for school age participants; thereby, providing the children of the community with affordable recreational programs.

The total activity levy revenue is determined by taking the ADJPU of the School District times the \$74/ADJPU levy allowance. (Adjusted Pupil Unit)

The School District will pay the activity levy revenue due the Recreation Commission by November 30th of each fiscal year.

The total activity levy revenue available for the fiscal year will be certified by Independent School District business manager to the Recreation Commission. based on adjusted pupil unit.

SECTION SEVEN- INSURANCE:

The Recreation Commission is required to maintain liability insurance with limits of \$1,000,000 per occurrence, and \$2,000,000 bodily injury.

The Recreation Commission shall carry Workers Compensation Insurance and surety bonds for all officers and employees.

SECTION EIGHT- RULES OF CONDUCT:

Any participant of a Recreation Department activity will follow current Minnesota State High School League (MSHSL) and ISD 361 policies and rules. Recreation Department activities are all activities that the Recreation Department has a part in administering. When policies refer to principal that would align with Recreation Director, and when reference is made to the school board that would refer to the Recreation Commission with regards to interpretation of rules/policies dealing with student conduct and discipline.

SECTION NINE- PLAYER MOVEMENT POLICY:

In those activities where the Recreation Commission provides a team at the Jr. High level, the student/athlete will participate at his/her respective level. A Junior High school student may compete for a high school level team (JV, Varsity) if the activity is not offered in season at the Jr. High level, or at the request of the head varsity coach of that activity.

In rare instances where upward player movement from Jr. High level to Jr. Varsity and Varsity level for team sports programs, (football, volleyball, basketball, hockey, baseball, softball) the following procedures will be followed.

1. The Head Coach will initiate the proposed movement to the Recreation and Athletic

Directors.

2. The Directors will conduct a review with the affected head coaches, to determine the feasibility of the request to move up the student/athlete. Criteria to consider include; is the student/athlete; mature enough, skilled enough, and how will it affect the team they are leaving? A majority shall be reached to allow the movement. (Athletic/Recreation Director, Head Coach, and Jr High Coach)
3. If the movement is approved, the parents and student will be notified by the Athletic Director. If parents and student do not concur with the recommendation, the process ends. If approved by parents and student, the student will be moved to the appropriate level.

Once the student has been moved, the student will have a two-week evaluation period. At the end of that time, a final decision on placement for the season will be made.

The philosophy of the Recreation Commission / Falls High School Activities Department believes high school athletic teams should be made up of students primarily in grades 9-12. Every attempt will be made by coaches to recruit elementary, Jr. High school students for participation in activities.

When an exception is made, the Jr. High Student will not deny a student in grades 9-12, the opportunity from being a team member for their respective teams.

SECTION TEN-DISPOSAL OF PROPERTY:

In the event that this agreement is terminated, all property will be distributed according to M.S. 471.59. All equipment, supplies and surplus money shall be split 50/50 between the City of International Falls and School District #361.

SECTION ELEVEN-OUT CLAUSE:

This agreement may be terminated by either party upon 90 days' notice in writing, served on the other party. Service may be by personal service or certified mail within return receipt. Agents for the service shall be Superintendent of Schools or Agent, and City Administrator or Agent.

SECTION TWELVE- EFFECTIVE DATE:

This agreement shall be in effect from **July 1, 2021 to September 30, 2021.**

Passed by the International Falls Recreation Commission on July 21, 2021

Signed by: _____
Recreation Commission Chairperson

Passed by the City Council of International Falls on (date): _____

Signed by: _____
Mayor, International Falls

Signed by: _____
City Administrator

Passed by the School Board of International Falls Public Schools, ISD 361 on (date) _____

Signed by: _____
School Board Chairperson

Signed by: _____
Superintendent

AGREEMENT FOR CONTRACTING ATHLETIC DIRECTOR SERVICES:

The Recreation Commission agrees to contract with ISD 361 to provide Athletic Director Duties. The Recreation Commission will annually negotiate with ISD 361 to provide this contracted service. Recreation Commission or ISD 361 may opt out of this arrangement by giving the other party 90 days notice.

Athletic Director Responsibilities are all duties associated with coordinating and administering all current ISD 361 high school activities. ISD 361 will employ secretarial support to be available to the Recreation Director for the majority of the day for the months of August through June.

Recreation Director will be under the supervision of high school principal when administering high school activities.

Fiscal responsibility for this section of the agreement is as follows:

- 1) ISD 361 will pay \$78.00 each night there are ISD 361 varsity activities for site director duties for that evening. Site director coordinates duties that are associated with successfully running varsity and junior varsity events for that evening.
- 2) ISD 361 will pay all hired positions for varsity and junior varsity activities as directed in Local 331 contract (examples: announcer, line judge, scorer, usher, etc)
- 3) ISD 361 will employ a secretary that devotes the majority of their time to assist the Athletic Director/Recreation Director with secretarial duties. Principal is immediate supervisor of this position, but Recreation Director will guide the secretary with respect to daily duties.
- 4) ISD 361 will compensate the Recreation Commission \$ 20,078.42, in 2021-2022, for contracting Athletic Director services from the Recreation Commission.

This agreement is effective July 2021 – June 30, 2022

Recreation Department:

ISD 361

City of Int'l Falls

Chair

Chair

Mayor

Vice Chair

Clerk

City Admin.

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

**BOARD POLICY 730
Delinquent Meal Bad Debt**

Adopted: August 17, 2021

I. PURPOSE

To provide clear guidance on when an unpaid meal charge is considered delinquent meal bad debt.

II. BACKGROUND AND DEFINITIONS

The District currently has a procedure in place to collect unpaid meal charges. The unpaid charges become delinquent meal debt when payment is overdue for meals eaten and money not provided. The debt is considered “delinquent meal debt” as long as it is considered collectable and efforts are being made to collect the debt. All costs incurred in collecting delinquent meal debt may be charged to the food service fund.

Delinquent meal debt becomes “delinquent meal **bad** debt” when payment is overdue, and it is determined that further collection efforts for delinquent debt are useless or too costly. Food service funds cannot be used to cover the losses of delinquent meal bad debt. Delinquent meal debt will be considered bad debt when the collection agency the District contracts with is unsuccessful in collecting the debt at the end of one year.

III. COSTS OF DELINQUENT MEAL BAD DEBT

The costs of delinquent meal bad debt must be charged to the general fund. Each year, the bad debt costs will be accumulated and presented to the School Board for informational purposes.

IV. DONATIONS FROM THE COMMUNITY

The District will provide opportunities for the community to donate funds to assist families in need of financial assistance. Donations for unpaid meal charges will be accepted by the School Board as outlined in District donation policy.

Allocation of Unpaid Meal Debt Donations Procedure

July 15, 2021

This procedure sets forth the District process for allocating the donations to individual student accounts. Reference Policy Policy 730 - Delinquent Meal Bad Debt. International Falls School District provides the community with an option to donate funds to assist families in need of financial assistance.

Timeline Of Applying Donations:

Every effort will be made to collect on the negative meal accounts, as outlined in the District's Unpaid Meal Charge Procedure, prior to allocating the donations to individual student accounts. Donations will be allocated at the end of the fiscal year, prior to final negative accounts being submitted to a collection agency.

Distribution of Donations:

Distribution of donations will be applied to meal debt using the following hierarchy:

- 1) Families that have been identified as homeless from the McVenney/Vento Act will be applied first. If donations are sufficient, the negative accounts will be eliminated. If donations are not sufficient to eliminate all homeless negative accounts, the donations will be applied on a pro rata basis.
- 2) Families that qualified for free and reduced meal benefits, which had a negative balance prior to qualifying, will be applied next. If donations are sufficient, the negative accounts will be eliminated. If donations are not sufficient to eliminate all negative accounts, the donations will be applied on a pro rata basis.
- 3) Negative family accounts less than \$50 are not eligible to be submitted to a collection agency; therefore, inactive accounts less than \$50 will be applied next. Inactive accounts are families that have moved out of the district or graduated students. If donations are not sufficient to eliminate the negative accounts, the donations will be applied on a pro rata basis.
- 4) All families with negative accounts greater than \$50 that applied for free and reduced meal benefits, but were denied, will be applied next. If donations are not sufficient to eliminate the negative accounts, the donations will be applied on a pro rata basis.
- 5) If there are donated funds remaining after A,B,C, and D above, the dollars will be distributed to the remaining negative accounts on a pro rata basis.

Responsibility:

The Business Manager is responsible for the oversight and maintenance of this procedure.

Request for approval to write off the following as uncollectible debt.

Date: 6/30/2021

The following is a summary of account totals by fee type which have been determined to be uncollectible accounts, therefore, this is a request for Board approval to write off the following amounts:

Fee Type	Amount	Fund
School Readiness	-	Community Ed
Food Service Meal Accounts	462	General Fund
FHS Student Fees/Fines		General Fund
FES Student Fees/Fines	0	Library fines / Fines
Total Write Off:	462.00	

Definition:

Uncollectible Account(s):

- 1) Account that has been determined to be uncollectible due to any of the following:
 - * No current contact information on file to locate family / individual; Family moved out of District
 - * Amount is under \$25 threshold
 - * Deceased
 - * Debt is over 3 years past due

- 2) Account turned over to a Collection Agency:
 - * Attempts to collect have been unsuccessful by District
 - * Debt is within 3 years

**NON-FINANCIAL AGREEMENT
BETWEEN
INTERNATIONAL FALLS SCHOOL DISTRICT 361
AND
KOOCHICHING COUNTY PUBLIC HEALTH AND HUMAN SERVICES**

The purpose of this Agreement is to establish a collaborative relationship between Koochiching County Public Health and Human Services (Agency) and School District 361 (School) to provide mutually agreed upon services to students and families with the needs as described herein. The term of this Agreement will be September 1, 2021, through August 31, 2022, or until a renewal Agreement is fully executed.

