

Regular School Board Meeting

Monday, July 18, 2022 5:15 PM

FHS Library and via Zoom, 1515 11th Street, International Falls, Minnesota 56649

Zoom Meeting Information:

1. You are invited to a Zoom webinar.
When: Jul 18, 2022 05:15 PM Central Time (US and Canada)
Topic: Regular School Board Meeting

Please click the link below to join the webinar:
<https://isd361.zoom.us/j/88289219465?pwd=OGU4NFdpdUVRaXVzZEY3U0NRa2R6QT09>
Passcode: 817953

Or One tap mobile :

US: +19292056099,,88289219465#,,,,*817953#

or

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 929 205 6099 or +1 301 715 8592

or +1 312 626 6799 or +1 646 931 3860

Webinar ID: 882 8921 9465

Passcode: 817953

Call to Order

1. Roll Call:
 Toni Korpi, Clerk
 Emily McGonigle, Director
 Bruce Raboin, Treasurer
 Ted Saxton, Director
 Roxanne Skogstad-Ditsch, Board Chair
 JoAnn Smith, Clerk
 Jennifer Baker, Vice Board Chair

Non Voting Members:

Kevin Grover, Superintendent

Mitch Erickson, Student Representative

2. Pledge of Allegiance

Approval of Agenda

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

Open Forum

1. Public Open Forum

Consent Agenda

1. Approve past meeting minutes for the regular school board meeting on June 21, 2022.
2. Approve current accounts payable due in the amount of \$1,077,446.77 .
3. Approve payroll in the amount of \$607,000.09 for June 30th, July 1st, and July 15th.
4. Approve hire of Rebecca Nelson as FES Summer Program sub teacher for June 6th through July 21, 2022.
5. Approve hire of Ariana Zahradka as Knowledge Bowl Advisor JV / Varsity for the 2022-2023 season.
6. Approve hire of Charlie Anderson as Annual In-Class Advisor for the 2022-2023 school year.
7. Approve hire of Michelle Boelk as Pep Band Advisor for the 2022-2023 school year.
8. Approve hire of Elsa Swanson as Jr / Sr Choir Advisor for the 2022-2023 school year.
9. First Reading of School Board Policy 707 - Transportation of Public School Students
10. Approve hire of Kyle Schmidt as 1.0 FTE PE/Health Teacher for the 2022-2023 school year.
11. Receive the 2022-2023 FHS Student Handbook for adoption in August.
12. First Reading of School Board Policy 902 - Use of School District Facilities and Addendum to Policy 902 - Rental and Use Fee Schedule and Guidelines
13. Receive the 2022-2023 Athletic Handbook for adoption in August.
14. Receive 2022-2023 FES Student Handbook for adoption in August.
15. Approve hire of Jen Erickson as Assistant Cross Country Coach for the 2022-2023 season.
16. Approve a .18 FTE teaching overload for Norm Wood in the 2022-2023 school year.
17. Approve a .18 FTE teaching overload for Tony Casareto in the 2022-2023 school year.
18. Approve the price per meal for the 2022-2023 Food Service program.
19. Approve hire of Cassidy Christensen as LPN Aide for the 2022-2023 school year.
20. Approve the non-financial agreement with Koochiching County for Transportation Services of Children and Youth in Foster Care Placement.

Action Items

1. Resolution Acceptance of Gifts and Donations. Motion by __, second by __. Motion carried / failed.
2. Resolution Adopting the School Districts FY2023-2024 Long Term Facilities Maintenance Plan (LTFM). Motion by __, second by __. Motion carried / failed.

Committee and Administrative Reports

1. Mitch Erickson, Student Representative
2. Melissa Tate, Elementary Principal
3. Tim Everson, Secondary Principal
4. Kevin Grover, Superintendent:
 - 4.a. Reminder: School Board Meeting with TeamWorks
- July 25 at 4:00 pm.
 - 4.b. COVID update: District
5. Beth Slatinski, Community Education Coordinator
6. Committee Reports:
 - 6.a. Community Education Advisory Board
 - 6.b. Recreation Commission

Closed Session:

1. The meeting will be closed as permitted by Minnesota Statutes, section 13D.03 to conduct a performance review of Superintendent, Kevin Grover.

Reopen Session

1. Motion by __, second by __, to reopen meeting at ___ pm. Motion carried / failed.
2. Summary Statement of Superintendent's Performance Review.

Adjournment

1. Motion by __, second by __ to adjourn meeting at ___ p.m. Motion carried / failed.

REGULAR MEETING MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, June 21, 2022 at 5:15 p.m.
FHS Library and via Zoom

Call to Order

Present with voting rights: Emily McGonigle, Ted Saxton, Roxanne Skogstad-Ditsch, Jennifer Baker, Toni Korpi, JoAnn Smith and Bruce Raboin. Present 7

Non-Voting Members Present: Kevin Grover, Superintendent

Pledge of Allegiance

Present: 7.

Approval of Agenda

1. Approve agenda as presented. Motion by Bruce Raboin, then second by Joann Smith. Motion Carried.

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

Open Forum

1. Public Open Forum:

Falls Hunger Coalition

1. Presentation to school board.

Consent Agenda

Approve Consent Agenda. Motion by Joann Smith, 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

1. Approve past meeting minutes for the regular school board meeting on May 16, 2022.

2. Approve current accounts payable due in the amount of \$1,074,521.88 .

3. Approve payroll in the amount of \$869,799.28 for pay periods May 20th, June 3rd and June 17th.

4. MSBA has made some minor changes to the following policies. Because the changes do not affect the substance of the policy or is a legal change over which the board has no control, the changes may be approved at only one meeting. Attached are some of those policies.

5. Approve MOU between ISD 361 and Education Minnesota International Falls Local 331 for the alternative teacher professional pay system.

6. Approve the joint powers agreement with the City of International Falls forming the Recreation Commission.
7. Approve contract for services with Interquest Detection Canines for the 2022-2023 school year.
8. Approve membership fees for Minnesota School Boards Association (MSBA) for the 2022-2023 school year.
9. Approve MREA membership for the 2022-2023 school year.
10. Approve building lease agreement with Faith United Church of Christ for two classrooms for the ALC program.
11. Approve 2022-2023 Concurrent Enrollment Agreement with BSU.
12. Receive the Superintendent's evaluation form.
13. Approve Athletic Director Services with the Recreation Commission from July 1, 2022 through June 30, 2023.
14. Receive the 2024 LTFM Plan for approval in July.
15. Approve the insurance renewal for property, liability, automobile, cyber-security and worker compensation from July 1, 2022 to June 30, 2023 in the amount of \$160,399.23.
16. Approve hire of Randi Pederson as FES Summer Program LPN at 2 days per week from June 6, 2022 through July 21, 2022.
17. Approve hire of Leah Bacon as FES Summer Program School Nurse for 2 days per week from June 6 through July 21.
18. Approve hire of Jordan Bright as FES Summer Program Instructional Support Staff from June 6, 2022 through July 21, 2022.
19. Approve hire of Julie Talmage as FES Summer Program Teacher from June 6, 2022 through July 21, 2022.
20. Approve hire of Shawn Johnson as FES Summer Program Teacher from June 6, 2022 through July 21, 2022.
21. Approve hire of Jenny Taylor as FES Summer Program Teacher from June 6, 2022 through July 21, 2022.
22. Approve hire of Lisa Auran as FES Summer Program Teacher from June 6, 2022 through July 21, 2022.
23. Approve hire of Kim McDonald as FES Summer Program Teacher from June 6, 2022 through July 21, 2022.
24. Approve hire of Tylyn McDonald as FES Summer Program Teacher from June 6, 2022 through July 21, 2022.
25. Approve hire of Missy Walls as Summer Preschool Teacher from June 6, 2022 through July 21, 2022.

26. Approve hire of Angie Schwartz as Summer Preschool Teacher from June 6, 2022 through July 21, 2022.
27. Approve hire of Laurie Youso as FES Summer Program Instructional Support Staff from June 6, 2022 through July 21, 2022.
28. Approve hire of Lexi Erickson as FES Summer Program Instructional Support Staff from June 6, 2022 through July 21, 2022.
29. Approve hire of Michael Seegert as FES Summer Program Paraprofessional from June 6, 2022 through July 21, 2022.
30. Approve hire of Melissa Vellieux as FES Summer Program Paraprofessional from June 6, 2022 through July 21, 2022.
31. Approve hire of Matt Salo as FES Summer Program Paraprofessional from June 6, 2022 through July 21, 2022.
32. Approve hire of Chelsea Ness as FES Summer Program Paraprofessional from June 6, 2022 through July 21, 2022.
33. Approve hire of Ashley Kostiuk as FES Summer Program Paraprofessional from June 6, 2022 through July 21, 2022.
34. Approve hire of Kelli Adee as FES Summer Program Paraprofessional from June 6, 2022 through July 21, 2022.
35. Approve hire of Sherrie Fehrman as Summer Preschool Paraprofessional from June 6, 2022 through July 21, 2022.
36. Approve hire of Cherie Sweney as Summer Food Service Head Cook Paraprofessional from June 6, 2022 through July 21, 2022.
37. Approve hire of Krystal Mayfield as Summer Food Service Assistant Cook from June 6, 2022 through July 21, 2022.
38. Approve hire of Treana Schultz as Summer Food Service Cafe Helper from June 6, 2022 through July 21, 2022.
39. Approve hire of Jamie Hell as FES Summer Program Secretary from July 11, 2022 through July 21, 2022.
40. Approve hire of June Wilson as FHS Summer Program Chaperone / Van Driver from June 6, 2022 through August 27, 2022
41. Approve hire of Angela Scholler as FHS Summer Program Chaperone / Van Driver from June 6, 2022 through August 27, 2022
42. Approve hire of Paul Peterson as FHS Summer Program Teacher from June 6, 2022 through July 28, 2022.
43. Approve hire of Lisa West as FHS Summer Program Teacher from June 6, 2022 through July 28, 2022.

44. Approve hire of Brandon Barras as FES Summer Program Paraprofessional from June 6, 2022 through July 21, 2022.
45. Approve hire of Abby Rousseau as FES Summer Program Paraprofessional from June 6, 2022 through July 21, 2022.
46. Approve hire of Sabra Shevich as FES Summer Program Paraprofessional from June 6, 2022 through July 21, 2022.
47. Approve hire of Linda Mankus as FES Summer Program Paraprofessional from June 6, 2022 through July 21, 2022.
48. Approve hire of Anna Levene as FES Summer Program Paraprofessional from June 6, 2022 through July 21, 2022.
49. Approve hire of Gina Auran as FES Summer Program Paraprofessional and Sub Teacher from June 6, 2022 through July 21, 2022.
50. Approve the hire of Brittany Foss as FES Home Interventionist for the 2022-2023 school year effective August 30, 2022.
51. Approve the hire of Molly Sheasby as FHS Home Interventionist for the 2022-2023 school year effective August 30, 2022.
52. Approve hire of Seth Etestad as Head Football Coach for the 2022-2023 season.
53. Approve hire of Jakob Etestad as Assistant Football Coach for the 2022-2023 season.
54. Approve hire of Jared Kostiuk as Assistant Football Coach for the 2022-2023 season.
55. Approve hire of Seth Bjornrud as Assistant Football Coach for the 2022-2023 season.
56. Approve hire of Jennifer McBride as Head Girls Swim Coach for the 2022-2023 season.
57. Approve hire of Sarah Peterson as Head Volleyball Coach for the 2022-2023 season.
58. Approve hire of Andrea Kappleman as Assistant Volleyball Coach for the 2022-2023 season.
59. Approve hire of Karla Line as Football Cheerleading Advisor for the 2022-2023 season.
60. Recognize Brandon Barras as a volunteer Football Coach for the 2022-2023 season.
61. Recognize Deniz Sidkey as a volunteer Football Coach for the 2022-2023 season.
62. Approve US Foods as the food service Prime Vendor for July 1, 2022 through June 30, 2023.
63. Approve the emergency repair project for the FHS gym floor due to water damage and to stop further damage to floor. Project Cost: \$125,000 per Sourcewell Proposal 99645
64. Approve use of the football field by the City of International's for July 4th fireworks.
65. Approve the fiscal year 2021-2022 final fund 01 revenue budget in the amount of \$13,984,270 and expense budget in the amount of \$14,202,227. This includes state/federal COVID relief funding.

66. Approve the fiscal year 2022-2023 adopted fund 01 revenue budget in the amount of \$14,028,993 and expense budget in the amount of \$13,729,572. This includes state/federal COVID relief funds.

67. Approve the fiscal year 2021-2022 final fund 04 revenue budget in the amount of \$534,095 and expense budget in the amount of \$576,917.

68. Approve the fiscal year 2022-2023 adopted fund 04 revenue budget in the amount of \$557,890 and expense budget in the amount of \$591,833.

69. Approve the fiscal year 2021-2022 final fund 02 revenue budget in the amount of \$724,388 and expense budget in the amount of \$633,932.

70. Approve the fiscal year 2022-2023 adopted fund 02 revenue budget in the amount of \$558,860 and expense budget in the amount of \$693,905.

71. Approve the fiscal year 2021-2022 final fund 07 revenue budget at \$551,504 and expense budget at \$525,800.

72. Approve the fiscal year 2022-2023 adopted fund 07 revenue budget in the amount of \$554,258 and expense budget in the amount of \$525,800.