The School and Agency need coordination of services between Agency Social Worker and School Social Worker due to the increased emotional, behavioral and social needs of students. The objective of these services will be to prevent the placement of eligible students outside of their parental homes by providing services to the students and their families, which will enable them to successfully remain in their home, school, and community.

OBLIGATIONS

The Agency will make available a Social Worker who will work in collaboration with the School Social Worker to perform mutually agreed upon home/school services.

The School Social Worker will be required to maintain records pertaining to mutually agreed upon standards.

The School will provide a space with privacy for interviewing clients. The School will be responsible for ensuring that the provision of services is consistent with State and Federal Due Process and Individual Education Program Plan rules and regulations.

OTHER

This Agreement may be canceled by either party at any time upon 30 days notice, in writing, delivered by mail or in person, except that the termination shall be for cause such as failure of one or both parties to observe conditions of the Agreement.

Both parties will abide by the Minnesota Government Data Practices Act, in maintaining the confidentiality of information. Procedures and policy shall be followed by both parties to safeguard the private or confidential nature of the subject's data and ensure storage in keeping with MN Statutes, Rules, and Regulations imposed by any level of government. Professional ethics shall be appropriately adhered to in the interdisciplinary work setting.

Services provided under this Agreement shall be available regardless of age, sex, marital status, race, color, creed, physical or mental impairment, arrest or conviction record, or political affiliation.

The parties agree to comply with all respects with the Health Insurance Portability and Accountability Act, Public Law 104-191 (HIPAA), and all rules, regulations and controls effected or promulgated pursuant thereto. The parties agree that as HIPAA and its rules and interpretations become effective, the parties shall execute amendments hereto, provide written assurances, implement policies and procedures, or take whatever other actions are necessary to comply with HIPAA. Should a party fail to honor its obligations pursuant to this section, the other party may terminate this Agreement with thirty (30) days written notice.

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

KOOCHICHING COUNTY PH & HS

INDEPENDENT SCHOOL DISTRICT 361

Director
Koochiching County PH & HS

Chairperson
Board of Education 361

Date: _____

Date: _____

Chair, Koochiching County Board

Superintendent, School District 361

Date: _____

Date: _____

Approved as to form & execution:

Koochiching County Attorney

Date: _____

- 30 a. Perform all duties as required by the Postsecondary Enrollment Options Act (M.S.
31 124D.09) (Attachment A) and Minnesota State Board Policy 3.5 and System
32 Procedure 3.5.1 (Attachment B); and all other duties as stipulated in Attachment
33 C.
34

35 IV. CONSIDERATION AND TERMS OF PAYMENT.

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

- 39
40 1) The SCHOOL DISTRICT will be invoiced by the COLLEGE/UNIVERSITY at the
41 respective academic year rate for tuition, fees, and textbook rental per credit hour per
42 student as follows.
43

Academic Year	Rate
2021-2022	\$221.87/semester credit

- 44
45 2) Additional fees required for students to complete course(s) shall be negotiated between
46 the two parties and described here.
47

- 48 3) Other non-required costs related to course specific software and tools are the
49 responsibility of the student and described here.
50

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

- 52
53 1) Invoices will be sent by the COLLEGE/UNIVERSITY to the SCHOOL DISTRICT
54 by November 1 in the fall and March 2 in the spring.
55
56 2) Payments to the COLLEGE/UNIVERSITY by the SCHOOL DISTRICT for the
57 tuition/fees/textbooks charge for each semester will be made within thirty (30) days
58 of the SCHOOL DISTRICT receiving the invoice.
59

- 60 V. TERM OF CONTRACT. This contract shall be effective on August 15, 2021, **or upon the**
61 **date that the final required signature is obtained by the COLLEGE/UNIVERSITY,**
62 **whichever occurs later,** and shall remain in effect until June 15, 2022, or until all obligations
63 set forth in this contract have been satisfactorily fulfilled, whichever occurs first. The
64 COLLEGE/UNIVERSITY understands that NO work should begin under this contract until
65 ALL required signatures have been obtained, and the COLLEGE/UNIVERSITY is notified
66 to begin work by the SCHOOL DISTRICT's Authorized Representative.
67

68 This agreement is effective for the 2021-2022 Academic Year(s).
69

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

75
76 VII. AUTHORIZED REPRESENTATIVES.

77
78 THE COLLEGE/UNIVERSITY'S AUTHORIZED REPRESENTATIVE. The
79 COLLEGE'S Authorized Representative for the purposes of administration of this
80 contract is:

81 Name: Shelly McCauley Jugovich, Interim Provost
82 Address: 1001 Chestnut St., Virginia, MN 55792
83 Telephone: 218-748-2416
84 E-Mail: s.mccauley@mesabirange.edu
85 Fax:

86
87 THE SCHOOL DISTRICT'S AUTHORIZED REPRESENTATIVE. The SCHOOL
88 DISTRICT'S Authorized Representative for the purposes of administration of this
89 contract is:

90 Name: Kevin Grover
91 Address: 1515 11th St., International Falls, MN 56649
92 Telephone: 218-283-2571 ext.1112
93 E-Mail: kgrover@isd361.org
94 Fax: 218-283-8104

95
96 The SCHOOL DISTRICT'S Authorized Representative shall have final authority for
97 acceptance of the COLLEGE/UNIVERSITY services and, if such services are accepted
98 as satisfactory, shall so certify on each invoice submitted pursuant to Clause II, paragraph
99 B.

100
101 VIII. ASSIGNMENT. The SCHOOL DISTRICT shall neither assign nor transfer any rights or
102 obligations under this contract without the prior written consent of the
103 COLLEGE/UNIVERSITY.

104
105 IX. LIABILITY. Each party will be responsible for its own acts and behavior and the results
106 thereof. The COLLEGE/UNIVERSITY and the SCHOOL DISTRICT's liability is
107 governed by the Minnesota Tort Claims, Act, Minn. Stat. § 3.736, and other applicable
108 laws.

109 X. AMERICANS WITH DISABILITIES ACT COMPLIANCE (hereinafter "ADA"). The
110 SCHOOL DISTRICT is responsible for complying with the ADA Act, 42 U. S. C. 12101,
111 et seq. and regulations promulgated pursuant to it for educational services it provides to its
112 students. The COLLEGE/UNIVERSITY will inform students of support services available

113 at COLLEGE/UNIVERSITY but IS NOT responsible for issues or challenges related to
114 compliance with the ADA beyond its own routine use of facilities, services, or other areas
115 covered by the ADA.

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

119 XII. GOVERNMENT DATA PRACTICES ACT. Both parties must comply with the
120 Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to
121 all data provided by either party in accordance with this contract, and as it applies to all
122 data, created, collected, received, stored, used, maintained, or disseminated by either party
123 in accordance with this contract. The civil remedies of Minnesota Statutes Section 13.08,
124 apply to the release of the data referred to in this Article by either the SCHOOL DISTRICT
125 or the COLLEGE/UNIVERSITY. In the event either party receives a request to release
126 the data referred to in this Article, the receiving party must immediately notify the other
127 and receive instructions from the other party concerning the release of the data to the
128 requesting party before the data is released.

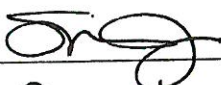
129 XIII. JURISDICTION AND VENUE. This contract shall be governed by the laws of the State
130 of Minnesota. Venue for all legal proceedings arising out of this contract, or the breach
131 thereof, shall be in the state or federal court with competent jurisdiction in St. Louis
132 County, Minnesota.

133 XIV. AUDITS. The books, records, documents, and accounting procedures and practices of
134 either party relevant to this contract shall be subject to examination by the contracting
135 department and the Legislative Auditor for the COLLEGE/UNIVERSITY and the State
136 Auditor for the SCHOOL DISTRICT.

137 XV. OTHER PROVISIONS. (Attach additional page(s) if necessary):

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

140 **APPROVED:**
141 **1. MINNESOTA STATE COLLEGES AND UNIVERSITIES**
142 **Mesabi Range College**
143


By (authorized college/university/office of the chancellor initiating agreement)	
	
Title	Provost
Date	7/6/2021

144

145 **2. SCHOOL DISTRICT:**

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

149

By (authorized signature)

Title <i>superintendent</i>
Date <i>7-6-2021</i>

150

151 **3. AS TO FORM AND EXECUTION:**

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

AT WILL POSITION EMPLOYMENT SCHEDULE

SECTION A, SUBD. 1 – PART TIME BUS DRIVERS:

POSITION	Effective: 07/01/2019	Effective: 07/01/2020
Bus Drivers	\$ 21.49	\$ 21.92

Bus Driver Stipend: An employee who qualifies for this stipend must be employed in a position as a non-union regular route bus driver (to/from transportation) and assigned to a daily route as of March 2, 2020. Employees who meet this qualification and are employed on March 31, 2021 will qualify for a \$500 bonus stipend.

New hired regular route bus driver (to/from transportation) holding a current bus driving license which requires no training or license testing assigned to a daily route employed as of March 31, 2021 will qualify for a \$500 bonus stipend.

SECTION B – COMMUNITY EDUCATION ADULTS WITH DISABILITIES COORDINATOR: REVISED 7/1/2021

This section defines the wages and benefits for the Adults with Disabilities Coordinator position.

The Adults with Disabilities Coordinator position is assigned to work not to exceed 1,220 hours per fiscal year, July 1 to June 30. Basic work day is 4 hours per day.

As this position works a flexible schedule it does not qualify for paid leave benefits.

The wages and benefits for this position are as follows:

	Effective: 07/01/2019	Effective: 07/01/2020
Hourly Rate:	\$16.19	\$16.51

~~Vacation: 4 hours of paid vacation. Vacation cannot be carried over. Unused vacation at the end of the fiscal year will not be paid out.~~

~~Sick Leave: 40 hours of sick leave. Sick leave cannot be carried over and will not accumulate. Unused sick leave at the end of the fiscal year will be lost.~~

Flex Benefit: No District Contribution. Employee at their own expense may elect to participate in either the medical or dependent care flexible spending benefit.

TSA Match: No District Contribution. Employee at their expense may elect to participate in the 403(b) program.

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

STATE OF MINNESOTA

MINNESOTA STATE COLLEGES AND UNIVERSITIES

Rainy River Community College

INCOME CONTRACT

FOR POSTSECONDARY ENROLLMENT OPTIONS (PSEO) BY CONTRACT

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

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

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

NOW, THEREFORE, it is agreed:

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

IV. CONSIDERATION AND TERMS OF PAYMENT.

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

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

Academic Year	Rate
2021-2022	\$ 221.87

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

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

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

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

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

V. TERM OF CONTRACT. This contract shall be effective on **August 15, 2021** or upon the date that the final required signature is obtained by the COLLEGE/UNIVERSITY, whichever occurs later, and shall remain in effect until **June 15, 2022**, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. The COLLEGE/UNIVERSITY understands that NO work should begin under this contract until ALL required signatures have been obtained, and the COLLEGE/UNIVERSITY is notified to begin work by the SCHOOL DISTRICT's Authorized Representative.

This agreement is effective for the **2021-2022** Academic Year(s).

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

VII. AUTHORIZED REPRESENTATIVES.

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

Name: Brad Krasaway, Interim Director of Operations
Address: 1501 Highway 71, International Falls, MN 56649
Telephone: 218-285-2208
E-Mail: brad.krasaway@rainyriver.edu
Fax: 218-285-2239

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

Name: Kevin Grover, Superintendent
Address: 1515 11th Street, International Falls, MN 56649
Telephone: 218-283-2571 x1112
E-Mail: kgrover@isd361.k12.mn.us
Fax: 218-283-8104

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

- VIII. ASSIGNMENT. The SCHOOL DISTRICT shall neither assign nor transfer any rights or obligations under this contract without the prior written consent of the COLLEGE/UNIVERSITY.
- IX. LIABILITY. Each party will be responsible for its own acts and behavior and the results thereof. The COLLEGE/UNIVERSITY and the SCHOOL DISTRICT's liability is governed by the Minnesota Tort Claims, Act, Minn. Stat. § 3.736, and other applicable laws.
- X. AMERICANS WITH DISABILITIES ACT COMPLIANCE (hereinafter "ADA"). The SCHOOL DISTRICT is responsible for complying with the ADA Act, 42 U. S. C. 12101, et seq. and regulations promulgated pursuant to it for educational services it provides to its students. The COLLEGE/UNIVERSITY will inform students of support services available at COLLEGE/UNIVERSITY but IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.
- XI. AMENDMENTS. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.
- XII. GOVERNMENT DATA PRACTICES ACT. Both parties must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by either party in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by either party in accordance with this contract. The civil remedies of Minnesota Statutes Section 13.08, apply to the release of the data referred to in this Article by either the SCHOOL DISTRICT or the COLLEGE/UNIVERSITY. In the event either party receives a request to release the data referred to in this Article, the receiving party must immediately notify the other and receive instructions from the other party concerning the release of the data to the requesting party before the data is released.
- XIII. JURISDICTION AND VENUE. This contract shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or the breach thereof, shall be in the state or federal court with competent jurisdiction in Koochiching County, Minnesota.
- XIV. AUDITS. The books, records, documents, and accounting procedures and practices of either party relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor for the COLLEGE/UNIVERSITY and the State Auditor for the SCHOOL DISTRICT.
- XV. OTHER PROVISIONS. (Attach additional page(s) if necessary):

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

APPROVED:

1. MINNESOTA STATE: By authorized college initiating agreement: [Rainy River Community College](#)

X

Brad Krasaway
Interim Director of Operations

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

X

Kevin Grover
Superintendent

3. AS TO FORM AND EXECUTION:

By authorized college initiating agreement: [Rainy River Community College](#)

X

Brad Krasaway
Interim Director of Operations



Stacy Grover <sgrover@isd361.org>

Fwd: Girls hockey

1 message

Kevin Grover <kgrover@isd361.org>
To: Stacy Grover <sgrover@isd361.org>

Mon, Jul 19, 2021 at 9:58 AM

Another one to add.

----- Forwarded message -----

From: **Kevin Erickson** <kerickson@isd361.org>
Date: Mon, Jul 19, 2021 at 9:57 AM
Subject: Girls hockey
To: Bill Mason <bmason@isd361.org>
CC: Kevin Grover <kgrover@isd361.org>

Please consider this my official resignation as the girls assistant hockey coach for the 2021 . 2022 school year . Thank you for the opportunity to coach the past several years .

Kevin Erickson

This email message is intended only for the use of the individual, individuals, or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient or an employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please delete it immediately. Thank you.

--

Kevin Grover
ISD 361 Superintendent
1515 11th Street
(218)-283-2571 ext 1112

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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:

Falls Education Foundation Spring Grants

Falls Elementary	\$9265.73
Falls High School	\$517.63
Bronco Athletics	\$2370.00

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

The following voted in favor:

Voting against:

Whereupon, the resolution was declared adopted.

**INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361
CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT**

PLAN YEAR: 2020 - 2021

LTFM PROJECTS:				Date:	7/15/2019	
Building	Project Description	Funding Source	FIN Code	Approved / Levy 7/15/2019	FINAL FY21 6/17/2021	
Districtwide	Elevator & Lift Inspection (Arena / FHS)	Physical Hazard	347	500	1,000	
Districtwide	H&S Management Assistance	Environ. H&S Mgmt	352	2,500	2,500	
Districtwide	H&S Consulting Service	Environ. H&S Mgmt	352	10,000	10,000	
Districtwide	Hazardous Waste Disposal	Mat'l	349	1,500	1,500	
Districtwide	PPE	Physical Hazard	347	1,000	1,000	
Districtwide	AED	Environ. H&S Mgmt	352		368	
Districtwide	Fire Safety Monitoring Svc	Fire Safety	363	6,000	6,000	
Districtwide	Fire Extinguisher Inspect/Mtce	Fire Safety	363	3,000	3,000	
FES	Kitchen Inspection	Physical Hazard	347	1,000	1,000	
FHS	Kitchen & Pool Inspection	Physical Hazard	347	1,500	1,500	
FHS	Playground Attenuation	Physical Hazard	347	1,038	1,038	
DW	AHERA Inspections	Environ. H&S Mgmt	352		6,000	
FHS	Chemical Inspections	Environ. H&S Mgmt	352		6,300	
Districtwide	Back to School Blueprint	Environ. H&S Mgmt	352		-	
FHS	Replace Exterior Doors & Jambs	Building Envelope	368	51,000	51,000	
FHS	Student Locker Replacement	Bldg Hardware & Equip	369	61,165	49,000	
FHS	Classroom Lighting Replacement	Electrical	370	35,000	37,022	
FHS	Sidewalk replacement	Site Projects Mechanical	384		10,480	
FES	HVAC / Boiler Project	Systems	380		9,038	
FES	HVAC / Boiler Project	Indoor Air Quality	366		274,000	
FES (Fd06)	Asbestos Removal	Asbestos Removal	358		1,198	
FES	Bond Pmt	Site Projects	384		-	
FHS	Fire Alarm Equipment	Fire Safety	363		100,000	
FHS	Faculty Parking Lot Resurface	Site Projects	384	100,000		
FHS	Roof Replacement, where needed	Roofing Systems	383	115,000		
FES	Faculty Parking Lot Sealed & Painted	Site Projects	384	10,000		
TOTAL ALL LTFM PROJECTS:				400,203	572,944	
Revenue:				400,703	375,632	
(Under) Expense:				500	(197,312)	

**INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361
CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT**

PLAN YEAR: 2021 - 2022

LTFM PROJECTS:				<i>Date:</i>		
				6/12/2020	1/20/2021	6/18/2021
Building	Project Description	Funding Source	FIN Code	MDE APPROVED / LEVY 6/12/20	Revised Plan 1/20/2021	Final Budget Plan 6/18/2021
Districtwide	Elevator & Lift Inspection (Arena / FHS Physical Hazard		347	1,000	1,000	1,000
Districtwide	H&S Management Assistance	Environ. H&S Mgmt	352	2,500	2,500	2,500
Districtwide	H&S Consulting Service	Environ. H&S Mgmt	352	10,000	10,000	10,000
Districtwide	Hazardous Waste Disposal	Other Hazardous	349	1,500	1,500	1,500
Districtwide	PPE	Physical Hazard	347	300	300	300
Districtwide	Fire Safety Monitoring Svc	Fire Safety	363	6,000	6,000	6,000
Districtwide	Bleacher Certification Inspection 5years	Physical Hazard	347	-	-	3,400
Districtwide	Fire Extinguisher Inspect/Mtce	Fire Safety	363	3,000	3,000	3,000
FES	Kitchen Inspection	Physical Hazard	347	1,000	1,000	1,000
FES	Playground Attenuation	Physical Hazard	347	1,000	1,000	-
FES	Replace all playground fall protection	Physical Hazard	347	-	-	41,834
FHS	Kitchen & Pool Inspection	Physical Hazard	347	1,500	1,500	1,500
FHS	Fire Alarm Equipment	Fire Safety	363	2000	205743	107,880
Arena	Sidewalk Replacement East Side entrances	Site Projects	384	13,743	-	-
FES	Bond Pmt		384	45,255	45,255	-
FHS	Sidewalk/curb Replacement East Side,pool entrance	Site Projects	384	30,000	-	-
FHS	Main Switch Gear Replacement	Electrical	370	70,000	70,000	74,345
FHS	Classroom Lighting Replacement	Electrical	370	50,000	-	-
FHS	Locker Room Shower Replacement	Plumbing	381	70,000	-	-
Garage	Lighting Replacement (Bus Barns)	Electrical	370	40,000	-	-
TOTAL ALL LTFM PROJECTS:				348,798	348,798	254,259
Revenue:				348,798	348,798	447,394
(Under) Expense:				-	-	193,135

**INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361
CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT**

PLAN YEAR: 2022 - 2023

LTFM PROJECTS				<i>Date:</i>	6/18/2021
Building	Project Description	Funding Source	FIN Code	MDE Approved / Levy 6/18/2021	
Districtwide	Elevator & Lift Inspection (Arena / FHS)	Physical Hazard	347	1,000	
Arena	Shower Fixtures Replacement	Plumbing	381	122,100	
Districtwide	H&S Management Assistance	Environ. H&S Mgmt	352	2,500	
Districtwide	H&S Consulting Service	Environ. H&S Mgmt	352	10,000	
Districtwide	Hazardous Waste Disposal	Other Hazardous Mat'l	349	1,500	
Districtwide	PPE	Physical Hazard	347	1,000	
Districtwide	Fire Safety Monitoring Svc	Fire Safety	363	6,000	
Districtwide	Fire Extinguisher Inspect/Mtce	Fire Safety	363	3,000	
Districtwide	Lead in Water Testing	Other Hazardous Mat'l	349	3,500	
Districtwide	Radon Testing	Other Hazardous Mat'l	349	3,500	
FES	Kitchen Inspection	Physical Hazard	347	1,000	
FES	Playground Attenuation	Physical Hazard	347	1,251	
FES	Main Switch Gear Replacement	Electrical	370	50,440	
FHS	Kitchen & Pool Inspection	Physical Hazard	347	1,500	
FHS	Fire Alarm Equipment	Fire Safety	363	2,000	
FHS	Replace Window Panels	Building Envelope	368	85,692	
			#N/A		
TOTAL ALL LTFM PROJECTS:				295,983	
Revenue:				328,961	
Net Revenue Over (Under) Expense:				32,978	

**INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361
CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT**

PLAN YEAR: 2023 - 2024

LTFM PROJECTS				<i>Date:</i>	6/12/2020
Building	Project Description	Funding Source	FIN Code	Revised Budget 06/12/20	
Districtwide	Elevator & Lift Inspection (Arena / FHS)	Physical Hazard	347	1,000	
Districtwide	H&S Management Assistance	Environ. H&S Mgmt	352	2,500	
Districtwide	H&S Consulting Service	Environ. H&S Mgmt	352	10,000	
Districtwide	Hazardous Waste Disposal	Other Hazardous Mat'l	349	1,500	
Districtwide	PPE	Physical Hazard	347	2,000	
Districtwide	Fire Safety Monitoring Svc	Fire Safety	363	6,000	
Districtwide	Fire Extinguisher Inspect/Mtce	Fire Safety	363	3,000	
DW	AHERA Inspections	Environ. H&S Mgmt	352	6,000	
FES	Kitchen Inspection	Physical Hazard	347	1,000	
FES	Playground Attenuation	Physical Hazard	347	1,051	
FES	Transfer Debt Fund Bond Pmt		0	-	
FHS	Kitchen & Pool Inspection	Physical Hazard	347	1,500	
FHS	Classroom Lighting Replacement	Electrical	370		
FHS	Fire Alarm Equipment	Fire Safety	363	2,000	
FHS	Roof Replacement, where needed	Roofing Systems	383	139,740	
FHS	Corridor Flooring Replacement	Interior Surfaces	379		
FHS	Exterior Window Panel Replacement	Building Envelope	368	72,552	
FES	Classroom Lighting Replacement	Electrical	370	-	
FHS	Exterior Door & Jambs Replacement	Building Envelope	368	-	
Arena	Door casings	Building Envelope	368	60,000	
			#N/A		
TOTAL ALL LTFM PROJECTS:				309,843	
Revenue:				335,891	
Net Revenue Over (Under) Expense:				26,048	

**INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361
CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT**

PLAN YEAR: 2024 - 2025

LTFM PROJECTS

Date: 6/12/2020

Building	Project Description	Funding Source	FIN Code	Revised Budget 04/28/20
Districtwide	Elevator & Lift Inspection (Arena / FHS)	Physical Hazard	347	1,000
Districtwide	H&S Management Assistance	Environ. H&S Mgmt	352	2,500
Districtwide	H&S Consulting Service	Environ. H&S Mgmt	352	10,000
Districtwide	Hazardous Waste Disposal	Other Hazardous Ma	349	1,500
Districtwide	PPE	Physical Hazard	347	1,000
Districtwide	Fire Safety Monitoring Svc	Fire Safety	363	6,000
Districtwide	Fire Extinguisher Inspect/Mtce	Fire Safety	363	3,000
FES	Kitchen Inspection	Physical Hazard	347	1,000
FES	Roofs	Roofing Systems	383	283,764
FES	Transfer Debt Fund Bond Pmt		384	-
FHS	Kitchen & Pool Inspection	Physical Hazard	347	1,500
FHS	Fire Alarm Equipment	Fire Safety	363	2,000
FHS	Playground Attenuation	Physical Hazard	347	1,203
Stadium	Hand Rails	Mechanical Systems	380	-
FES	ADA Bathrooms 2nd Floor	Interior Surfaces	379	-
FES	Classroom Lighting Replacement	Electrical	370	-
FES	Corridor Flooring Replacement	Interior Surfaces	379	-
FHS	Sidewalk Replacement	Site Projects	384	-
Arena	Spectator Bleacher Heat, West Side	Mechanical Systems	380	-
			#N/A	
			#N/A	
			#N/A	
TOTAL ALL LTFM PROJECTS:				314,467
Revenue:				337,361
Net Revenue Over (Under) Expense:				22,894

**INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361
CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT**

PLAN YEAR: 2025 - 2026

LTFM PROJECTS				<i>Date:</i>	6/12/2020
Building	Project Description	Funding Source	FIN Code	Revised Budget 04/27/20	
Districtwide	Elevator & Lift Inspection (Arena / FHS	Physical Hazard	347	1,000	
Districtwide	H&S Management Assistance	Environ. H&S Mgmt	352	2,500	
Districtwide	H&S Consulting Service	Environ. H&S Mgmt	352	10,000	
Districtwide	Hazardous Waste Disposal	Other Hazardous Mat'l	349	1,800	
Districtwide	PPE	Physical Hazard	347	1,155	
Districtwide	Fire Safety Monitoring Svc	Fire Safety	363	6,000	
Districtwide	Fire Extinguisher Inspect/Mtce	Fire Safety	363	3,000	
FES	Kitchen Inspection	Physical Hazard	347	1,000	
FES	Playground Attenuation	Physical Hazard	347	1,000	
FES	Roofs	Roofing Systems	383	75,000	
FES	Corridor Flooring Replacement	Interior Surfaces	379	53,726	
FES	Roofs	Roofing Systems	383	26,100	
FES	Transfer Debt Fund Bond Pmt	Site Projects	384	-	
FHS	Kitchen & Pool Inspection	Physical Hazard	347	1,500	
FHS	Fire Alarm Equipment	Fire Safety	363	3,000	
FHS	Fuel Tank Monitoring System	Mechanical Systems	380	30,000	
FHS	Classroom Whiteboard Conversion	Interior Surfaces	379	40,000	
FHS	Roofs	Roofing Systems	383	20,000	
Garage	Fuel Tank Monitoring System	Mechanical Systems	380	30,000	
FES	Fuel Tank Monitoring System	Mechanical Systems	380	-	
FES	Gymnasium Floor Replacement	Interior Surfaces	379	-	
FES	Classroom Whiteboard Conversion	Interior Surfaces	379	-	
FHS	Gymnasium Floor Replacement	Interior Surfaces	379	-	
			#N/A		
TOTAL ALL LTFM PROJECTS:				306,781	
Revenue:				333,581	
Net Revenue Over (Under) Expense:				26,800	

**INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361
CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT**

PLAN YEAR: 2026 - 2027

LTFM PROJECTS				<i>Date:</i>	6/12/2020
Building	Project Description	Funding Source	FIN Code	FY27 Revised Budget	
Districtwide	Elevator & Lift Inspection (Arena / FHS)	Physical Hazard	347	1,000	
Districtwide	H&S Management Assistance	Environ. H&S Mgmt	352	2,500	
Districtwide	H&S Consulting Service	Environ. H&S Mgmt	352	10,000	
Districtwide	Hazardous Waste Disposal	Other Hazardous Mat'l	349	1,500	
Districtwide	PPE	Physical Hazard	347	1,100	
Districtwide	Fire Safety Monitoring Svc	Fire Safety	363	6,000	
Districtwide	Fire Extinguisher Inspect/Mtce	Fire Safety	363	3,000	
Districtwide	Bleacher Certification Inspection 5years	Physical Hazard	347	3,400	
DW	AHERA Inspections	Environ. H&S Mgmt	352	6,000	
FES	Kitchen Inspection	Physical Hazard	347	1,000	
FES	Playground Attenuation	Physical Hazard	347	1,000	
FES	Replace 3 Sets double jamb doors	Building Envelope	368	45,000	
FES	Replace exterior door & jamb set	Building Envelope	368	30,852	
FHS	Kitchen & Pool Inspection	Physical Hazard	347	1,500	
FHS	Fire Alarm Equipment	Fire Safety	363	2,000	
FHS	Roofing	Roofing Systems	383	192,365	
FHS	Bleacher Certification	Physical Hazard	347	400	
FES	Transfer Debt Fund Bond Pmt	Site Projects	384	-	
FES	Gym Floor Resurface	Interior Surfaces	379	-	
FHS	Media Center Heating/Ventilation	Indoor Air Quality	366	-	
			#N/A		
			#N/A		
			#N/A		
TOTAL ALL LTFM PROJECTS:				308,617	
Revenue:				334,421	
Net Revenue Over (Under) Expense:				25,804	

**INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361
CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT**

PLAN YEAR: 2027 - 2028

LTFM PROJECTS				<i>Date:</i>	6/12/2020
Building	Project Description	Funding Source	FIN Code	Revised Budget 6/2020	
Districtwide	Elevator & Lift Inspection (Arena / FHS)	Physical Hazard	347	1,000	
Districtwide	H&S Management Assistance	Environ. H&S Mgmt	352	2,500	
Districtwide	H&S Consulting Service	Environ. H&S Mgmt	352	10,000	
Districtwide	Hazardous Waste Disposal	Other Hazardous Mat'l	349	1,500	
Districtwide	PPE	Physical Hazard	347	1,500	
Districtwide	Fire Safety Monitoring Svc	Fire Safety	363	6,000	
Districtwide	Fire Extinguisher Inspect/Mtce	Fire Safety	363	3,000	
FES	Kitchen Inspection	Physical Hazard	347	1,000	
FES	Playground Attenuation	Physical Hazard	347	1,000	
FHS	Kitchen & Pool Inspection	Physical Hazard	347	1,500	
FHS	Fire Alarm Equipment	Fire Safety	363	2,000	
FHS	Lead in Water Testing	Other Hazardous Mat'l	349	3,500	
FHS	Radon Testing	Other Hazardous Mat'l	349	3,500	
FHS	Roofing	Roofing Systems	383	157,837	
Stadium	Football Field Lighting Replacement	Electrical	370	104,920	
Stadium	Replace potable water piping	Plumbing	381	20,000	
			#N/A		
			#N/A		
			#N/A		
TOTAL ALL LTFM PROJECTS:				320,757	
Revenue:				340,511	
Net Revenue Over (Under) Expense:				19,754	

**INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361
CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT**

PLAN YEAR: 2028 - 2029

LTFM PROJECTS				<i>Date:</i>	6/12/2020
Building	Project Description	Funding Source	FIN Code	Revised Budget 6/2020	
Districtwide	Elevator & Lift Inspection (Arena / FHS)	Physical Hazard	347	1,000	
Districtwide	H&S Management Assistance	Environ. H&S Mgmt	352	2,500	
Districtwide	H&S Consulting Service	Environ. H&S Mgmt	352	10,000	
Districtwide	Hazardous Waste Disposal	Other Hazardous Mat'l	349	1,500	
Districtwide	PPE	Physical Hazard	347	1,100	
Districtwide	Fire Safety Monitoring Svc	Fire Safety	363	6,000	
Districtwide	Fire Extinguisher Inspect/Mtce	Fire Safety	363	3,000	
FES	Kitchen Inspection	Physical Hazard	347	1,000	
FES	Playground Attenuation	Physical Hazard	347	1,000	
FES	Lockers	Site Projects	384	50,000	
FHS	Kitchen & Pool Inspection	Physical Hazard	347	1,500	
FHS	Fire Alarm Equipment	Fire Safety	363	2,000	
FHS	Fire Alarm System Replacement	Fire Safety	363	70,852	
FHS	Roofing	Roofing Systems	383	242,201	
FHS	Bleacher Certification	Physical Hazard	347	400	
FHS	Faculty Parking Lot Resurface	Site Projects	384	-	
FES	Office / Classroom LED Lighting	Electrical	370	-	
FES	Boiler Bond Pmt	Mechanical Systems	380	-	
FHS	Epoxy Flooring	Interior Surfaces	379	-	
			#N/A		
			#N/A		
TOTAL ALL LTFM PROJECTS:				394,053	
Revenue:				377,996	
Net Revenue Over (Under) Expense:				(16,057)	

**INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361
CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT**

PLAN YEAR: 2029 - 2030

LTFM PROJECTS				<i>Date:</i>
				6/12/2020
Building	Project Description	Funding Source	FIN Code	Revised Budget
Districtwide	Elevator & Lift Inspection (Arena / FHS)	Physical Hazard	347	1,000
Districtwide	H&S Management Assistance	Environ. H&S Mgmt	352	2,500
Districtwide	H&S Consulting Service	Environ. H&S Mgmt	352	10,000
Districtwide	Hazardous Waste Disposal	Other Hazardous Mat'l	349	1,500
Districtwide	PPE	Physical Hazard	347	1,100
Districtwide	Fire Safety Monitoring Svc	Fire Safety	363	6,000
Districtwide	Fire Extinguisher Inspect/Mtce	Fire Safety	363	3,000
DW	AHERA Inspections	Environ. H&S Mgmt	352	6,000
FES	Kitchen Inspection	Physical Hazard	347	1,000
FES	Playground Attenuation	Physical Hazard	347	1,000
FES	Air Exchanger Upgrade	Indoor Air Quality	366	50,000
FHS	Kitchen & Pool Inspection	Physical Hazard	347	1,500
FHS	Fire Alarm Equipment	Fire Safety	363	2,000
FHS	Pool Ext wall vapor barrier / brick effloresen	Building Envelope	368	100,000
FHS	Roofing Phase A,B,C,D	Roofing Systems	383	207,053
FHS	Bleacher Certification	Physical Hazard	347	400
			#N/A	
			#N/A	
			#N/A	
			#N/A	
TOTAL ALL LTFM PROJECTS:				394,053
Revenue:				377,996
Net Revenue Over (Under) Expense:				(16,057)

**INTERNATIONAL FALLS PUBLIC SCHOOLS, ISD 361
CAPITAL AND LTFM 10 YEAR PLANNING DOCUMENT**

PLAN YEAR: 2030 - 2031

LTFM PROJECTS				<i>Date:</i>
				6/12/2020
Building	Project Description	Funding Source	FIN Code	FY31 Original Budget
Districtwide	Elevator & Lift Inspection (Arena / FHS)	Physical Hazard	347	1,000
Districtwide	H&S Management Assistance	Environ. H&S Mgmt	352	2,500
Districtwide	H&S Consulting Service	Environ. H&S Mgmt	352	10,000
Districtwide	Hazardous Waste Disposal	Other Hazardous Mat'l	349	1,500
Districtwide	PPE	Physical Hazard	347	1,500
Districtwide	Fire Safety Monitoring Svc	Fire Safety	363	6,000
Districtwide	Fire Extinguisher Inspect/Mtce	Fire Safety	363	3,000
FES	Kitchen Inspection	Physical Hazard	347	1,000
FES	Faculty Parking Lot Sealed & Painted	Site Projects	384	26,100
FHS	Kitchen & Pool Inspection	Physical Hazard	347	1,500
FHS	Faculty Parking Lot Resurface	Site Projects	384	20,000
FHS	Epoxy flooring	Interior Surfaces	379	195,203
Districtwide	Playground Attenuation	Physical Hazard	347	124,750
			#N/A	
			#N/A	
			#N/A	
TOTAL ALL LTFM PROJECTS:				394,053
Revenue:				377,996
Net Revenue Over (Under) Expense:				(16,057)



Division of School Finance
1500 Highway 36 West
Roseville, MN 55113-4266

Long-Term Facility Maintenance Ten-Year Expenditure Ap

Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Sta

District Info.	Enter Information	District Info.	Enter Information
District Name:	International Falls Public Schools	Date:	6/18/2021
District Number:	0361	Email:	sgrover@isd361.org
District Contact Name:	Stacy Grover		
Contact Phone #	218-283-2571		

Expenditure Categories		Fiscal Year				
		2021 (base year)	2022	2023	2024	2025
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.						
Finance Code	Category (1)					
347	Physical Hazards	\$5,538	\$49,034	\$5,751	\$6,551	\$5,703
349	Other Hazardous Materials	\$1,500	\$1,500	\$8,500	\$1,500	\$1,500
352	Environmental Health and Safety Management	\$25,168	\$12,500	\$12,500	\$18,500	\$12,500
358	Asbestos Removal and Encapsulation	\$1,198	\$0	\$0	\$0	\$0
363	Fire Safety	\$9,000	\$9,000	\$11,000	\$11,000	\$11,000
366	Indoor Air Quality	\$274,000	\$0	\$0	\$0	\$0
	Total Health and Safety Capital Projects	\$316,404	\$72,034	\$37,751	\$37,551	\$30,703
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year						
Finance Code	Category (2)					
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$100,000	\$107,880	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0
	Total Health and Safety Capital Projects \$100,000 or More	\$100,000	\$107,880	\$0	\$0	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151						
Finance Code	Category (3)					
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0
	Total Remodeling for Approved Voluntary Pre-K Projects	\$0	\$0	\$0	\$0	\$0
Accessibility						
Finance Code	Category (4)					
367	Accessibility	\$0	\$0	\$0	\$0	\$0
	Total Accessibility Projects	\$0	\$0	\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects						
Finance Code	Category (5)					
368	Building Envelope	\$51,000	\$0	\$85,692	\$132,552	\$0
369	Building Hardware and Equipment	\$49,000	\$0	\$0	\$0	\$0
370	Electrical	\$37,022	\$74,345	\$50,440	\$0	\$0
379	Interior Surfaces	\$0	\$0	\$0	\$0	\$0
380	Mechanical Systems	\$9,038	\$0	\$0	\$0	\$0
381	Plumbing	\$0	\$0	\$122,100	\$0	\$0
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0
383	Roof Systems	\$0	\$0	\$0	\$139,740	\$283,764
384	Site Projects	\$15,914	\$0	\$0	\$0	\$0
	Total Deferred Capital Expense and Maintenance	\$161,974	\$74,345	\$258,232	\$272,292	\$283,764
Total Annual 10-Year Plan Expenditures		\$578,378	\$254,259	\$295,983	\$309,843	\$314,467
Fund Balance Section						
Fund 01						