73. Approve the hire of Kendra Bennett as District Business Office Clerk effective June 6, 2022 at a .66 FTE.

Action Items

1. Resolution Acceptance of Gifts and Donations. Motion by Jennifer Windels, then second by Emily McGonigle. 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. Approve facility rental agreement with the American Red Cross for emergency facility use of FHS and FES school buildings. Motion by Jennifer Windels, 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

3. Annual Education Identity and Access Management Board Resolution (IOwA) designating Kevin Grover, Superintendent as the Districts IWōA. Motion by Joann Smith, 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

4. Approve 2022-2023 Resolution for Membership in the Minnesota State High School League. 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

Committee and Administrative Reports

1. Mitch Erickson, Student Representative – No report
2. Melissa Tate, Elementary Principal: Presented by Kevin Grover; summer program in full swing.
3. Tim Everson, Secondary Principal: Enrollment 521; Doing credit recovery classes and field trips with students;
4. Kevin Grover, Superintendent: Teamworks Board Session July 25th from 4-7 pm.; Evaluations due to Michelle Hopkins in 1 week.
5. Beth Slatinski, Communtiy Education Coordinator: Report attached.
6. Committee Reports:
 - 6.a. Community Education Advisory Board: None
 - 6.b. Recreation Commission: None

Adjournment

1. Motion by to adjourn meeting at 6:27 p.m. Motion by Emily McGonigle, then second by Joann Smith. Motion Carried.
Toni Korpi: Yea, Emily McGonigle: Yea, Bruce Raboin: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea
Yea: 7, Nay: 0

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			
XXXXXXXXXXXX8319	06/27/2022	9105	HUMBELAU002	Humbert Laurie A	County Mkt. #574, International	COUNTY M000	06/28/2022		Invoiced	A	146.33
	1					Missy's C/C00000	06/27/2022	146.33			
	06/22/2022	9097	HUMBELAU002	Humbert Laurie A	County Mkt. #574, International	COUNTY M000	06/27/2022		Invoiced	A	78.17
	1					Missy's C/C00000	06/27/2022	78.17			
	06/22/2022	9098	HUMBELAU002	Humbert Laurie A	County Mkt. #574, International	COUNTY M000	06/27/2022		Invoiced	A	237.10
	1					Missy's C/C00000	06/27/2022	237.10			
	06/21/2022	9096	HUMBELAU002	Humbert Laurie A	County Mkt. #574, International	COUNTY M000	06/27/2022		Invoiced	A	102.27
	1					Missy's C/C00000	06/27/2022	102.27			
	06/08/2022	9000	HUMBELAU002	Humbert Laurie A	County Mkt. #574, International	COUNTY M000	06/21/2022		Invoiced	A	54.14
	2	FES Summer Enrichment Supplies - Kids in the K			1302200350	Missy's C/C00001	06/27/2022	54.14			
	05/30/2022	9001	HUMBELAU002	Humbert Laurie A	Edge Resort & Waterpar, 8007777	EDGEWATE000	06/21/2022		Invoiced	A	7,547.76
	2					Missy's C/C00002	06/27/2022	7,547.76			
	05/30/2022	9002	HUMBELAU002	Humbert Laurie A	Edge Resort & Waterpar, 8007777	EDGEWATE000	06/21/2022		Invoiced	A	1,260.00
	2	84 Wristbands for the Waterpark for 5/19/22			1302200230	Missy's C/C00003	06/27/2022	1,260.00			
											7 transaction(s) for XXXXXXXXXXXX8319. Total Amount ==>>
											9,425.77
XXXXXXXXXXXX7362	06/21/2022	9099			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	06/27/2022		Invoiced	A	11.55
	1	Arena Phone Line PO 8102200035				Stacy's C/C00000	06/27/2022	11.55			
	06/20/2022	9012			Amzn Mktp US Fy20i5eg3, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	22.64
	2	Farberware Professional Plastic Measuring Cups			1302200287	Stacy's C/C00001	06/27/2022	22.64			
	06/17/2022	9010			Masbo, Saint Paul, MN, 55114, U	MASBO 000	06/21/2022		Invoiced	A	385.00
	3	MASBO & ASBO Membership Dues			1102200064	Stacy's C/C00002	06/27/2022	385.00			
	06/17/2022	9011			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	06/21/2022		Invoiced	A	167.54
	1	ALC Internet / Phones				Stacy's C/C00000	06/27/2022	167.54			
	06/07/2022	9008			Paul Bunyan Communicat, 2184441	PAUL BUN000	06/21/2022		Invoiced	A	269.00
	2	12 Month Contract for 1000Mbps, Midnight-4pm/5			6052200008	Stacy's C/C00003	06/27/2022	269.00			
	06/07/2022	9009			Amzn Mktp US Xc8mj5wc3, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	128.28
	2	Farberware Professional Plastic Measuring Cups			1302200287	Stacy's C/C00005	06/27/2022	127.84			
	3	Shipping & Handling				Stacy's C/C00004	06/27/2022	0.44			
	06/03/2022	9006			Amzn Mktp US Y34re7iw3, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	186.78
	2	Gillette Foamy Regular Shaving Cream, Pack of			1302200294	Stacy's C/C00006	06/27/2022	52.32			
	3	McCormick Culinary Red Food Coloring, 16 fl oz			1302200294	Stacy's C/C00006	06/27/2022	44.72			
	4	McCormick Culinary Blue Food Coloring, 16 fl o			1302200294	Stacy's C/C00006	06/27/2022	28.20			
	6	Paper Cups, 150 Pack 8 Oz Paper Cups, Paper Co			1302200294	Stacy's C/C00006	06/27/2022	33.98			
	7	50 Pcs Flat Paint Brushes for Touch Up, Anezus			1302200294	Stacy's C/C00006	06/27/2022	27.56			
	06/03/2022	9007			Amzn Mktp US Ellyc6mb3, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	35.32
	2	Amazon Basics All Purpose Washable School Clea			1302200294	Stacy's C/C00007	06/27/2022	35.32			