Expenditure Categories		Fiscal Year				
		2021 (base year)	2022	2023	2024	2025
	Beginning Fund Balance 01-467-XX	\$92,101	-\$110,646	\$82,488	\$115,466	\$141,514
	LTFM Fiscal Year Revenue - Levy	\$303,410	\$445,308	\$326,854	\$334,958	\$335,961
	LTFM Fiscal Year Revenue - AID if Applicable	\$72,221	\$2,085	\$2,107	\$933	\$1,400
	LTFM Fiscal Year Revenue Other	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT if applicable - Special Legislation FY 20 and FY 21	\$0	\$0	\$0	\$0	\$0
	LTFM Estimated Fiscal Year Expenditures	\$578,378	\$254,259	\$295,983	\$309,843	\$314,467
	Ending Fiscal Year Fund Balance 01-467-XX	-\$110,646	\$82,488	\$115,466	\$141,514	\$164,408
	Fund 06					
	Beginning Fund Balance 06-467-XX	\$1,156,819	\$0	\$0	\$0	\$0
	LTFM Fiscal Year Bonded Revenue	\$0	\$0	\$0	\$0	\$0
	LTFM Fiscal Year Revenue Other	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0
	Other Transfers	\$0	\$0	\$0	\$0	\$0
	LTFM Estimated Fiscal Year Expenditures	\$1,156,819	\$0	\$0	\$0	\$0
	Ending Fiscal Year Fund Balance 06-467-XX	\$0	\$0	\$0	\$0	\$0
End of worksheet						



Division of School Finance
1500 Highway 36 West
Roseville, MN 55113-4266

Application (LTFM) - Fund 01 and Fund 06 Projects Only

ED - 02478-07

Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.		Enter Information					
District Name:	International Falls Public Schools						
District Number:	0361						
District Contact Name:	Stacy Grover						
Contact Phone #	218-283-2571						
Expenditure Categories		r (FY) Ending June 30					
		2026	2027	2028	2029	2030	2031
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.							
Finance Code	Category (1)						
347	Physical Hazards	\$5,655	\$9,400	\$6,000	\$6,000	\$6,000	\$129,750
349	Other Hazardous Materials	\$1,800	\$1,500	\$8,500	\$1,500	\$1,500	\$1,500
352	Environmental Health and Safety Management	\$12,500	\$18,500	\$12,500	\$12,500	\$18,500	\$12,500
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$12,000	\$11,000	\$11,000	\$81,852	\$11,000	\$9,000
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$50,000	\$0
Total Health and Safety Capital Projects		\$31,955	\$40,400	\$38,000	\$101,852	\$87,000	\$152,750
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year							
Finance Code	Category (2)						
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects \$100,000 or More		\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151							
Finance Code	Category (3)						
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0
Total Remodeling for Approved Voluntary Pre-K Projects		\$0	\$0	\$0	\$0	\$0	\$0
Accessibility							
Finance Code	Category (4)						
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0
Total Accessibility Projects		\$0	\$0	\$0	\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects							
Finance Code	Category (5)						
368	Building Envelope	\$0	\$75,852	\$0	\$0	\$100,000	\$0
369	Building Hardware and Equipment	\$0	\$0	\$0	\$0	\$0	\$0
370	Electrical	\$0	\$0	\$104,920	\$0	\$0	\$0
379	Interior Surfaces	\$93,726	\$0	\$0	\$0	\$0	\$195,203
380	Mechanical Systems	\$60,000	\$0	\$0	\$0	\$0	\$0
381	Plumbing	\$0	\$0	\$20,000	\$0	\$0	\$0
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0
383	Roof Systems	\$121,100	\$192,365	\$157,837	\$242,201	\$207,053	\$0
384	Site Projects	\$0	\$0	\$0	\$50,000	\$0	\$46,100
Total Deferred Capital Expense and Maintenance		\$274,826	\$268,217	\$282,757	\$292,201	\$307,053	\$241,303
Total Annual 10-Year Plan Expenditures		\$306,781	\$308,617	\$320,757	\$394,053	\$394,053	\$394,053
Fund Balance Section							
Fund 01							

Expenditure Categories		r (FY) Ending June 30					
		2026	2027	2028	2029	2030	2031
	Beginning Fund Balance 01-467-XX	\$164,408	\$152,536	\$182,189	\$281,832	\$265,775	\$249,718
	LTFM Fiscal Year Revenue - Levy	\$294,258	\$298,107	\$377,996	\$377,996	\$377,996	\$284,113
	LTFM Fiscal Year Revenue - AID if Applicable	\$651	\$40,163	\$42,404	\$0	\$0	\$93,883
	LTFM Fiscal Year Revenue Other	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT if applicable - Special Legislation FY 20 and FY 21	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Estimated Fiscal Year Expenditures	\$306,781	\$308,617	\$320,757	\$394,053	\$394,053	\$394,053
	Ending Fiscal Year Fund Balance 01-467-XX	\$152,536	\$182,189	\$281,832	\$265,775	\$249,718	\$233,661
	Fund 06						
	Beginning Fund Balance 06-467-XX	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Fiscal Year Bonded Revenue	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Fiscal Year Revenue Other	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0
	Other Transfers	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Estimated Fiscal Year Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
	Ending Fiscal Year Fund Balance 06-467-XX	\$0	\$0	\$0	\$0	\$0	\$0
End of worksheet							

FY 23 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/12/2021		
361 <= Type in School District Number						
INTERNATIONAL FALLS SCHOOL DISTRICT				Change only		
				if requiring levy	Payable 2021	
<i>Calculations for Ten Year Projection</i>				Pay 21	LLC Certification	Current Estimate
	LLC #	FY 2021	FY 2022	FY 2022	FY 2023	FY 2024
1	Type your district number in cell A2 (Minneapolis = 1.2)					
2	Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b to 18, 20, 21, 26, 27 and 50b					
3	Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33					
4	Look-up data from following tabs					
5	Initial Formula Revenue					
6	Current year APU	57	1,038.00	1,012.55	994.73	994.73
6a	Additional Pre-K Pupil Units (line 19 of Pre-K application)					
6b	Total Adjusted Pupil Units = (6) + (6a)					
7	District average building age (uncapped)	451	56.68	56.68	57.68	58.68
8	Formula allowance					
9	Building age ratio = (Lesser of 1 or (7) / 35)	452	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00
10	Initial revenue = (6) * (8) * (9)	453	394,440	384,769	377,996	377,996
11	Added revenue for Eligible H&S Projects > \$100,000 / site					
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	702		168,735	163,065	167,895
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	756		-	-	-
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)	701		-	-	-
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)	755		-	-	-
16a	Existing Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue from "IAQFAA Bonds" tab			163,485	158,865	164,745

FY 23 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/12/2021		
361 <= Type in School District Number						
INTERNATIONAL FALLS SCHOOL DISTRICT						
				Change only		
				if requiring levy	Payable 2021	
<i>Calculations for Ten Year Projection</i>				Pay 21	LLC Certification	Current Estimate
		LLC #	FY 2021	FY 2022	FY 2022	FY 2023
16b	New debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue				-	-
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue = (16a) + (16b)	767			163,485	158,865
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site	455	100,000.00		107,880	-
19	Total additional revenue for eligible H&S projects >\$100,000 / site (12) - (13) + (14) -(15) + (17) + (18)	456		330,216	440,100	321,930
Added revenue for Pre-K remodeling (for VPK approvals only)						
20a	Net debt service for bonds approved for Pre-K remodeling	768			-	-
20b	Pay as you go for projects approved for Pre-K remodeling	457			-	-
20c	Total Pre-K revenue				-	-
20d	Total New Law Revenue (10) + (19) + (20c)	458			824,869	699,926

FY 23 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/12/2021		
361 <= Type in School District Number						
INTERNATIONAL FALLS SCHOOL DISTRICT						
				Change only		
				if requiring levy	Payable 2021	
<i>Calculations for Ten Year Projection</i>				adjustments	LLC Certification	Current Estimate
	Pay 21					
	LLC #	FY 2021	FY 2022	FY 2022	FY 2023	FY 2024
Old Formula revenue						
21	Old formula Health & Safety revenue (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2023)	459	29,800	28,538	-	-
22	Old formula alt facilities debt revenue (1A) - gross before debt excess	701		-	-	-
23	Debt Excess allocated to line 22			-	-	-
24	Old formula alt facilities debt revenue (1A) - debt excess	765		-	-	-
25	Old formula alt facilities net debt revenue (1B) = (12) - (13)	766		168,735	163,065	167,895
26	Old formula alt facilities pay as you go revenue (1A)	460	-	-	-	-
27	Old formula alt facilities pay as you go revenue (1B) > \$500,000 (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2023)	463		-	-	-
27a	LTFM "H&S >100K per site" bonds	767		163,485	158,865	164,745
27b	LTFM "other" bonds for 1A hold harmless	769		-	-	-
28	Old formula deferred maintenance revenue = (if (22) + (26) = 0, (10) * (\$64 / formula allowance))	466		64,803	63,663	63,663
29	Total old formula revenue = (21)+(24)+(25)+(26)+(27)+(27a)+(27b)+(28)	467	426,448	425,561	385,593	396,303
30	Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]	468	724,656	824,869	699,926	710,636
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number	469	-	-	-	-
32	District LTFM Revenue (30) - (31)	470	724,656	824,869	699,926	710,636
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	471	-	-	-	-
34	Grand Total LTFM Revenue (32) + (33)	472	724,656	824,869	699,926	710,636
Aid and Levy Shares of Total Revenue						

FY 23 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/12/2021		
361 <= Type in School District Number						
INTERNATIONAL FALLS SCHOOL DISTRICT				Change only		
				if requiring levy	Payable 2021	
<i>Calculations for Ten Year Projection</i>				adjustments	LLC Certification	Current Estimate
	Pay 21					
	LLC #	FY 2021	FY 2022	FY 2022	FY 2023	FY 2024
35	For ANTC & APU, three year prior date		2019	2019	2020	2021
36	Three year prior Ag Modified ANTC	33	8,755,305	8,755,305	8,886,713	9,242,182
37	Three year prior Adjusted PU (New Weights)	54	1,094.69	1,094.69	1,079.51	1,037.88
38	ANTC / APU = (36) / (37)	474	7,997.98	7,997.98	8,232.17	8,904.83
39	State average ANTC / APU with ag value adjustment	475	9,105.95	9,105.95	9,556.02	10,153.52
40	Equalizing Factor = 123% of (39)	476	11,200.32	11,200.32	11,753.90	12,488.83
41	Local (levy) share of Equalized Revenue (lesser of 1 or (38) / (40))	477	71.41%	71.41%	70.04%	71.30%
42	State (aid) share of Equalized Revenue (1 - (41))	478	28.59%	28.59%	29.96%	28.70%
43	Equalized Revenue (lesser of (34) or (6) * (8))	473	394,440	384,769	377,996	377,996
44	Initial LTFM State Aid (42) * (43)	479	112,776	110,011	113,256	108,476
45	Old formula Grandfathered Alternative Facilities Aid	481	-	-	-	-
46	Total LTFM State Aid (Greater of (44) or (45))	482	112,776	110,011	113,256	108,476
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	485	611,879	714,857	586,670	602,160
48 Debt Service Portion of Revenue (non-grandfather districts)						
49	Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (20a) + (24)	765+766+ 767+768			332,220	321,930
50	Existing LTFM bonds excluding bonds on line 17 (principal + interest)*1.05 from "FM Other Bonds" tab	769			45,255	49,035
50b	New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05				-	-
51	Total Debt Service Revenue = (49) + (50) + (50b)	770			377,475	370,965
52	Equalized debt Service Revenue (lesser of (43) or (51))	486			377,475	370,965
53	Debt Service Aid = (52) * (42)	488			107,926	111,149
54	Equalized Debt Service Levy = (52) - (53)	489			269,549	259,816
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	490			-	-
56 General Fund Portion of Revenue (non-grandfather districts)						
57	Total General Fund Revenue = (34) - (51)	491			447,394	328,961
58	General Fund Equalized Revenue = (43) - (52)	492			7,294	7,031
59	Total General Fund Aid = (46) - (53)	493			2,085	2,107

FY 23 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/12/2021				
361 <= Type in School District Number								
INTERNATIONAL FALLS SCHOOL DISTRICT								
				Change only				
				if requiring levy	Payable 2021			
<i>Calculations for Ten Year Projection</i>				Pay 21	LLC Certification	Current Estimate		
			LLC #	FY 2021	FY 2022	FY 2022	FY 2023	FY 2024
60	General Fund Equalized Levy = (58) * (41)		494			5,208	4,924	2,318
61	General Fund Unequalized levy = (57) - (58)		495			440,100	321,930	332,640
62	Total General Fund Levy = (60) + (61)		496			445,308	326,854	334,958
Notes:								
1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid.								
2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan.								
3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.								

FY 23 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue						
361 <= Type in School District Number						
INTERNATIONAL FALLS SCHOOL DISTRICT						
<i>Calculations for Ten Year Projection</i>						
	Pay 21					
	LLC #	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
1	Type your district number in cell A2 (Minneapolis = 1.2)					
2	Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b to 18, 20, 21, 26, 27 and 50b					
3	Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33					
4	Look-up data from following tabs					
5	Initial Formula Revenue					
6	Current year APU	57	994.73	994.73	994.73	994.73
6a	Additional Pre-K Pupil Units (line 19 of Pre-K application)					
6b	Total Adjusted Pupil Units = (6) + (6a)		994.73	994.73	994.73	994.73
7	District average building age (uncapped)	451	59.68	60.68	61.68	62.68
8	Formula allowance		\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00
9	Building age ratio = (Lesser of 1 or (7) / 35)	452	1.00000	1.00000	1.00000	1.00000
10	Initial revenue = (6) * (8) * (9)	453	377,996	377,996	377,996	377,996
11	Added revenue for Eligible H&S Projects > \$100,000 / site					
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	702	167,055	166,005	-	-
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	756	-	-	-	-
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)	701	-	-	-	-
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)	755	-	-	-	-
16a	Existing Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue from "IAQFAA Bonds" tab		164,955	164,955	172,725	169,785
						502,845

FY 23 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue							
361 <= Type in School District Number							
INTERNATIONAL FALLS SCHOOL DISTRICT							
<i>Calculations for Ten Year Projection</i>							
	Pay 21						
	LLC #	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
16b	New debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue	-	-	-	-	-	
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue = (16a) + (16b)	767	164,955	164,955	172,725	169,785	502,845
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site	455	-	-	-	-	-
19	Total additional revenue for eligible H&S projects >\$100,000 / site (12) - (13) + (14) -(15) + (17) + (18)	456	332,010	330,960	172,725	169,785	502,845
Added revenue for Pre-K remodeling (for VPK approvals only)							
20a	Net debt service for bonds approved for Pre-K remodeling	768	-	-	-	-	-
20b	Pay as you go for projects approved for Pre-K remodeling	457	-	-	-	-	-
20c	Total Pre-K revenue		-	-	-	-	-
20d	Total New Law Revenue (10) + (19) + (20c)	458	710,006	708,956	550,721	547,781	880,841

FY 23 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue						
361 <= Type in School District Number						
INTERNATIONAL FALLS SCHOOL DISTRICT						
<i>Calculations for Ten Year Projection</i>						
	Pay 21					
	LLC #	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Old Formula revenue						
21	Old formula Health & Safety revenue (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2023)	459	-	-	-	-
22	Old formula alt facilities debt revenue (1A) - gross before debt excess	701	-	-	-	-
23	Debt Excess allocated to line 22		-	-	-	-
24	Old formula alt facilities debt revenue (1A) - debt excess	765	-	-	-	-
25	Old formula alt facilities net debt revenue (1B) = (12) - (13)	766	167,055	166,005	-	-
26	Old formula alt facilities pay as you go revenue (1A)	460	-	-	-	-
27	Old formula alt facilities pay as you go revenue (1B) > \$500,000 (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2023)	463	-	-	-	-
27a	LTFM "H&S >100K per site" bonds	767	164,955	164,955	172,725	169,785
27b	LTFM "other" bonds for 1A hold harmless	769	-	-	-	-
28	Old formula deferred maintenance revenue = (if (22) + (26) = 0, (10) * (\$64 / formula allowance))	466	63,663	63,663	63,663	63,663
29	Total old formula revenue = (21)+(24)+(25)+(26)+(27)+(27a)+(27b)+(28)	467	395,673	394,623	236,388	233,448
30	Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]	468	710,006	708,956	550,721	547,781
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number	469	-	-	-	-
32	District LTFM Revenue (30) - (31)	470	710,006	708,956	550,721	547,781
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	471	-	-	-	-
34	Grand Total LTFM Revenue (32) + (33)	472	710,006	708,956	550,721	547,781
Aid and Levy Shares of Total Revenue						

FY 23 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue						
361 <= Type in School District Number						
INTERNATIONAL FALLS SCHOOL DISTRICT						
<i>Calculations for Ten Year Projection</i>		Pay 21				
		LLC #	FY 2025	FY 2026	FY 2027	FY 2028
			2022	2023	2024	2025
			2026	2027	2028	2029
35	For ANTC & APU, three year prior date		2022	2023	2024	2025
36	Three year prior Ag Modified ANTC	33	9,611,869	9,996,344	10,396,198	10,812,046
37	Three year prior Adjusted PU (New Weights)	54	1,012.55	994.73	994.73	994.73
38	ANTC / APU = (36) / (37)	474	9,492.75	10,049.34	10,451.31	10,869.36
39	State average ANTC / APU with ag value adjustment	475	10,452.22	10,870.00	11,305.00	11,757.00
40	Equalizing Factor = 123% of (39)	476	12,856.23	13,370.10	13,905.15	14,461.11
41	Local (levy) share of Equalized Revenue (lesser of 1 or (38) / (40))	477	73.84%	75.16%	75.16%	75.16%
42	State (aid) share of Equalized Revenue (1 - (41))	478	26.16%	24.84%	24.84%	24.84%
43	Equalized Revenue (lesser of (34) or (6) * (8))	473	377,996	377,996	377,996	377,996
44	Initial LTFM State Aid (42) * (43)	479	98,892	93,884	93,889	93,884
45	Old formula Grandfathered Alternative Facilities Aid	481	-	-	-	-
46	Total LTFM State Aid (Greater of (44) or (45))	482	98,892	93,884	93,889	93,884
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	485	611,114	615,072	456,832	453,897
48	Debt Service Portion of Revenue (non-grandfather districts)					
49	Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (20a) + (24)	765+766+ 767+768	332,010	330,960	172,725	169,785
50	Existing LTFM bonds excluding bonds on line 17 (principal + interest)*1.05 from "FM Other Bonds" tab	769	40,635	44,415	43,575	37,485
50b	New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05		-	-	-	-
51	Total Debt Service Revenue = (49) + (50) + (50b)	770	372,645	375,375	216,300	207,270
52	Equalized debt Service Revenue (lesser of (43) or (51))	486	372,645	375,375	216,300	207,270
53	Debt Service Aid = (52) * (42)	488	97,492	93,233	53,726	51,480
54	Equalized Debt Service Levy = (52) - (53)	489	275,153	282,142	162,574	155,790
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	490	-	-	-	-
56	General Fund Portion of Revenue (non-grandfather districts)					
57	Total General Fund Revenue = (34) - (51)	491	337,361	333,581	334,421	340,511
58	General Fund Equalized Revenue = (43) - (52)	492	5,351	2,621	161,696	170,726
59	Total General Fund Aid = (46) - (53)	493	1,400	651	40,163	42,404

FY 23 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue							
361 <= Type in School District Number							
INTERNATIONAL FALLS SCHOOL DISTRICT							
<i>Calculations for Ten Year Projection</i>		Pay 21					
		LLC #	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
60	General Fund Equalized Levy = (58) * (41)	494	3,951	1,970	121,533	128,322	-
61	General Fund Unequalized levy = (57) - (58)	495	332,010	330,960	172,725	169,785	377,996
62	Total General Fund Levy = (60) + (61)	496	335,961	332,930	294,258	298,107	377,996
Notes:							
1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid.							
2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan.							
3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.							