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...										
	06/01/2022	9005			Amzn Mktp US 1x4kg9e42, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	29.96
	2	Elmer's Products E3860 Multi-Purpose Glue-All,			1302200246 Stacy's C/C00008	06/27/2022		29.96			
	06/01/2022	9016			Amzn Mktp US 1x9z88tv0, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	151.99
	2	Dowel Rods Wood Sticks Wooden Dowel Rods - 1/2			1302200293 Stacy's C/C00009	06/27/2022		151.99			
	06/01/2022	9017			Amzn Mktp US 1x9qh7j90, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	15.98
	2	[250 Pack] Disposable Plastic Drinking Straws			1302200293 Stacy's C/C00010	06/27/2022		15.98			
	06/01/2022	9018			Amzn Mktp US 1x2s71t62, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	125.98
	2	Alka-Seltzer Original Effervescent Tablets - F			1302200293 Stacy's C/C00011	06/27/2022		36.96			
	3	Craft Styrofoam Balls Bulk (124 Pack - 5 Sizes			1302200293 Stacy's C/C00011	06/27/2022		59.96			
	4	1/4" Stainless Flat Washer, 5/8" Outside Diame			1302200293 Stacy's C/C00011	06/27/2022		17.98			
	5	328 Feet 2MM Natural Cotton String for Crafts,			1302200293 Stacy's C/C00011	06/27/2022		11.98			
	6	Discount			Stacy's C/C00004	06/27/2022		-0.90			
	05/31/2022	9013			Amzn Mktp US 1x5tn5zu0, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	49.74
	4	Elmer's Art Paste, Paper Mache, 2 Ounces			1302200296 Stacy's C/C00012	06/27/2022		19.76			
	5	SallyFashion 250 PCS Marbles Bulk Assorted Col			1302200296 Stacy's C/C00012	06/27/2022		29.98			
	05/31/2022	9014			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	06/21/2022		Invoiced	A	110.93
	2	Internet Service for Bus Garage			7602200016 Stacy's C/C00013	06/27/2022		110.93			
	05/31/2022	9015			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	06/21/2022		Invoiced	A	81.59
	2	FHS Fax and long distance			3002200009 Stacy's C/C00014	06/27/2022		81.59			
	15 transaction(s) for XXXXXXXXXXXX7362. Total Amount ==>										1,772.28
XXXXXXXXXXXX7132	06/08/2022	9050	ANDERJER000	Anderson Jeremy R	Oreilly Auto Parts 39, Internat	O'REILLY000	06/21/2022		Invoiced	A	18.97
	2	Transportation Supplies			7602200010 Jeremy's C/C00000	06/27/2022		18.97			
XXXXXXXXXXXX5747	06/16/2022	8998	GROVEKEV000	Grover Kevin K	1430 Bois Forte Road, Tower, MN		06/21/2022		Invoiced	A	143.99
	1	room for Missy Tate			Kevin's C/C00000	06/27/2022		143.99			
	06/16/2022	8999	GROVEKEV000	Grover Kevin K	1430 Bois Forte Road, Tower, MN		06/21/2022		Invoiced	A	143.99
	1				Kevin's C/C00000	06/27/2022		143.99			
	2 transaction(s) for XXXXXXXXXXXX5747. Total Amount ==>										287.98
XXXXXXXXXXXX7648	06/27/2022	9106	SLATIBET000	Slatinski BethAnne K	Pp Abavisitor, Orr, MN, 55771,	VINCESAN000	06/28/2022		Invoiced	A	125.00
	1				Beth's C/C00000	06/27/2022		125.00			
	06/27/2022	9107	SLATIBET000	Slatinski BethAnne K	Cenex Gateway 09892068, Ray, MN		06/28/2022		Invoiced	A	34.76
	1				Beth's C/C00001	06/27/2022		34.76			
	06/24/2022	9101	SLATIBET000	Slatinski BethAnne K	County Mkt. #574, International	COUNTY M000	06/27/2022		Invoiced	A	326.26
	2	PALS Prom			5002200047 Beth's C/C00002	06/27/2022		326.26			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX7648		continued...									
	06/23/2022	9100	SLATIBET000	Slatinski BethAnne K	Sq Little Village Gri, Charlott		06/27/2022		Invoiced	A	24.88
	1					Beth's C/C00001	06/27/2022	24.88			
	06/20/2022	9070	SLATIBET000	Slatinski BethAnne K	Sq Cartier Classic Tr, Charlott		06/21/2022		Invoiced	A	40.00
	1					Beth's C/C00001	06/27/2022	40.00			
	06/20/2022	9071	SLATIBET000	Slatinski BethAnne K	Sheraton Charlotte, Charlotte,		06/21/2022		Invoiced	A	1,031.50
	1					Beth's C/C00001	06/27/2022	1,031.50			
	06/20/2022	9072	SLATIBET000	Slatinski BethAnne K	Sheraton Charlotte, Charlotte,		06/21/2022		Invoiced	A	1,031.50
	1					Beth's C/C00001	06/27/2022	1,031.50			
	06/17/2022	9069	SLATIBET000	Slatinski BethAnne K	Flower Child Charlotte, 9802940		06/21/2022		Invoiced	A	44.84
	1					Beth's C/C00001	06/27/2022	44.84			
	06/16/2022	9067	SLATIBET000	Slatinski BethAnne K	Sq Little Village Gri, Charlott		06/21/2022		Invoiced	A	21.95
	1					Beth's C/C00001	06/27/2022	21.95			
	06/16/2022	9068	SLATIBET000	Slatinski BethAnne K	Brixx Pizza Dilworth, Charlotte		06/21/2022		Invoiced	A	48.62
	1					Beth's C/C00001	06/27/2022	48.62			
	06/15/2022	9063	SLATIBET000	Slatinski BethAnne K	Dilworth Neighborhood, Charlott		06/21/2022		Invoiced	A	37.35
	1					Beth's C/C00001	06/27/2022	37.35			
	06/15/2022	9064	SLATIBET000	Slatinski BethAnne K	Cadca Alexandria Va, 7037060560	AMAZON B000	06/21/2022		Invoiced	A	1,800.00
	1					Beth's C/C00003	06/27/2022	1,800.00			
	06/15/2022	9065	SLATIBET000	Slatinski BethAnne K	Pf Changs #2600, Charlotte, NC,		06/21/2022		Invoiced	A	60.21
	1					Beth's C/C00001	06/27/2022	60.21			
	06/15/2022	9066	SLATIBET000	Slatinski BethAnne K	Chipotle Online, 1800244768, CA		06/21/2022		Invoiced	A	25.77
	1					Beth's C/C00001	06/27/2022	25.77			
	06/14/2022	9059	SLATIBET000	Slatinski BethAnne K	Cmt Charlotte 28220010, Charlot		06/21/2022		Invoiced	A	34.20
	1					Beth's C/C00001	06/27/2022	34.20			
	06/14/2022	9060	SLATIBET000	Slatinski BethAnne K	Minneapolis Airport, Saint Paul		06/21/2022		Invoiced	A	42.83
	1					Beth's C/C00001	06/27/2022	42.83			
	06/14/2022	9061	SLATIBET000	Slatinski BethAnne K	Chipotle 1584, Charlotte, NC, 2		06/21/2022		Invoiced	A	11.80
	1					Beth's C/C00001	06/27/2022	11.80			
	06/14/2022	9062	SLATIBET000	Slatinski BethAnne K	Chipotle 1584, Charlotte, NC, 2		06/21/2022		Invoiced	A	17.97
	1					Beth's C/C00001	06/27/2022	17.97			
	06/10/2022	9056	SLATIBET000	Slatinski BethAnne K	County Mkt. #574, International	COUNTY M000	06/21/2022		Invoiced	A	114.97
	2					Beth's C/C00004	06/27/2022	114.97			
	06/10/2022	9057	SLATIBET000	Slatinski BethAnne K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	06/21/2022		Invoiced	A	11.25
	1					Beth's C/C00005	06/27/2022	11.25			
	06/10/2022	9058	SLATIBET000	Slatinski BethAnne K	Super One Foods #578, Internati	SUPER ON000	06/21/2022		Invoiced	A	11.37
	1					Beth's C/C00006	06/27/2022	11.37			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX7648	continued...										
	06/09/2022	9055	SLATIBET000	Slatinski BethAnne K	Super One Foods #578, Internati	SUPER ON000	06/21/2022		Invoiced	A	63.80
	1					Beth's C/C00006	06/27/2022	63.80			
	06/08/2022	9054	SLATIBET000	Slatinski BethAnne K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	06/21/2022		Invoiced	A	33.75
	1					Beth's C/C00005	06/27/2022	33.75			
	06/06/2022	9052	SLATIBET000	Slatinski BethAnne K	American Red Cross, 800-733-276	AMERICAN029	06/21/2022		Invoiced	A	72.24
	1					Beth's C/C00007	06/27/2022	72.24			
	06/06/2022	9053	SLATIBET000	Slatinski BethAnne K	American Red Cross, 800-733-276	AMERICAN029	06/21/2022		Invoiced	A	41.00
	1					Beth's C/C00007	06/27/2022	41.00			
	06/03/2022	9051	SLATIBET000	Slatinski BethAnne K	County Mkt. #574, International	COUNTY M000	06/21/2022		Invoiced	A	127.69
	2	PALS Prom			5002200047	Beth's C/C00008	06/27/2022	127.69			
	06/02/2022	9073	SLATIBET000	Slatinski BethAnne K	Mydriversmanuals Com, 218-96990		06/21/2022		Invoiced	A	-75.00
	1					Beth's C/C00001	06/27/2022	-75.00			
	06/01/2022	9074	SLATIBET000	Slatinski BethAnne K	County Mkt. #574, International	COUNTY M000	06/21/2022		Invoiced	A	42.24
	2	Youth Group Engagment/Recruitment			5002200049	Beth's C/C00009	06/27/2022	42.24			
											28 transaction(s) for XXXXXXXXXXXX7648. Total Amount ==>> 5,202.75
XXXXXXXXXXXX2314	06/22/2022	9102	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Az16s4v03, Amzn.Co	AMAZON B000	06/27/2022		Invoiced	A	24.81
	2	6616PCS Clear Hotfix Rhinestones Crystal Glass			2502200022	Karla's C/C00000	06/27/2022	24.81			
	06/20/2022	9084	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US W82pq3953, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	39.95
	2	American USA Flag Glitter Cheer Bows for Girls			2502200024	Karla's C/C00001	06/27/2022	39.95			
	06/20/2022	9085	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Z28nt4uc3, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	341.80
	4	Purple Mardi Gras Beads 33 inch 7mm, 6 Dozen,			2502200024	Karla's C/C00002	06/27/2022	119.94			
	5	35 Pieces Football Silicone Bracelet Motivatio			2502200024	Karla's C/C00002	06/27/2022	23.98			
	6	Blulu 30 Packs Mini Football Sports Stress Bal			2502200024	Karla's C/C00002	06/27/2022	107.94			
	7	36PCS Cheerleading Party Rubber Bracelets, Spo			2502200024	Karla's C/C00002	06/27/2022	38.97			
	8	24 Pcs Cheer Scrunchie Cheer Hair Accessories			2502200024	Karla's C/C00002	06/27/2022	50.97			
	06/20/2022	9086	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Pj48ele33, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	195.22
	2	BALONAR 3.2g 12Inch 100pcs Metallic Chrome Bal			2502200023	Karla's C/C00003	06/27/2022	41.97			
	3	12 Inch 100 Pcs Latex Metallic Chrome Dark Pur			2502200023	Karla's C/C00003	06/27/2022	47.01			
	4	10 Feet Long Roll Metallic Fringe Garland (Set			2502200023	Karla's C/C00003	06/27/2022	15.99			
	5	RUBFAC 7 Sets of Balloon Stand Kits, Reusable			2502200023	Karla's C/C00003	06/27/2022	15.29			
	6	OurWarm Balloon Column Stand Kit for Floor, 63			2502200023	Karla's C/C00003	06/27/2022	23.99			
	7	Chamvis Balloon Arch Kit,9FT Tall & 10FT Wide			2502200023	Karla's C/C00003	06/27/2022	27.99			
	8	Football Balloons Football Mylar Party Balloon			2502200023	Karla's C/C00003	06/27/2022	9.99			
	9	Large Football Themed Birthday Party Banner, S			2502200023	Karla's C/C00003	06/27/2022	12.99			
	06/16/2022	9082	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Sm69c6z33, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	28.02
	2	Anderson's Blank White Megaphones, Set of 10,			2502200024	Karla's C/C00004	06/27/2022	20.99			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX2314	continued...										
	3	Shipping - Cost of shipping, not including shi			2502200024	Karla's C/C00004	06/27/2022	7.03			
	06/16/2022	9083	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US I43gl6na3, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	89.97
	2	Mardi Gras Beads 33 inch 7mm, 12 Dozen, 144 Pi			2502200024	Karla's C/C00005	06/27/2022	89.97			
	06/15/2022	9081	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Hs6r46g53, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	47.94
	2	Nibiru 6616pcs Hotfix Rhinestones 5 Mixed Size			2502200022	Karla's C/C00006	06/27/2022	47.94			
	06/14/2022	9080	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US 5d8zz48f3, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	107.93
	2	Hotfix Applicator, DIY Hot Fix Rhinestone Sett			2502200022	Karla's C/C00007	06/27/2022	17.99			
	3	Hotfix Applicator, Quick Crystals Pro, Bedazzl			2502200022	Karla's C/C00007	06/27/2022	47.96			
	4	Worthofbest Hotfix Rhinestone Setter, Applicat			2502200022	Karla's C/C00007	06/27/2022	19.99			
	5	Worthofbest Hotfix Applicator, Rhinestones Set			2502200022	Karla's C/C00007	06/27/2022	21.99			
	06/13/2022	9078	OLSONKAR000	Olson-Line Karla A	Teamleader, Plano, TX, 75074, U	TEAMLEAD000	06/21/2022		Invoiced	A	340.42
	3	Cheerleading Supplies for football			2502200021	Karla's C/C00008	06/27/2022	340.42			
	06/13/2022	9079	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US De7oz4dl3, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	87.20
	2	OUTUXED 5040pcs Clear Hotfix Rhinestones 6 Mix			2502200022	Karla's C/C00009	06/27/2022	87.20			
	06/03/2022	9077	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	06/21/2022		Invoiced	A	102.56
	2	Supplies for last day			2502200018	Karla's C/C00010	06/27/2022	102.56			
	06/02/2022	9075	OLSONKAR000	Olson-Line Karla A	Super One Foods #578, Internati	SUPER ON000	06/21/2022		Invoiced	A	23.88
	2	Supplies for last day			2502200018	Karla's C/C00011	06/27/2022	23.88			
	06/02/2022	9076	OLSONKAR000	Olson-Line Karla A	Teamleader, Plano, TX, 75074, U	TEAMLEAD000	06/21/2022		Invoiced	A	2,734.76
	2	Cheerleading Football - from Falls Education F			2502200019	Karla's C/C00012	06/27/2022	2,000.00			
	3	Remainder of Football Uniforms - from football			2502200020	Karla's C/C00013	06/27/2022	734.76			
	13 transaction(s) for XXXXXXXXXXXX2314. Total Amount ==>>										4,164.46
XXXXXXXXXXXX3600	06/22/2022	9092	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	06/27/2022		Invoiced	A	428.29
	1	PO# 1102200062			Laurie'sC/C00000	06/28/2022	428.29				
	06/21/2022	9090	HUMBELAU002	Humbert Laurie A	Amazon.Com Pf8hc7na3, Amzn.Com/	AMAZON B000	06/27/2022		Invoiced	A	185.24
	1				Laurie'sC/C00001	06/28/2022	185.24				
	06/21/2022	9091	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Sm8nd5th3, Amzn.Co	AMAZON B000	06/27/2022		Invoiced	A	209.56
	2	Play-Doh Modeling Compound 36 Pack Case of Col			1302200361	Laurie'sC/C00002	06/28/2022	15.28			
	3	LET'S RESIN Thermochromic Pigment Powder Tempe			1302200361	Laurie'sC/C00002	06/28/2022	194.28			
	06/15/2022	8971	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 6u0ni4673, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	103.39
	2	Measuring Spoons for Kitchen,Stainless Steel S			1302200343	Laurie'sC/C00003	06/28/2022	99.80			
	4	Shipping - Cost of shipping, not including shi			1302200343	Laurie'sC/C00003	06/28/2022	3.59			
	06/15/2022	8972	HUMBELAU002	Humbert Laurie A	Super One Foods #578, Internati	SUPER ON000	06/21/2022		Invoiced	A	26.47
	2	Kids in the Kitchen Supplies			1302200362	Laurie'sC/C00004	06/28/2022	26.47			
	06/15/2022	8973	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 7h5wc9h63, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	480.26
	2	MR CHIPS Plastic Magnetic Bingo Chips - Metal			1302200353	Laurie'sC/C00005	06/28/2022	480.26			

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...									
	06/15/2022	8974	HUMBELAU002	Humbert Laurie A	Amzn Mktp US N10mx9663, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	327.69
	2					Laurie'sC/C00001	06/28/2022	327.69			
	06/14/2022	8969	HUMBELAU002	Humbert Laurie A	County Mkt. #574, International	COUNTY M000	06/21/2022		Invoiced	A	45.74
	2	FES Summer Enrichment Supplies - Craft Mania			1302200360	Laurie'sC/C00006	06/28/2022	45.74			
	06/14/2022	8970	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Amzn.Com/, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	-109.99
	2					Laurie'sC/C00001	06/28/2022	-109.99			
	06/13/2022	8965	HUMBELAU002	Humbert Laurie A	Homedepot.Com, 800-430-3376, GA	HOME DEP000	06/21/2022		Invoiced	A	473.59
	2					Laurie'sC/C00007	06/28/2022	473.59			
	06/13/2022	8966	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	06/21/2022		Invoiced	A	2,359.99
	2	PAD,POST-IT,1 7/8 X 1 7/8			1302200345	Laurie'sC/C00008	06/28/2022	148.40			
	3	PENCIL,CRAYOLA, LONG,12/ST			1302200345	Laurie'sC/C00008	06/28/2022	19.20			
	4	PENCIL,#2 BLK LEAD,144/PK			1302200345	Laurie'sC/C00008	06/28/2022	47.70			
	5	TAPE,MLNG,2"X800",6/PK,CR			1302200345	Laurie'sC/C00008	06/28/2022	171.00			
	6	TAPE,WRITE ON,3/4X36YD,12			1302200345	Laurie'sC/C00008	06/28/2022	168.48			
	7	TAPE,MASKNG,1"X60YD,3/PK			1302200345	Laurie'sC/C00008	06/28/2022	51.80			
	8	SCISSORS,ECON,7,STR,SS			1302200345	Laurie'sC/C00008	06/28/2022	15.36			
	9	MARKER,SHARPE FN,36/PK,BK			1302200345	Laurie'sC/C00008	06/28/2022	117.32			
	10	MARKER,SHARPIE,FINE,36,RD			1302200345	Laurie'sC/C00008	06/28/2022	58.66			
	11	MARKER,SHARPIE,FINE,36,BE			1302200345	Laurie'sC/C00008	06/28/2022	58.66			
	12	CLIP,JUMBO, NON-SKID,1M/PK			1302200345	Laurie'sC/C00008	06/28/2022	71.90			
	13	CLIP,#1,GEM,SMOOTH,1M/PK			1302200345	Laurie'sC/C00008	06/28/2022	49.20			
	14	CLIP,BINDER,SML,DZ			1302200345	Laurie'sC/C00008	06/28/2022	3.60			
	15	CLIP,BINDER,MED,DZ			1302200345	Laurie'sC/C00008	06/28/2022	8.64			
	16	CLIP,BINDER,LGE,DZ			1302200345	Laurie'sC/C00008	06/28/2022	25.32			
	17	GLUE,STCK,.24OZ,30/BX,CLR			1302200345	Laurie'sC/C00008	06/28/2022	155.88			
	18	MARKER,CLASSIC,BROAD,8/ST			1302200345	Laurie'sC/C00008	06/28/2022	26.40			
	19	CRAYON,CLSC CLR,16ST,AST			1302200345	Laurie'sC/C00008	06/28/2022	18.24			
	20	PEN,ROUND STIC,MED,BK			1302200345	Laurie'sC/C00008	06/28/2022	53.00			
	21	PEN,ROUND STIC 60 BOX,BE			1302200345	Laurie'sC/C00008	06/28/2022	163.60			
	22	PEN,BPT,RET,Z-GRIP,1MM,BK			1302200345	Laurie'sC/C00008	06/28/2022	5.15			
	23	CLIP,STIKKICLPS,20/PK,WHT			1302200345	Laurie'sC/C00008	06/28/2022	62.40			
	24	STAPLES,CHSEL PT,5M/BX			1302200345	Laurie'sC/C00008	06/28/2022	16.40			
	25	ENVELOPE,#10,WE,WOVE,24#			1302200345	Laurie'sC/C00008	06/28/2022	28.18			
	26	ENVELOPE,CLSP,6X9,28#,BN			1302200345	Laurie'sC/C00008	06/28/2022	24.26			
	27	ENVELOPE,CLSP,9X12,28#,BN			1302200345	Laurie'sC/C00008	06/28/2022	19.46			
	28	ENVELOPE,CLSP,10X13,28#BN			1302200345	Laurie'sC/C00008	06/28/2022	32.20			
	29	CARD,INDEX,RULED,3X5,WE			1302200345	Laurie'sC/C00008	06/28/2022	6.48			

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...										
	30	PAD,RECYC LGL,RULED,WHT			1302200345	Laurie'sC/C00008	06/28/2022	22.20			
	31	BOOK,STENO,SPELL WRTE,AST			1302200345	Laurie'sC/C00008	06/28/2022	10.12			
	32	MARKER,EXPO 2,CHISEL,BK			1302200345	Laurie'sC/C00008	06/28/2022	127.20			
	33	MARKER,EXPO 2,CHISEL,RD			1302200345	Laurie'sC/C00008	06/28/2022	76.32			
	34	MARKER,EXPO 2,CHISEL,BE			1302200345	Laurie'sC/C00008	06/28/2022	76.32			
	35	MARKER,EXPO 2,CHISEL,GN			1302200345	Laurie'sC/C00008	06/28/2022	76.32			
	36	BATTERY,PROCELL,AA,24/BX			1302200345	Laurie'sC/C00008	06/28/2022	14.60			
	37	BATTERY,PROCELL,AAA,24/BX			1302200345	Laurie'sC/C00008	06/28/2022	14.60			
	38	PAPER,RECY500SH,24#,BGN			1302200345	Laurie'sC/C00008	06/28/2022	21.86			
	39	PAPER,500SH24/60#,RD			1302200345	Laurie'sC/C00008	06/28/2022	21.86			
	40	PAPER,500SH,24LB,FU			1302200345	Laurie'sC/C00008	06/28/2022	29.14			
	41	PAPER,ASTROBRIGHT GRV,GPE			1302200345	Laurie'sC/C00008	06/28/2022	29.14			
	42	PAPER,ASTROBRIGHTGALXY,GD			1302200345	Laurie'sC/C00008	06/28/2022	29.14			
	43	PAPER,MULTIPURP,24#,CBT			1302200345	Laurie'sC/C00008	06/28/2022	35.18			
	44	PAPER,ASTROBRIGHT OUT,ORC			1302200345	Laurie'sC/C00008	06/28/2022	29.14			
	45	PAPER,XERO/DUP,20#LTR,GRD			1302200345	Laurie'sC/C00008	06/28/2022	14.60			
	46	FOLDER,REIN,1/3CT,MLA,LTR			1302200345	Laurie'sC/C00008	06/28/2022	58.64			
	47	PORTFOLIO,2 PCKT 25,AST			1302200345	Laurie'sC/C00008	06/28/2022	46.72			
06/13/2022	8967	HUMBELAU002 Humbert Laurie A			Super One Foods #578, Internati	SUPER ON000	06/21/2022		Invoiced	A	40.17
	3	Kids in the Kitchen Supplies			1302200358	Laurie'sC/C00009	06/28/2022	40.17			
06/13/2022	8968	HUMBELAU002 Humbert Laurie A			County Mkt. #574, International	COUNTY M000	06/21/2022		Invoiced	A	183.97
	2	Kids in the Kitchen Supplies			1302200357	Laurie'sC/C00010	06/28/2022	183.97			
06/10/2022	8961	HUMBELAU002 Humbert Laurie A			Amzn Mktp US 9538u4rv3, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	141.51
	2	12 Pack Succulent 2 Pocket Folders for School,			1302200346	Laurie'sC/C00011	06/28/2022	95.94			
	3					Laurie'sC/C00001	06/28/2022	45.57			
06/10/2022	8962	HUMBELAU002 Humbert Laurie A			Amzn Mktp US U905n0ly3, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	37.38
	2	24 Pack Breathable Self Adherent Wrap, Athleti			1302200333	Laurie'sC/C00012	06/28/2022	37.38			
06/10/2022	8963	HUMBELAU002 Humbert Laurie A			Amzn Mktp US Hk06r3mg3, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	128.80
	6	Abitor Packs of 20 Monkey Stringy Balls Size o			1302200309	Laurie'sC/C00013	06/28/2022	128.80			
06/10/2022	8964	HUMBELAU002 Humbert Laurie A			Amzn Mktp US Ge2no0lg3, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	41.97
	3	20 Pack Hand Cream Gift Set- Scented Hand Loti			1302200343	Laurie'sC/C00014	06/28/2022	35.98			
	4	Shipping - Cost of shipping, not including shi			1302200343	Laurie'sC/C00014	06/28/2022	5.99			
06/09/2022	8959	HUMBELAU002 Humbert Laurie A			Amzn Mktp US 5v20c0ql3, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	119.98
	2	BeC Nebulizer Machine for Adults, Portable Com			1302200344	Laurie'sC/C00015	06/28/2022	119.98			
06/09/2022	8960	HUMBELAU002 Humbert Laurie A			Amzn Mktp US 616r84fq3, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	759.97
	2					Laurie'sC/C00001	06/28/2022	759.97			

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...									
	06/08/2022	8956	HUMBELAU002	Humbert Laurie A	Hometown Hobby & Craft, Interna	HOMETOWN000	06/21/2022		Invoiced	A	12.12
	2	FES Summer Enrichment Program Supplies			1302200339	Laurie'sC/C00016	06/28/2022	12.12			
	06/08/2022	8957	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	06/21/2022		Invoiced	A	128.28
	2	PAPER,PARCH,24#,500SH,GD			1302200331	Laurie'sC/C00017	06/28/2022	79.76			
	3	MARKER,EXPO 2,CHISEL,BK			1302200331	Laurie'sC/C00017	06/28/2022	48.52			
	06/08/2022	8958	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Dw7tv3ov3, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	132.27
	3	1000 Sheet Protectors 8.5 x 11, Clear Page Pro			1302200309	Laurie'sC/C00018	06/28/2022	132.27			
	06/07/2022	8952	HUMBELAU002	Humbert Laurie A	Usps Po 2647200549, Intl Falls,	POSTMAST000	06/21/2022		Invoiced	A	5.15
	2	FES Mailing			1302200338	Laurie'sC/C00019	06/28/2022	5.15			
	06/07/2022	8953	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Qt95z66i3, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	164.84
	2	Wilton Pink Sparkling Sugar, 5.25 oz.			1302200335	Laurie'sC/C00020	06/28/2022	8.38			
	3	Tovolo Dino Ice Pop Molds, Flexible Silicone,			1302200335	Laurie'sC/C00020	06/28/2022	12.82			
	4	Tovolo Monsters Ice Pop Flexible Silicone Mold			1302200335	Laurie'sC/C00020	06/28/2022	16.00			
	5	200 Pcs Craft Sticks Ice Cream Sticks Natural			1302200335	Laurie'sC/C00020	06/28/2022	11.98			
	6	Silicone Popsicles Molds,10 Cavity Homemade IC			1302200335	Laurie'sC/C00020	06/28/2022	37.78			
	7	Edible Natural Pearlized Sugar Sprinkles Cupca			1302200335	Laurie'sC/C00020	06/28/2022	17.98			
	9	5 Pieces Heart Shape Cookie Cutter Set Valenti			1302200335	Laurie'sC/C00020	06/28/2022	34.95			
	13	Brach's Classic Jelly Beans, 8 Flavors Huge 5			1302200335	Laurie'sC/C00020	06/28/2022	24.95			
	06/07/2022	8954	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Zg3478ta3, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	97.86
	8	ManvsCakes Sprinkles 4 oz Cake sprinkles			1302200335	Laurie'sC/C00021	06/28/2022	17.98			
	10	Weraru Small Candy Eyeballs Eye Ball Sweets Ca			1302200335	Laurie'sC/C00021	06/28/2022	39.96			
	11	White Cotton Butchers Twine String - Ohtomber			1302200335	Laurie'sC/C00021	06/28/2022	39.92			
	06/07/2022	8955	HUMBELAU002	Humbert Laurie A	County Mkt. #574, International	COUNTY M000	06/21/2022		Invoiced	A	14.32
	2	FES Kids in the Kitchen			1302200351	Laurie'sC/C00022	06/28/2022	14.32			
	06/06/2022	8937	HUMBELAU002	Humbert Laurie A	Melissa And Doug B2c, 800718536	MELISSA 000	06/21/2022		Invoiced	A	206.04
	3	#9177 - Musical Farmyard Cube Learning Toy			1302200299	Laurie'sC/C00024	06/28/2022	25.99			
	4	#3084 - Caterpillar Gears Toddler Toy			1302200299	Laurie'sC/C00024	06/28/2022	14.69			
	6	#9167 - Match & Build Soft Blocks			1302200299	Laurie'sC/C00024	06/28/2022	30.69			
	7	#30270 - K's Kids Who Lives Here Cloth Book			1302200299	Laurie'sC/C00024	06/28/2022	9.41			
	8	#544 - Primary Lacing Beads			1302200299	Laurie'sC/C00024	06/28/2022	14.69			
	9	#3590 - Magnetic Pattern Block Set			1302200299	Laurie'sC/C00024	06/28/2022	22.59			
	10	#474 - Magnetic Hide & Seek Board			1302200299	Laurie'sC/C00024	06/28/2022	20.49			
	11	#145 - Magnetic Chalkboard and Dry-Erase Board			1302200299	Laurie'sC/C00024	06/28/2022	22.59			
	13	#9279 - Wooden Farm Magnets			1302200299	Laurie'sC/C00024	06/28/2022	14.49			
	14	#475 - Wooden Animal Magnets			1302200299	Laurie'sC/C00024	06/28/2022	14.49			
	15					Laurie'sC/C00023	06/28/2022	15.92			

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...										
	06/06/2022	8938	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 3m9x91az3, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	14.98
	81	Shipping - Cost of shipping, not including shi	1302200300	Laurie'sC/C00025	06/28/2022	4.99					
	82			Laurie'sC/C00001	06/28/2022	9.99					
	06/06/2022	8939	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Pc4fc11z3, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	103.73
	5	Jovi Plastilina Reusable and Non-Drying Modeli	1302200316	Laurie'sC/C00026	06/28/2022	7.80					
	16	Paint Brushes Set 50 Pcs Kids Nylon Flat Hair	1302200316	Laurie'sC/C00026	06/28/2022	15.98					
	20	4Pack Smock for Kids,Children Waterproof Art S	1302200316	Laurie'sC/C00026	06/28/2022	79.95					
	06/06/2022	8940	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Cf0kb5xf3, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	31.34
	6	Sensory Compression Vest Deep Pressure Comfort	1302200317	Laurie'sC/C00027	06/28/2022	31.34					
	06/06/2022	8941	HUMBELAU002	Humbert Laurie A	Amazon.Com U69zs64f3, Amzn.Com/	AMAZON B000	06/21/2022		Invoiced	A	29.99
	5	Junior Learning Rainbow Phonics Tiles with Bui	1302200322	Laurie'sC/C00028	06/28/2022	29.99					
	06/06/2022	8942	HUMBELAU002	Humbert Laurie A	Menards Intl Falls, Intl Falls	MENARDS 000	06/21/2022		Invoiced	A	121.06
	2	Supplies for PK Summer Enrichment Program	1302200337	Laurie'sC/C00029	06/28/2022	121.06					
	06/06/2022	8943	HUMBELAU002	Humbert Laurie A	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	06/21/2022		Invoiced	A	40.00
	2	PK Supplies for Summer Enrichment Program	1302200336	Laurie'sC/C00030	06/28/2022	40.00					
	06/06/2022	8944	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 5n4377t33, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	374.19
	2			Laurie'sC/C00001	06/28/2022	374.19					
	06/06/2022	8945	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Ap87z4wt3, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	132.40
	2	Quartet Dry Erase Sheets, 24-inch x 31 1/2-inc	1302200321	Laurie'sC/C00031	06/28/2022	30.00					
	3	HUJI Plastic Magnifying Glasses for Children's	1302200321	Laurie'sC/C00031	06/28/2022	12.98					
	4	Blue Summit Supplies 30 Pack Dry Erase Lapboar	1302200321	Laurie'sC/C00031	06/28/2022	44.64					
	5	UCreate Watercolor Paper, White, Package, 140	1302200321	Laurie'sC/C00031	06/28/2022	11.79					
	6	30-Pack Small Mini Flashlight Set, 5 Colors, 9	1302200321	Laurie'sC/C00031	06/28/2022	32.99					
	06/06/2022	8946	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Fv47u0pv3, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	63.96
	12	iSuperb 2 Set Popsicle Molds Cakesicle Molds B	1302200335	Laurie'sC/C00032	06/28/2022	63.96					
	06/06/2022	8947	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Aj23q70r3, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	273.42
	2	Discovery Toys Mosaic Mysteries Pattern Puzzle	1302200318	Laurie'sC/C00033	06/28/2022	34.99					
	3	BigOtters Super Domino Blocks, 360PCS Bulk Dom	1302200318	Laurie'sC/C00033	06/28/2022	15.29					
	4	24-Pack of Premium Magnetic Dry Erase Erasers	1302200318	Laurie'sC/C00033	06/28/2022	16.89					
	5	SoftScape 15 inch Round Floor Cushions with Ha	1302200318	Laurie'sC/C00033	06/28/2022	80.27					
	6	Teacher Created Resources Spot On Dry-Erase De	1302200318	Laurie'sC/C00033	06/28/2022	15.99					
	7	Norwood Commercial Furniture Assorted Contempo	1302200318	Laurie'sC/C00033	06/28/2022	109.99					
	06/06/2022	8948	HUMBELAU002	Humbert Laurie A	Super One Foods #578, Internati	SUPER ON000	06/21/2022		Invoiced	A	22.02
	2	FES Summer Enrichment Program Supplies	1302200340	Laurie'sC/C00034	06/28/2022	22.02					
	06/06/2022	8949	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 3z78t3b43, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	117.64
	3	Mini 2" Magnifying Glasses Plastic Pocket Chil	1302200324	Laurie'sC/C00035	06/28/2022	6.99					
	4	Birthday Crowns for Kids Family Birthday Class	1302200324	Laurie'sC/C00035	06/28/2022	10.69					