FY 23 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue				
361 <= Type in School District Number				
INTERNATIONAL FALLS SCHOOL DISTRICT				
<i>Calculations for Ten Year Projection</i>				
	Pay 21			
	LLC #	FY 2030	FY 2031	
1	Type your district number in cell A2 (Minneapolis = 1.2)			
2	Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b to 18, 20, 21, 26, 27 and 50b			
3	Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33			
4	Look-up data from following tabs			
5	Initial Formula Revenue			
6	Current year APU	57	994.73	994.73
6a	Additional Pre-K Pupil Units (line 19 of Pre-K application)			
6b	Total Adjusted Pupil Units = (6) + (6a)		994.73	994.73
7	District average building age (uncapped)	451	64.68	65.68
8	Formula allowance		\$ 380.00	\$ 380.00
9	Building age ratio = (Lesser of 1 or (7) / 35)	452	1.00000	1.00000
10	Initial revenue = (6) * (8) * (9)	453	377,996	377,996
11	Added revenue for Eligible H&S Projects > \$100,000 / site			
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	702	-	-
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	756	-	-
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)	701	-	-
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)	755	-	-
16a	Existing Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue from "IAQFAA Bonds" tab		519,435	-

FY 23 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue				
361 <= Type in School District Number				
INTERNATIONAL FALLS SCHOOL DISTRICT				
<i>Calculations for Ten Year Projection</i>		Pay 21		
		LLC #	FY 2030	FY 2031
16b	New debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue		-	-
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue = (16a) + (16b)	767	519,435	-
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site	455	-	-
19	Total additional revenue for eligible H&S projects >\$100,000 / site (12) - (13) + (14) -(15) + (17) + (18)	456	519,435	-
Added revenue for Pre-K remodeling (for VPK approvals only)				
20a	Net debt service for bonds approved for Pre-K remodeling	768	-	-
20b	Pay as you go for projects approved for Pre-K remodeling	457		
20c	Total Pre-K revenue		-	-
20d	Total New Law Revenue (10) + (19) + (20c)	458	897,431	377,996

FY 23 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue				
361 <= Type in School District Number				
INTERNATIONAL FALLS SCHOOL DISTRICT				
<i>Calculations for Ten Year Projection</i>		Pay 21		
		LLC #	FY 2030	FY 2031
Old Formula revenue				
21	Old formula Health & Safety revenue (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2023)	459	-	-
22	Old formula alt facilities debt revenue (1A) - gross before debt excess	701	-	-
23	Debt Excess allocated to line 22		-	-
24	Old formula alt facilities debt revenue (1A) - debt excess	765	-	-
25	Old formula alt facilities net debt revenue (1B) = (12) - (13)	766	-	-
26	Old formula alt facilities pay as you go revenue (1A)	460	-	-
27	Old formula alt facilities pay as you go revenue (1B) > \$500,000 (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2023)	463	-	-
27a	LTFM "H&S >100K per site" bonds	767	519,435	-
27b	LTFM "other" bonds for 1A hold harmless	769	-	-
28	Old formula deferred maintenance revenue = (if (22) + (26) = 0, (10) * (\$64 / formula allowance))	466	63,663	63,663
29	Total old formula revenue = (21)+(24)+(25)+(26)+(27)+(27a)+(27b)+(28)	467	583,098	63,663
30	Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]	468	897,431	377,996
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number	469	-	-
32	District LTFM Revenue (30) - (31)	470	897,431	377,996
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	471	-	-
34	Grand Total LTFM Revenue (32) + (33)	472	897,431	377,996
Aid and Levy Shares of Total Revenue				

FY 23 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue				
361 <= Type in School District Number				
INTERNATIONAL FALLS SCHOOL DISTRICT				
<i>Calculations for Ten Year Projection</i>		Pay 21		
		LLC #	FY 2030	FY 2031
35	For ANTC & APU, three year prior date		2027	2028
36	Three year prior Ag Modified ANTC	33	11,694,309	12,162,081
37	Three year prior Adjusted PU (New Weights)	54	994.73	994.73
38	ANTC / APU = (36) / (37)	474	11,756.30	12,226.56
39	State average ANTC / APU with ag value adjustment	475	12,716.00	13,225.00
40	Equalizing Factor = 123% of (39)	476	15,640.68	16,266.75
41	Local (levy) share of Equalized Revenue (lesser of 1 or (38) / (40))	477	75.16%	75.16%
42	State (aid) share of Equalized Revenue (1 - (41))	478	24.84%	24.84%
43	Equalized Revenue (lesser of (34) or (6) * (8))	473	377,996	377,996
44	Initial LTFM State Aid (42) * (43)	479	93,876	93,883
45	Old formula Grandfathered Alternative Facilities Aid	481	-	-
46	Total LTFM State Aid (Greater of (44) or (45))	482	93,876	93,883
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	485	803,555	284,113
48 Debt Service Portion of Revenue (non-grandfather districts)				
49	Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (20a) + (24)	765+766+ 767+768	519,435	-
50	Existing LTFM bonds excluding bonds on line 17 (principal + interest)*1.05 from "FM Other Bonds" tab	769	-	-
50b	New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05		-	-
51	Total Debt Service Revenue = (49) + (50) + (50b)	770	519,435	-
52	Equalized debt Service Revenue (lesser of (43) or (51))	486	377,996	-
53	Debt Service Aid = (52) * (42)	488	93,876	-
54	Equalized Debt Service Levy = (52) - (53)	489	284,120	-
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	490	141,439	-
56 General Fund Portion of Revenue (non-grandfather districts)				
57	Total General Fund Revenue = (34) - (51)	491	377,996	377,996
58	General Fund Equalized Revenue = (43) - (52)	492	-	377,996
59	Total General Fund Aid = (46) - (53)	493	-	93,883

FY 23 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue				
361 <= Type in School District Number				
INTERNATIONAL FALLS SCHOOL DISTRICT				
<i>Calculations for Ten Year Projection</i>		Pay 21		
		LLC #	FY 2030	FY 2031
60	General Fund Equalized Levy = (58) * (41)	494	-	284,113
61	General Fund Unequalized levy = (57) - (58)	495	377,996	0
62	Total General Fund Levy = (60) + (61)	496	377,996	284,113
Notes:				
1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid.				
2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan.				
3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.				



Division of School Finance
 1500 Highway 36 West
 Roseville, MN 55113-4266

Fiscal Year (FY) 2023 Application for

ED-02477-07
 Due: July 31, 2021

Long-Term Facilities Maintenance Revenue Statement of Assurances

General Information: Minnesota school districts, intermediate school districts, cooperative districts, applying for Long-Term Facilities

Maintenance revenue (LTFM) under Minnesota Statutes, section 123B.595 must annually complete the Application for Long-Term Facilities Maintenance Revenue – Statement of Assurances (ED-02477). The application must be submitted to the Minnesota Department of Education (MDE) by July 31, 2021. Submit to [Sarah C. Miller](mailto:Sarah.C.Miller@mde.state.mn.us) (MDE.Facilities@state.mn.us) along with other required LTFM documentation. Do not mail a hard copy. Please email this form with other required documentation.

Identification Information

Name of District or Cooperative: International Falls Public Schools	District Number and Type: 0361-01	Date Submitted:
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Statement of Assurances

- All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety data submission system are for allowed health and safety uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clause (3), Minnesota Statutes, section 123B.57, subdivision 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety System are for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
- All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for allowed uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
- All actual expenditures to be reported in Uniform Financial Accounting and Reporting Standards (UFARS) for FY 2023 under Finance Codes 347, 349, 352, 358, 363 and 366 will be for allowed health and safety uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clause (3), Minnesota Statutes, section 123B.57, subdivision 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
- All actual expenditures to be reported in UFARS for FY 2023 under Finance Codes 367, 368, 369, 370, 379, 380, 381, 382, 383 and 384 for Accessibility and Deferred Maintenance will be for allowed uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
- The district will maintain a description of each project funded with long-term facilities maintenance revenue that will provide enough detail for an auditor to determine the cost of the project and if the work qualifies for revenue (Minn. Stat. § 127A.411, subd. 3).
- The district's plan includes provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practices, including indoor air quality management and mandatory lead in water testing, remediation and reporting (Minn. Stat. § 121A.335). **The district's ten-year plan does not include a request for a second-time project cost for: (1) replacement of an existing mechanical ventilation system to the current Minnesota State Mechanical**

Code/American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidelines; or, (2) to provide a level of approximately 15 Cubic Feet per Minute (CFM) per person.

Certification of Statement of Assurances

Signature – Must be signed by Superintendent or Cooperative Director:	Name – Superintendent or Cooperative Director (Please print) Kevin Grover	Date:
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International Falls Public Schools

School Board Resolution

Adopting The School Districts FY2022-2023 Long-Term Facilities Maintenance Ten Year Plan

Whereas, to qualify for Long-Term Facilities Maintenance revenue, Minnesota Statutes, subdivision 4 states a school district or intermediate district must annually adopt and approve a ten-year facilities plan by July 31 for commissioner approval.

Whereas, the school district has developed a ten-year Long-Term Facilities Maintenance plan consistent with this law.

School Board Member _____ moved for the resolution adoption and the motion was seconded by School Board Member _____ and, upon vote being thereon, the following voted in favor of the motion:

And the following voted against:

Whereupon the resolution was declared duly passed and adopted the ____ day of July 2021.

School Board Clerk Signature