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...										
	5	Gamenote Classroom Magnetic Alphabet Letters K	1302200324	Laurie'sC/C00035	06/28/2022	25.99					
	6	Barnacle Toys Lunchbox Letters, Phonics Games	1302200324	Laurie'sC/C00035	06/28/2022	27.99					
	7	24 Pieces Happy Birthday Silicone Rubber Wrist	1302200324	Laurie'sC/C00035	06/28/2022	7.99					
	8	Clingers Dry Erase Cling-rite Rolls Basic, Rem	1302200324	Laurie'sC/C00035	06/28/2022	37.99					
06/06/2022		8950 HUMBELAU002 Humbert Laurie A	County Mkt. #574, International	COUNTY M000	06/21/2022				Invoiced	A	254.53
	2	FES Summer Enrichment Program Supplies	1302200341	Laurie'sC/C00036	06/28/2022	254.53					
06/06/2022		8951 HUMBELAU002 Humbert Laurie A	Amzn Mktpl US Jx2781zs3, Amzn.Co	AMAZON B000	06/21/2022				Invoiced	A	517.74
	2	Cookie Cutter for Kids,Mickey & Minnie Mouse U	1302200332	Laurie'sC/C00037	06/28/2022	7.59					
	3	LILIAO Summer Ice Cream Cookie Cutter Set Sund	1302200332	Laurie'sC/C00037	06/28/2022	12.79					
	4	New Dinosaur Cookie Cutter Set-7 Piece-Dinosau	1302200332	Laurie'sC/C00037	06/28/2022	11.99					
	5	Construction Cookie Cutter Set-3 Inches-9 Piec	1302200332	Laurie'sC/C00037	06/28/2022	13.99					
	6	10pcs Mexican Fiesta Cookie Cutter Set - Stain	1302200332	Laurie'sC/C00037	06/28/2022	10.99					
	7	12PCS 2-3 Inch Painting Rocks, Meilala DIY Roc	1302200332	Laurie'sC/C00037	06/28/2022	449.70					
	8	Farm Animal Cookie Cutters Set, 7 Pieces Large	1302200332	Laurie'sC/C00037	06/28/2022	10.69					
06/03/2022		8919 HUMBELAU002 Humbert Laurie A	Amzn Mktpl US Kglvq9933, Amzn.Co	AMAZON B000	06/21/2022				Invoiced	A	59.98
	3	Engino Discovering STEM Simple Machines Mechan	1302200320	Laurie'sC/C00038	06/28/2022	59.98					
06/03/2022		8920 HUMBELAU002 Humbert Laurie A	Amzn Mktpl US 761aalb83, Amzn.Co	AMAZON B000	06/21/2022				Invoiced	A	16.98
	35	200 Pieces Wiggle Eyes Self Adhesive Black Whi	1302200300	Laurie'sC/C00039	06/28/2022	6.99					
	38	8 Parts of Speech Poster 18" x 13" Laminated	1302200300	Laurie'sC/C00039	06/28/2022	9.99					
06/03/2022		8921 HUMBELAU002 Humbert Laurie A	Amzn Mktpl US So8489db3, Amzn.Co	AMAZON B000	06/21/2022				Invoiced	A	173.43
	2	Honey-Can-Do Rolling Storage Cart and Organize	1302200317	Laurie'sC/C00040	06/28/2022	75.46					
	3	Vive Exercise Putty (6-Pack) - Therapeutic, Oc	1302200317	Laurie'sC/C00040	06/28/2022	29.99					
	4	Madisi Washable Markers, Broad Line Markers, A	1302200317	Laurie'sC/C00040	06/28/2022	33.99					
	5	Madisi Colored Pencils Bulk - Pre-Sharpended -	1302200317	Laurie'sC/C00040	06/28/2022	33.99					
06/03/2022		8922 HUMBELAU002 Humbert Laurie A	Amzn Mktpl US T76eold53, Amzn.Co	AMAZON B000	06/21/2022				Invoiced	A	81.74
	2	The Pencil Grip Kwik Stix Solid Tempera Paint	1302200328	Laurie'sC/C00041	06/28/2022	18.81					
	3	Playmags Magnetic Figures-Community Figures Se	1302200328	Laurie'sC/C00041	06/28/2022	30.99					
	4	Kids Mini Shopping Grocery Cart Toy with Prete	1302200328	Laurie'sC/C00041	06/28/2022	31.94					
06/03/2022		8923 HUMBELAU002 Humbert Laurie A	Amzn Mktpl US Rr81x7x53, Amzn.Co	AMAZON B000	06/21/2022				Invoiced	A	38.42
	2	DinoFire Wireless Presenter, Hyperlink Volume	1302200326	Laurie'sC/C00042	06/28/2022	14.29					
	3	Kassa Large Whiteboard Wall Sticker Roll - 17.	1302200326	Laurie'sC/C00042	06/28/2022	12.45					
	4	Dry Erase Circles - 8 Pieces Colorful Dry Eras	1302200326	Laurie'sC/C00042	06/28/2022	11.68					
06/03/2022		8924 HUMBELAU002 Humbert Laurie A	Amzn Mktpl US Za32k23t3, Amzn.Co	AMAZON B000	06/21/2022				Invoiced	A	79.50
	2	Snap Circuits LIGHT Electronics Exploration Ki	1302200320	Laurie'sC/C00043	06/28/2022	79.50					
06/03/2022		8925 HUMBELAU002 Humbert Laurie A	Amzn Mktpl US 019ur0v23, Amzn.Co	AMAZON B000	06/21/2022				Invoiced	A	109.99
	24	American Plastic Toys Scoop Rocker in Assorted	1302200300	Laurie'sC/C00044	06/28/2022	109.99					

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX3600		continued...									
	06/03/2022	8926	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Fg7pq3r53, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	80.00
		2		mDesign Plastic Small Office Storage Organizer	1302200304	Laurie'sC/C00045	06/28/2022	80.00			
	06/03/2022	8927	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Xf4gg8tt3, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	8.99
		2		48 ~ Laminated Birthday Bookmarks ~ New	1302200324	Laurie'sC/C00046	06/28/2022	8.99			
	06/03/2022	8928	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Zg3oa65x3, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	82.20
		3		Privacy Shields Classroom Offices (30-Pack) -	1302200322	Laurie'sC/C00047	06/28/2022	82.20			
	06/03/2022	8929	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Xl06v2fp3, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	13.38
		6		Elmer's Disappearing Purple School Glue, Washa	1302200316	Laurie'sC/C00048	06/28/2022	13.38			
	06/03/2022	8930	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Lg7268c43, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	319.91
		2		When I Feel Frustrated: (Children's Book About	1302200319	Laurie'sC/C00049	06/28/2022	12.99			
		3		When I Get Upset: (Emotions & feelings, kids b	1302200319	Laurie'sC/C00049	06/28/2022	12.99			
		4		Melissa & Doug Hop and Count Hopscotch Game Ru	1302200319	Laurie'sC/C00049	06/28/2022	29.99			
		5		How To Accept No: Children's book about emotio	1302200319	Laurie'sC/C00049	06/28/2022	12.99			
		6		The Choices I Make: (Children's Books About	1302200319	Laurie'sC/C00049	06/28/2022	12.99			
		7		Glintoper Wooden Wobble Balance Board, 27.5 In	1302200319	Laurie'sC/C00049	06/28/2022	39.99			
		8		I Choose to Calm My Anger: A Colorful, Picture	1302200319	Laurie'sC/C00049	06/28/2022	11.99			
		9		Antsy Pants Tumble Mat for Kids Gymnastics, Tr	1302200319	Laurie'sC/C00049	06/28/2022	69.99			
		10		Balance Beam Stepping Stones Gymnastics Obstac	1302200319	Laurie'sC/C00049	06/28/2022	115.99			
	06/03/2022	8931	HUMBELAU002	Humbert Laurie A	Amazon.Com P6laplr63, Amzn.Com/	AMAZON B000	06/21/2022		Invoiced	A	97.40
		4		Storex Industries 00940U06C 9.25" x 9.25" x 5.	1302200322	Laurie'sC/C00050	06/28/2022	97.40			
	06/03/2022	8932	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Vd3c50pi3, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	23.36
		17		Awesome Science Experiments for Kids: 100+ Fun	1302200316	Laurie'sC/C00051	06/28/2022	4.99			
		18		Awesome Engineering Activities for Kids: 50+ E	1302200316	Laurie'sC/C00051	06/28/2022	10.39			
		19				Laurie'sC/C00001	06/28/2022	7.98			
	06/03/2022	8933	HUMBELAU002	Humbert Laurie A	Usps Po 2647200549, Intl Falls,	POSTMAST000	06/21/2022		Invoiced	A	59.36
		2		FES Mailing and a roll of stamps	1302200334	Laurie'sC/C00052	06/28/2022	59.36			
	06/03/2022	8934	HUMBELAU002	Humbert Laurie A	Amzn Mktp US R55g795b3, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	15.98
		19		inifus 15 PCS Paint Tray Palettes for Kids, Pl	1302200316	Laurie'sC/C00053	06/28/2022	15.98			
	06/03/2022	8935	HUMBELAU002	Humbert Laurie A	Amazon.Com Bb2tb9as3, Amzn.Com/	AMAZON B000	06/21/2022		Invoiced	A	59.98
		2		Crayola Broad Line Markers Bulk, School Suppli	1302200322	Laurie'sC/C00054	06/28/2022	59.98			
	06/03/2022	8936	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Nelzc6re3, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	28.94
		21		Awesome Robotics Projects for Kids: 20 Origina	1302200316	Laurie'sC/C00055	06/28/2022	24.95			
		23		Shipping - Cost of shipping, not including shi	1302200316	Laurie'sC/C00055	06/28/2022	3.99			
	06/02/2022	8917	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 1x5j74xq2, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	215.76
		2		Hebayy 500 Transparent 8 Color Clear Bingo Cou	1302200309	Laurie'sC/C00056	06/28/2022	215.76			
	06/02/2022	8918	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Pi2dp2dr3, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	37.96
		8		Pentel Arts Oil Pastels, 432 Piece Classroom S	1302200316	Laurie'sC/C00057	06/28/2022	37.96			

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...										
	06/02/2022	8977	HUMBELAU002	Humbert Laurie A	Hardees 1505547, International,	HARDEES 000	06/21/2022		Invoiced	A	330.10
	2				Laurie'sC/C00058	06/28/2022	330.10				
	06/01/2022	8916	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 1x3cq7ef0, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	372.20
	4	ZGXY Felt Sheets, 40 Pcs 8 X 12 inches (20 X 3			1302200309	Laurie'sC/C00059	06/28/2022	132.80			
	5	Compact Mirror Bulk, Round Makeup Mirror for P			1302200309	Laurie'sC/C00059	06/28/2022	239.40			
	06/01/2022	8975	HUMBELAU002	Humbert Laurie A	Super One Foods #578, Internati	SUPER ON000	06/21/2022		Invoiced	A	76.77
	2	FES Carnival Supplies			1302200329	Laurie'sC/C00060	06/28/2022	76.77			
	06/01/2022	8976	HUMBELAU002	Humbert Laurie A	County Mkt. #574, International	COUNTY M000	06/21/2022		Invoiced	A	56.81
	2	FES Carnival Supplies			1302200330	Laurie'sC/C00061	06/28/2022	56.81			
	65 transaction(s) for XXXXXXXXXXXX3600. Total Amount ==>										11,281.00
XXXXXXXXXXXX2606	06/20/2022	9029	HOLT THO000	Holt Thomas T	Bobcat Of Bemidji, Bemidji, MN,	BOBCAT 0000	06/21/2022		Invoiced	A	260.39
	2	7 pin wire harness for Bobcat broom			8102200211	Tom's C/C00001	06/27/2022	240.53			
	3	Shipping			8102200211	Tom's C/C00001	06/27/2022	22.00			
	4	Shipping was less than estimated				Tom's C/C00000	06/27/2022	-2.14			
	06/16/2022	9028	HOLT THO000	Holt Thomas T	Oreilly Auto Parts 39, Internat	O'REILLY000	06/21/2022		Invoiced	A	735.40
	2	Misc. belts for all the districts buildings, (8102200209	Tom's C/C00003	06/27/2022	714.22			
	3	shipping				Tom's C/C00002	06/27/2022	21.18			
	06/15/2022	9025	HOLT THO000	Holt Thomas T	Horizon Commercial Poo, 651-917	HORIZON 001	06/21/2022		Invoiced	A	370.00
	2	Pool training for John Maclean, Jairo Taboada			8102200201	Tom's C/C00005	06/27/2022	360.00			
	3	credit card fee				Tom's C/C00004	06/27/2022	10.00			
	06/15/2022	9026	HOLT THO000	Holt Thomas T	Horizon Commercial Poo, 651-917	HORIZON 001	06/21/2022		Invoiced	A	370.00
	2	Pool training for John Maclean, Jairo Taboada			8102200201	Tom's C/C00006	06/27/2022	360.00			
	3	credit card fee				Tom's C/C00004	06/27/2022	10.00			
	06/15/2022	9027	HOLT THO000	Holt Thomas T	Horizon Commercial Poo, 651-917	HORIZON 001	06/21/2022		Invoiced	A	370.00
	2	Pool training for John Maclean, Jairo Taboada			8102200201	Tom's C/C00007	06/27/2022	360.00			
	3	credit card fee				Tom's C/C00004	06/27/2022	10.00			
	06/10/2022	9024	HOLT THO000	Holt Thomas T	Oreilly Auto Parts 39, Internat	O'REILLY000	06/21/2022		Invoiced	A	16.99
	2	O'Reilly Blanket P.O. Transportation			8102200028	Tom's C/C00008	06/27/2022	16.99			
	06/03/2022	9023	HOLT THO000	Holt Thomas T	Masms, 3206854585, MN, 56320, U		06/21/2022		Invoiced	A	100.00
	2	yearly membership fee for MASMS			8102200196	Tom's C/C00009	06/27/2022	100.00			
	05/30/2022	9030	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	06/21/2022		Invoiced	A	652.84
	2	GP 26495 PACIFIC BLUE ULTRA6X1150 BROWN PAPER			8102200200	Tom's C/C00010	06/27/2022	392.10			
	3	GP 12798 ENVISION 9" 8X10002PLY TOILET TISSUE			8102200200	Tom's C/C00010	06/27/2022	205.50			
	4	VJ 1000043392 GERM-X 2X1150MLOMNIPOD GREEN FOA			8102200200	Tom's C/C00010	06/27/2022	55.24			
	8 transaction(s) for XXXXXXXXXXXX2606. Total Amount ==>										2,875.62

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			
XXXXXXXXXXXX5690	06/27/2022	9104	HEISSVIC000	Heiss Victoria L	Amzn Mktp US Dm0sq98a3, Amzn.Co	AMAZON B000	06/28/2022		Invoiced	A	17.78
	2	The Grammar Teacher's Activity-a-Day: 180 Read			3002200119	Vicki's C/C00000	06/27/2022	17.78			
	06/24/2022	9094	HEISSVIC000	Heiss Victoria L	Amzn Mktp US Fa2wk9xw3, Amzn.Co	AMAZON B000	06/27/2022		Invoiced	A	17.98
	2	Elmer's White Glue.1 Gallon Bottle			3002200115	Vicki's C/C00001	06/27/2022	17.98			
	06/24/2022	9095	HEISSVIC000	Heiss Victoria L	Amzn Mktp US Wy9k239m3, Amzn.Co	AMAZON B000	06/27/2022		Invoiced	A	49.95
	2	Pamir Tong 40 Yards 5mm Suede Leather Cords Le			3002200122	Vicki's C/C00002	06/27/2022	9.99			
	3	Pamir Tong 40 Yards 5mm Suede Leather Cords Le			3002200122	Vicki's C/C00002	06/27/2022	9.99			
	4	ToBeIT 1800pcs Assorted Color Wood Beads Round			3002200122	Vicki's C/C00002	06/27/2022	9.99			
	5	180pcs 9 Styled Natural Feathers Assorted Mixe			3002200122	Vicki's C/C00002	06/27/2022	9.99			
	6	Coceca 500pcs 3-5 Inches White Feathers for DI			3002200122	Vicki's C/C00002	06/27/2022	9.99			
	06/23/2022	9093	HEISSVIC000	Heiss Victoria L	Super One Foods #578, Internati	SUPER ON000	06/27/2022		Invoiced	A	27.39
	1	HIGH SCHOOL SUMMER PROGRAM LISA WEST				Vicki's C/C00003	06/27/2022	27.39			
	06/20/2022	8990	HEISSVIC000	Heiss Victoria L	Amazon.Com 3g9p104k3, Amzn.Com/	AMAZON B000	06/21/2022		Invoiced	A	659.94
	2	Learniture Active Learning Chair/ Stool, 18" H			3002200120	Vicki's C/C00004	06/27/2022	659.94			
	06/20/2022	8991	HEISSVIC000	Heiss Victoria L	Amzn Mktp US Uv9w42am3, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	25.99
	2	D.O.T Wooden Fast Food Burger Fries Deluxe Din			3002200122	Vicki's C/C00005	06/27/2022	25.99			
	06/14/2022	8986	HEISSVIC000	Heiss Victoria L	Amzn Mktp US 5b3ug0t03, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	34.94
	2	Craftzilla Rainbow Colored Duct Tape 12 Br			3002200118	Vicki's C/C00006	06/27/2022	27.95			
	3	LEEFONE Sequins and Spangles Craft Supplies fo			3002200118	Vicki's C/C00006	06/27/2022	6.99			
	06/14/2022	8987	HEISSVIC000	Heiss Victoria L	Amzn Mktp US Rc7gu98i3, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	238.65
	2	Bubblegum Stuff - Grammar Police Game Correc			3002200119	Vicki's C/C00007	06/27/2022	120.00			
	3	Educational Insights Super Sleuth Vocabulary G			3002200119	Vicki's C/C00007	06/27/2022	118.65			
	06/14/2022	8988	HEISSVIC000	Heiss Victoria L	Amzn Mktp US Zz6l74bp3, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	122.79
	2	Double A Productions, Inc. BONFIT Play Nine: T			3002200115	Vicki's C/C00008	06/27/2022	34.18			
	4	Guess Who? Grab and Go Game			3002200115	Vicki's C/C00008	06/27/2022	55.80			
	5	Grounded for Life - The Ultimate Family Game -			3002200115	Vicki's C/C00008	06/27/2022	19.82			
	6	Pin The Tail On The Donkey Party Game, Mexican			3002200115	Vicki's C/C00008	06/27/2022	12.99			
	06/14/2022	8989	HEISSVIC000	Heiss Victoria L	Amzn Mktp US Aj03w47e3, Amzn.Co	AMAZON B000	06/21/2022		Invoiced	A	219.50
	2	Learning Resources Let's Talk! Cubes, Conversa			3002200119	Vicki's C/C00009	06/27/2022	22.40			
	3	180 Days of Language for Sixth Grade Build			3002200119	Vicki's C/C00009	06/27/2022	18.39			
	4	McGraw-Hill Education Vocabulary Grades 6-8, S			3002200119	Vicki's C/C00009	06/27/2022	12.60			
	5	180 Days of Reading: Grade 6 - Daily Reading W			3002200119	Vicki's C/C00009	06/27/2022	13.00			
	6	50 Writing Lessons That Work!: Motivating Prom			3002200119	Vicki's C/C00009	06/27/2022	9.19			
	7	Unjournaling: Daily Writing Exercises That Are			3002200119	Vicki's C/C00009	06/27/2022	17.23			
	8	Harvest Time Partners Face to Face Transitions			3002200119	Vicki's C/C00009	06/27/2022	23.97			
	9	Learning Resources Writing Prompt Cubes			3002200119	Vicki's C/C00009	06/27/2022	28.20			
	10	Learning Resources Reading Comprehension Cubes			3002200119	Vicki's C/C00009	06/27/2022	13.99			
	11	The Writing Teacher's Activity-a-Day: 180 Repr			3002200119	Vicki's C/C00009	06/27/2022	13.60			

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			
XXXXXXXXXXXX8814	continued...										
	06/14/2022	8997	ERICKJEN000	Erickson Jennifer L	Holiday Stations 0439, Jordan,	HOLIDAY 003	06/21/2022		Invoiced	A	71.66
	1	Golf State Tourney Car Gas				FHS Travel C/C00001	06/27/2022	71.66			
	06/13/2022	8993	ERICKJEN000	Erickson Jennifer L	Hamp Inn + Suites Roge, Rogers,	HAMPTON 003	06/21/2022		Invoiced	A	594.93
	2	State Track Meet Hotel Rooms Three nights : 6/			2922200065	FHS Travel C/C00002	06/27/2022	594.93			
	06/13/2022	8994	ERICKJEN000	Erickson Jennifer L	Hamp Inn + Suites Roge, Rogers,	HAMPTON 003	06/21/2022		Invoiced	A	594.93
	2	State Track Meet Hotel Rooms Three nights : 6/			2922200065	FHS Travel C/C00003	06/27/2022	594.93			
	5 transaction(s) for XXXXXXXXXXXXXXX8814. Total Amount ==>										2,049.62
XXXXXXXXXXXX8855	06/17/2022	9022	HOLT THO000	Holt Thomas T	Kwik Trip 24700002477, Cloquet,		06/21/2022		Invoiced	A	103.78
	1	Fuel for Golf				Fuel #2 C/C00000	06/27/2022	103.78			
	06/13/2022	9020	HOLT THO000	Holt Thomas T	Holiday Stations 0041, Virginia	HOLIDAY 003	06/21/2022		Invoiced	A	69.75
	1	Fuel track				Fuel #2 C/C00001	06/27/2022	69.75			
	06/13/2022	9021	HOLT THO000	Holt Thomas T	Holiday Stations 0408, Forest L	HOLIDAY 003	06/21/2022		Invoiced	A	44.02
	1	Fuel Golf				Fuel #2 C/C00001	06/27/2022	44.02			
	06/10/2022	9019	HOLT THO000	Holt Thomas T	Kwik Trip 10200010207, Albertvi		06/21/2022		Invoiced	A	102.44
	1	Fuel Track				Fuel #2 C/C00000	06/27/2022	102.44			
	4 transaction(s) for XXXXXXXXXXXXXXX8855. Total Amount ==>										319.99
XXXXXXXXXXXX8863	06/16/2022	9040	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/21/2022		Invoiced	A	357.37
	1	A/C Unit for Tech Room				FHS Cust C/C00000	06/27/2022	357.37			
	06/16/2022	9041	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/21/2022		Invoiced	A	7.91
	2	FHS Blanket p.o. for Menards			8102200007	FHS Cust C/C00001	06/27/2022	7.91			
	06/15/2022	9038	HOLT THO000	Holt Thomas T	Shell Oil12794875018, Internati		06/21/2022		Invoiced	A	112.08
	1	High octane Fuel for Mower				FHS Cust C/C00002	06/27/2022	112.08			
	06/15/2022	9039	HOLT THO000	Holt Thomas T	Napa Falls Suply 00229, Interna	NAPA FAL000	06/21/2022		Invoiced	A	4.10
	2	Transportation Supplies			7602200011	FHS Cust C/C00003	06/27/2022	4.10			
	06/13/2022	9037	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/21/2022		Invoiced	A	27.96
	2	FHS Blanket p.o. for Menards			8102200007	FHS Cust C/C00004	06/27/2022	27.96			
	06/10/2022	9035	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/21/2022		Invoiced	A	118.05
	2	Blanket P.O. for FES supplies			8102200024	FHS Cust C/C00005	06/27/2022	118.05			
	06/10/2022	9036	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/21/2022		Invoiced	A	37.30
	2	FHS Blanket p.o. for Menards			8102200007	FHS Cust C/C00006	06/27/2022	37.30			
	06/09/2022	9033	HOLT THO000	Holt Thomas T	All Season Equipment, Intl Fall	ALL SEAS000	06/21/2022		Invoiced	A	27.93
	1	Trimmer head for weed whip				FHS Cust C/C00007	06/27/2022	27.93			
	06/09/2022	9034	HOLT THO000	Holt Thomas T	Forestland Sales & Ser, Interna	FORESTLA000	06/21/2022		Invoiced	A	33.23
	1	tire repair tube				FHS Cust C/C00008	06/27/2022	33.23			

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...										
	06/06/2022	9032	HOLT THO000	Holt Thomas T	Shell Oil12794875018, Internati		06/21/2022		Invoiced	A	89.85
	1	High octane fuel for mower				FHS Cust C/C00002	06/27/2022	89.85			
	06/03/2022	9031	HOLT THO000	Holt Thomas T	Napa Falls Suply 00229, Interna	NAPA FAL000	06/21/2022		Invoiced	A	4.10
	2	Transportation Supplies			7602200011	FHS Cust C/C00009	06/27/2022	4.10			
									11 transaction(s) for XXXXXXXXXXXX8863. Total Amount ==>		819.88
XXXXXXXXXXXX9069	06/01/2022	9087	HOPKIMIC000	Hopkins Michelle L	Super One Foods #578, Internati	SUPER ON000	06/21/2022		Invoiced	A	129.52
	2	Last Minute Groceries			7702200007	FES Cafe C/C00000	06/27/2022	129.52			
XXXXXXXXXXXX9077	06/21/2022	9103	HOPKIMIC000	Hopkins Michelle L	Super One Foods #578, Internati	SUPER ON000	06/27/2022		Invoiced	A	25.80
	2	Last Minute Groceries			7702200007	FHS Cafe C/C00000	06/27/2022	25.80			
	06/17/2022	9089	HOPKIMIC000	Hopkins Michelle L	Super One Foods #578, Internati	SUPER ON000	06/21/2022		Invoiced	A	16.85
	2	Last Minute Groceries			7702200007	FHS Cafe C/C00001	06/27/2022	16.85			
	06/02/2022	9088	HOPKIMIC000	Hopkins Michelle L	Super One Foods #578, Internati	SUPER ON000	06/21/2022		Invoiced	A	12.45
	2	Last Minute Groceries			7702200007	FHS Cafe C/C00002	06/27/2022	12.45			
									3 transaction(s) for XXXXXXXXXXXX9077. Total Amount ==>		55.10
XXXXXXXXXXXX7691	06/09/2022	9043	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/21/2022		Invoiced	A	14.97
	2	Blanket P.O. for FES supplies			8102200024	FES Cust C/C00000	06/27/2022	14.97			
	06/02/2022	9042	HOLT THO000	Holt Thomas T	Oreilly Auto Parts 39, Internat	O'REILLY000	06/21/2022		Invoiced	A	4.24
	2	O'Reilly Blanket P.O. Transportation			8102200028	FES Cust C/C00001	06/27/2022	4.24			
	06/01/2022	9044	HOLT THO000	Holt Thomas T	Oreilly Auto Parts 39, Internat	O'REILLY000	06/21/2022		Invoiced	A	-5.41
	2	O'Reilly Blanket P.O. Transportation			8102200028	FES Cust C/C00002	06/27/2022	-5.41			
	06/01/2022	9045	HOLT THO000	Holt Thomas T	Oreilly Auto Parts 39, Internat	O'REILLY000	06/21/2022		Invoiced	A	10.82
	2	O'Reilly Blanket P.O. Transportation			8102200028	FES Cust C/C00003	06/27/2022	10.82			
									4 transaction(s) for XXXXXXXXXXXX7691. Total Amount ==>		24.62
XXXXXXXXXXXX3468	06/08/2022	9003	ERICKJEN000	Erickson Jennifer L	Rvt Mshsca, 507-6964551, MN, 55		06/21/2022		Invoiced	A	90.00
	2	Golf State Meet Banquet Tickets 1 athlete, 2 c			2922200064	Jen's C/C00000	06/27/2022	90.00			
	06/01/2022	9004	ERICKJEN000	Erickson Jennifer L	Sp Tacklebar Footbal, Saint Pau		06/21/2022		Invoiced	A	678.93
	2	Tacklebar Harness, Medium			3002200108	Jen's C/C00001	06/27/2022	440.00			
	3	Tacklebar Harness, Large			3002200108	Jen's C/C00001	06/27/2022	220.00			
	4	Shipping			3002200108	Jen's C/C00001	06/27/2022	18.93			
									2 transaction(s) for XXXXXXXXXXXX3468. Total Amount ==>		768.93
XXXXXXXXXXXX2560	06/10/2022	9049	BLESIMIC000	Blesi Michael E	Menards Intl Falls, Intl Falls	MENARDS 000	06/21/2022		Invoiced	A	165.99
	2	48x24x72 5 Tier Steel Shelf			6052200093	Mike's C/C00000	06/27/2022	165.99			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount	
	Line	Description	PO Number	Invoice Number	Invoice Dt	Amount						
XXXXXXXXXXXX2560	continued...											
	06/03/2022	9047	BLESIMIC000	Blesi Michael E	Supportpdfiller.Com, 855-75016		06/21/2022		Invoiced	A	144.00	
	2	pdfFILLER yearly subscription			6052200096	Mike's C/C00001	06/27/2022	144.00				
	06/03/2022	9048	BLESIMIC000	Blesi Michael E	Apple.Com/Bill, 866-712-7753, C	AMAZON B000	06/21/2022		Invoiced	A	59.99	
	1	PO# 1302200297 Speech App for Rebecca Nelson				Mike's C/C00002	06/27/2022	59.99				
	06/02/2022	9046	BLESIMIC000	Blesi Michael E	Siptrunk Inc, 7702827206, GA, 3	TECHCHEC000	06/21/2022		Invoiced	A	268.52	
	2	Monthly SIP Phone Service.			6052200054	Mike's C/C00003	06/27/2022	268.52				
											4 transaction(s) for XXXXXXXXXXXX2560. Total Amount ==>	638.50
											192 transaction(s). Total Amount ==>	42,629.48

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

Payable Summary
July 18, 2022

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201125547	AFSCME Council 65	6/17/2022	20220617ADAF	Payroll accrual	0	\$844.69
	AFSCME Council 65	6/17/2022	20220617ADAF	Payroll accrual	0	\$17.63
	AFSCME Council 65	6/17/2022	20220617ADAF	Payroll accrual	0	\$14.67
	AFSCME Council 65	6/17/2022	20220617ADAF	Payroll accrual	0	\$0.33
201125548	AFT Local #331	6/17/2022	20220617ADDL	Payroll accrual	0	\$2,991.42
	AFT Local #331	6/17/2022	20220617ADDL	Payroll accrual	0	\$85.23
201125549	ND Child Support Division	6/17/2022	20220617ADCS	Child Support	0	\$276.93
201125550	Para Local #4798	6/17/2022	20220617ADDL	Payroll accrual	0	\$33.96
201125551	AFT Local #331	6/24/2022	20220624ADDL	Payroll accrual	0	\$2,991.42
	AFT Local #331	6/24/2022	20220624ADDL	Payroll accrual	0	\$85.23
201125552	AFT Local #331	6/24/2022	20220624BDDL	Payroll accrual	0	\$2,989.75
	AFT Local #331	6/24/2022	20220624BDDL	Payroll accrual	0	\$85.16
201125553	Annie's Frozen Yogurt	6/23/2022	25691	Frozen Yogurt	7702200000	\$100.00
201125554	Aviben	6/23/2022	23640	403b Third Party Admin Svc	1102200006	\$175.94
201125555	Erickson's Lawn Care	6/23/2022	64	Baseball Field Fertilizing	2922200067	\$318.00
	Erickson's Lawn Care	6/23/2022	65	Football Field Fertilizing	2922200066	\$540.00
201125556	HILLYARD HUTCHINSON	6/23/2022	604766555	Summer Wax and supplies FHS	8102200182	\$9,156.00
	HILLYARD HUTCHINSON	6/23/2022	604766554	Summer Wax and supplies FES	8102200183	\$3,257.00
201125557	INTL FALLS CITY OF	6/23/2022	2022-11	Police Liason	1102200038	\$5,160.00
201125558	MIDCONTINENT COMMUNICATIONS	6/23/2022	61622	Arena Phone Services	8102200035	\$190.69
201125559	MN POWER	6/23/2022	60922	Electricity Bill	8102200041	\$588.80
	MN POWER	6/23/2022	60922	Electricity Bill	8102200041	\$1,846.03
	MN POWER	6/23/2022	60922	Electricity Bill	8102200041	\$2,762.68
	MN POWER	6/23/2022	60922	Electricity Bill	8102200041	\$6,518.33
	MN POWER	6/23/2022	60922	Electricity Bill	8102200041	\$8,288.02
	MN POWER	6/23/2022	60922	Electricity Bill	8102200041	\$158.90
201125560	RAINY LAKE MEDICAL CENTER	6/23/2022	3863	OT/PT	1102200014	\$7,215.32
	RAINY LAKE MEDICAL CENTER	6/23/2022	3863	OT/PT	1102200014	\$2,390.05
201125561	Really Great Reading	6/23/2022	34423	FEF (Mason)	1302200301	\$201.60
201125562	Stem Supplies	6/23/2022	IN179471	FES Summer Enrichment Program Supplies	1302200269	\$6,651.15

Payable Summary
July 18, 2022

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201125563	TechCheck	6/23/2022	47611	Remote Labor assisting Mike B removing datastore	0	\$84.00
	TechCheck	6/23/2022	47565	Remote Labor assisting Mike with Domain Controller	0	\$126.00
	TechCheck	6/23/2022	47710	Internal Hard Drives	6052200091	\$1,675.00
201125564	Align Chiropractic & Wellness Center, PL	6/30/2022	2663-C01	DOT Physical	7602200009	\$95.00
	Align Chiropractic & Wellness Center, PL	6/30/2022	2676-C01	DOT Physicals and Drug Testing	7602200009	\$95.00
201125565	BORDERBOXES	6/30/2022	60722	1st Class Mailing (Remove .06 tax)	0	\$5.50
201125566	BSN SPORTS	6/30/2022	917368378	FEF Volleyball Game Tops	3002200107	\$1,071.23
	BSN SPORTS	6/30/2022	305355061A	FES Summer Enrichment Program Supplies	1302200267	\$4,358.48
201125567	Classroom Complete Press	6/30/2022	11230627	FEF ROSA CHRISTIANSON	3002200113	\$181.30
201125568	Cook's Country Connection	6/30/2022	1118	Preschool Field Trip to the Farm	0	\$144.00
	Cook's Country Connection	6/30/2022	1117	PALS Field Trip	0	\$168.00
201125569	D ERVASTI SALES CO LLC (DBA)	6/30/2022	61622	Baseball Mound and Home Plate Clay	0	\$982.40
201125570	GOPHER SPORT	6/30/2022	187232	FES Summer Enrichment Program Supplies	1302200266	\$2,994.03
	GOPHER SPORT	6/30/2022	187525	FES Summer Enrichment Program Supplies	1302200342	\$256.48
	GOPHER SPORT	6/30/2022	OR176854	PHY. ED. SUPPLIES S PETERSON	2402200000	\$1,680.23
201125571	Hasbargen Customs LLC	6/30/2022	1213	FEF Girls Swimming Team Parkas	3002200106	\$2,062.23
201125572	HILLYARD HUTCHINSON	6/30/2022	604770215		8102200182	\$35.00
201125573	KANTOR ELECTRIC INC	6/30/2022	17132	Remove power poles in old comp & new music room FES	8102200205	\$156.00
201125574	Marco Technologies LLC	6/30/2022	10051951	Guid Office Cost per Copy	7102200000	\$6.83
201125575	MF ATHLETIC COMPANY	6/30/2022	213442	Measuring Stick, Shot bags	2922200057	\$363.35

Payable Summary
July 18, 2022

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	MF ATHLETIC COMPANY	6/30/2022	215088	Track Discus	2922200057	\$292.95
201125576	MIDWEST BUS PARTS INC	6/30/2022	170121	Bus parts	7602200053	\$141.00
201125577	MN GRADUATE SERVICES LTD	6/30/2022	147	Diploma Inserts & Covers	0	\$1,260.16
	MN GRADUATE SERVICES LTD	6/30/2022	122	Grad Cap & Gowns	0	\$2,842.50
	MN GRADUATE SERVICES LTD	6/30/2022	202	Grad Cap & Gowns	0	\$168.39
201125578	MN HISTORICAL SOCIETY	6/30/2022	26807	FEF LISA WEST	3002200117	\$87.00
201125579	NORTHEAST SERVICE COOPERATIVE	6/30/2022	3082	IEA annual contract	8102200071	\$840.00
				days-Health & Safety		
201125580	OFFICE DEPOT	6/30/2022	2.49253E+11	FES Summer Enrichment Program	1302200352	\$4,473.32
				Supplies		
	OFFICE DEPOT	6/30/2022	2.49045E+11	Smart Connect Tower	6052200094	\$1,875.00
201125581	PRO-ED	6/30/2022	2942145	FEF (Ettestad)	1302200311	\$207.90
201125582	RATWIK ROSZAK & MALONEY PA	6/30/2022	60122	Attorney Consultations	1102200011	\$728.50
201125583	SANDSTROM'S INC	6/30/2022	413495	Milk for Meal Service	7702200003	\$222.50
	SANDSTROM'S INC	6/30/2022	413495	Milk for Meal Service	7702200003	\$0.00
	SANDSTROM'S INC	6/30/2022	412198	Milk for Meal Service	7702200003	\$147.50
201125584	Shred-N-Go	6/30/2022	136421	Confidential Shredding	1102200061	\$225.76
201125585	UNITED TRUCK BODY	6/30/2022	554088	Plow mount center tube for	7602200051	\$430.65
				2016 Chevy		
201125586	US FOODSERVICE	6/30/2022	5964905	Peanut Butter Recall Credit	7702200006	(\$75.76)
	US FOODSERVICE	6/30/2022	5964904	Peanut Butter Recall Credit	7702200006	(\$37.88)
	US FOODSERVICE	6/30/2022	4984070	Food for Meal Services	7702200006	\$399.92
	US FOODSERVICE	6/30/2022	4984070	Food for Meal Services	7702200006	\$30.02
	US FOODSERVICE	6/30/2022	4872447	Food for Meal Services	7702200006	\$34.50
201125587	WATER DEPT	6/30/2022	62022	Water Usage	8102200021	\$721.87
	WATER DEPT	6/30/2022	62022	Water Usage	8102200021	\$1,013.85
	WATER DEPT	6/30/2022	62022	Water Usage	8102200021	\$1,418.13
	WATER DEPT	6/30/2022	62022	Water Usage	8102200021	\$50.46
201125588	H2I Group	6/30/2022	218739	FHS Gym Floor Removal	0	\$25,000.00
201125589	SCHMITT MUSIC CENTERS	6/30/2022	4600775	Repair of Tenor Sax	0	\$156.00
201125590	Slatinski, BethAnne	6/30/2022	ERIN20220630/	1/3/2022-6/30/2022 Phone	0	\$450.00

Payable Summary
July 18, 2022

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
				Reimbursement		
201125591	TechCheck	6/30/2022	47837	SAN/NAS Storage Systems	6052200091	\$1,588.18
201125592	Bronco Golf Boosters	6/30/2022	62822	Reimbursement for use of Booster credit card for state practice fee	0	\$30.00
201125595	E&S Photography LLC	6/30/2022	1	PALS Prom Photography	0	\$200.00
201125596	ND Child Support Division	7/1/2022	20220701	ADCS Child Support	0	\$276.93
201125597	Madison National Life	7/1/2022	1506005	July 2022 LTD Premium	0	\$153.93
	Madison National Life	7/1/2022	1506004	JULY 2022 LIFE PREMIUM	0	\$1,668.80
201125598	MESPA (MN Elem. School Principals' Ass	7/1/2022	13843	Membership renewal. NAESP Membership. Ed. Leaders Network subscription.	0	\$696.00
	MESPA (MN Elem. School Principals' Ass	7/1/2022	13843	Membership renewal. NAESP Membership. Ed. Leaders Network subscription.	0	\$259.00
	MESPA (MN Elem. School Principals' Ass	7/1/2022	13843	Membership renewal. NAESP Membership. Ed. Leaders Network subscription.	0	\$10.00
201125599	NCPERS Group Life Ins.	7/1/2022	1.64913E+11	July 2022 Premium	0	\$96.00
201125600	Bond Trust Services Corp.	7/1/2022	71432	Series 2018A Bond Interest	0	\$24,925.00
	Bond Trust Services Corp.	7/1/2022	71433	Series 2020A Bond Interest	0	\$34,150.00
	Bond Trust Services Corp.	7/1/2022	73303	Bond Paying Agent Fee	0	\$475.00
201125601	CITIZENS FOR BACKUS	7/1/2022	70122	ALC Lease Agreement	3002300002	\$722.62
201125602	Marsh & McLennan Agency, LLC	7/1/2022	1904053	Cyber Insurance FY23	1102300004	\$7,181.89
201125603	MN SCHOOL BOARD ASSN	7/1/2022	0158-R6F8Q1	MSBA Dues FY23	102300000	\$7,356.00
201125604	MREA	7/1/2022	2023-1504	MREA Dues FY23	102300001	\$2,063.00
201125605	SKYWARD INC MN BRANCH	7/1/2022	219089	Skylert Renewal	6052300000	\$1,774.50
	SKYWARD INC MN BRANCH	7/1/2022	219546	New Student Enrollment License Fee FY23	6052300001	\$1,026.00
201125606	ACT FINANCE	7/12/2022	20691	Spring 22 ACT Testing Fee	0	\$885.00
201125607	Align Chiropractic & Wellness Center, PL	7/12/2022	2723-C01	DOT Physical (MT)	0	\$95.00

Payable Summary
July 18, 2022

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Align Chiropractic & Wellness Center, PL	7/12/2022	2729-C01	DOT Physical (HH)	0	\$95.00
201125608	AT & T Mobility	7/12/2022	2.87311E+11	FY22 Hotspots	0	\$223.30
201125608	AT & T Mobility	7/12/2022	2.87298E+11	IT Dir Phone, 2 Bus WI- FI, Hotpots	0	\$76.46
	AT & T Mobility	7/12/2022	2.87298E+11	IT Dir Phone, 2 Bus WI- FI, Hotpots	0	\$202.51
201125609	FRIENDS GARBAGE SERVICE, LLC	7/12/2022	101681	June Garbage Pick Ups	0	\$1,968.06
201125610	Hildi Inc	7/12/2022	14195	FY22 Actuarial Disclosures	0	\$2,140.00
201125611	Learning Resources	7/12/2022	31433	PO # 1302200308 Magnetic Wands	0	\$985.83
201125612	LVC Companies Inc	7/12/2022	91202	Semi Annual Inspection KIT Service	0	\$634.24
	LVC Companies Inc	7/12/2022	90121	FHS; 2 Speakers	0	\$228.00
201125613	MN ENERGY RESOURCES CORP	7/12/2022	62722	FY22 Natural Gas Usage	0	\$279.20
	MN ENERGY RESOURCES CORP	7/12/2022	62722	FY22 Natural Gas Usage	0	\$558.63
	MN ENERGY RESOURCES CORP	7/12/2022	62722	FY22 Natural Gas Usage	0	\$1,049.51
	MN ENERGY RESOURCES CORP	7/12/2022	62722	FY22 Natural Gas Usage	0	\$48.32
	MN ENERGY RESOURCES CORP	7/12/2022	70722	FY22 Arena Natural Gas	0	\$1,307.18
201125614	RAINY LAKE MEDICAL CENTER	7/12/2022	3877	June OT & PT Services	0	\$3,425.98
201125615	RANGE CORNICE & ROOFING COMPANY	7/12/2022	22299	Roof Repair over Gym Floor PO#8102200212	0	\$712.00
201125616	TeamWorks International, Inc.	7/12/2022	12769	June 22 Consulting and Travel Expenses	0	\$6,228.11
201125617	Amherst H. Wilder Foundation	7/13/2022	4993	Wilder Research- Evaluator for DFC Grant	7902300012	\$3,125.00
201125618	Aviben	7/13/2022	23997	403b Third Party Admin Svc	1102300020	\$175.94
201125619	Lexia Learning Systems LLC	7/13/2022	84169	FES LETRS Bundle	1302300001	\$2,799.00
	Lexia Learning Systems LLC	7/13/2022	84148	FES LETRS Bundle	1302300002	\$11,934.00
	Lexia Learning Systems LLC	7/13/2022	83659	FES LETRS Admin Online Course Renewal	1302300003	\$59.00
201125620	MIDCONTINENT COMMUNICATIONS	7/13/2022	62722	FES Fax Line	1102300022	\$36.60

Payable Summary
July 18, 2022

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201125621	SOUND NORTH	7/13/2022	7137	ISD 361 Calendar Project from 12 month action plan for DFC Grant.	7902300013	\$3,780.00
201125622	TK Elevator Corp	7/13/2022	3006697856	Elevator inspection and service	8102300009	\$221.93
201125623	ARCC	7/13/2022	28084	MASA Mentorship Check	0	\$1,500.00
202101447	Aviben	6/17/2022	20220617ADTS	Payroll accrual	0	\$173.08
	Aviben	6/17/2022	20220617ADTS	Payroll accrual	0	\$301.74
	Aviben	6/17/2022	20220617ADTS	Payroll accrual	0	\$850.90
	Aviben	6/17/2022	20220617ADTS	Payroll accrual	0	\$2,565.93
	Aviben	6/17/2022	20220617ADTS	Payroll accrual	0	\$289.86
	Aviben	6/17/2022	20220617ADTS	Payroll accrual	0	\$1,586.79
	Aviben	6/17/2022	20220617ADTS	Payroll accrual	0	\$384.62
	Aviben	6/17/2022	20220617ADTS	Payroll accrual	0	\$138.47
	Aviben	6/17/2022	20220617ADTS	Payroll accrual	0	\$744.84
	Aviben	6/17/2022	20220617ADTS	Payroll accrual	0	\$109.84
	Aviben	6/17/2022	20220617ADTS	Payroll accrual	0	\$350.00
	Aviben	6/17/2022	20220617ADTS	Payroll accrual	0	\$2,216.82
	Aviben	6/17/2022	20220617ADTS	Payroll accrual	0	\$131.20
	Aviben	6/17/2022	20220617ADTS	Payroll accrual	0	\$1,550.00
	Aviben	6/17/2022	20220617AFTS	TSA Benefit	0	\$92.30
	Aviben	6/17/2022	20220617AFTS	TSA Benefit	0	\$301.74
	Aviben	6/17/2022	20220617AFTS	TSA Benefit	0	\$161.54
	Aviben	6/17/2022	20220617AFTS	TSA Benefit	0	\$1,436.21
	Aviben	6/17/2022	20220617AFTS	TSA Benefit	0	\$82.06
	Aviben	6/17/2022	20220617AFTS	TSA Benefit	0	\$356.01
	Aviben	6/17/2022	20220617AFTS	Payroll accrual	0	\$101.28
	Aviben	6/17/2022	20220617AFTS	TSA Benefit	0	\$46.15
	Aviben	6/17/2022	20220617AFTS	TSA Benefits	0	\$388.66
	Aviben	6/17/2022	20220617AFTS	TSA Benefit	0	\$109.84
	Aviben	6/17/2022	20220617AFTS	TSA Benefit	0	\$82.06

Payable Summary
July 18, 2022

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Aviben	6/17/2022	20220617AFTS\	TSA Benefit	0	\$855.66
	Aviben	6/17/2022	20220617AFTS\	TSA Benefit	0	\$67.29
202101447	Aviben	6/17/2022	20220617AFTS\	TSA Benefits	0	\$202.56
202101448	Empower Retirement	6/17/2022	20220617ADDE	Payroll accrual	0	\$580.00
	Empower Retirement	6/17/2022	20220617ADDE	Payroll accrual	0	\$50.00
	Empower Retirement	6/17/2022	20220617AFHC	HCSP	0	\$3,575.90
	Empower Retirement	6/17/2022	20220617AFHC	HCSP	0	\$69.99
202101449	Internal Revenue Service	6/17/2022	20220617ADFI	Payroll accrual	0	\$20,778.01
	Internal Revenue Service	6/17/2022	20220617ADFI	Payroll accrual	0	\$846.85
	Internal Revenue Service	6/17/2022	20220617ADFI	Payroll accrual	0	\$994.94
	Internal Revenue Service	6/17/2022	20220617ADFT	Payroll accrual	0	\$560.00
	Internal Revenue Service	6/17/2022	20220617ADFT	Payroll accrual	0	\$25.00
	Internal Revenue Service	6/17/2022	20220617ADFT	Payroll accrual	0	\$147.58
	Internal Revenue Service	6/17/2022	20220617ADFT	Payroll accrual	0	\$26,218.35
	Internal Revenue Service	6/17/2022	20220617ADFT	Payroll accrual	0	\$897.11
	Internal Revenue Service	6/17/2022	20220617ADFT	Payroll accrual	0	\$838.04
	Internal Revenue Service	6/17/2022	20220617ADMI	Payroll accrual	0	\$4,859.41
	Internal Revenue Service	6/17/2022	20220617ADMI	Payroll accrual	0	\$198.04
	Internal Revenue Service	6/17/2022	20220617ADMI	Payroll accrual	0	\$232.68
	Internal Revenue Service	6/17/2022	20220617AFFIC	FICA Benefit	0	\$20,778.01
	Internal Revenue Service	6/17/2022	20220617AFFIC	FICA Benefit	0	\$846.85
	Internal Revenue Service	6/17/2022	20220617AFFIC	FICA Benefit	0	\$994.94
	Internal Revenue Service	6/17/2022	20220617AFMI	Medicare Benefit	0	\$4,859.41
	Internal Revenue Service	6/17/2022	20220617AFMI	Medicare Benefit	0	\$198.04
	Internal Revenue Service	6/17/2022	20220617AFMI	Medicare Benefit	0	\$232.68
202101450	MINNESOTA REVENUE	6/17/2022	20220617ADSI	Payroll accrual	0	\$210.00
	MINNESOTA REVENUE	6/17/2022	20220617ADSI	Payroll accrual	0	\$25.00
	MINNESOTA REVENUE	6/17/2022	20220617ADSI	Payroll accrual	0	\$12,174.87
	MINNESOTA REVENUE	6/17/2022	20220617ADSI	Payroll accrual	0	\$445.75
	MINNESOTA REVENUE	6/17/2022	20220617ADSI	Payroll accrual	0	\$425.53
	MINNESOTA REVENUE	6/17/2022	20220617ADSI	Payroll accrual	0	\$87.46

Payable Summary
July 18, 2022

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
202101451	MN Teachers Retirement Association	6/17/2022	20220617ADTR	Payroll accrual	0	\$16,524.93
	MN Teachers Retirement Association	6/17/2022	20220617ADTR	Payroll accrual	0	\$586.19
	MN Teachers Retirement Association	6/17/2022	20220617ADTR	Payroll accrual	0	\$22.76
	MN Teachers Retirement Association	6/17/2022	20220617ADTR	Payroll accrual	0	\$45.85
	MN Teachers Retirement Association	6/17/2022	20220617AFTR	TRA Benefit	0	\$18,375.79
	MN Teachers Retirement Association	6/17/2022	20220617AFTR	TRA Benefit	0	\$651.85
202101451	MN Teachers Retirement Association	6/17/2022	20220617AFTR	TRA Benefit	0	\$25.31
	MN Teachers Retirement Association	6/17/2022	20220617AFTR	Payroll accrual	0	\$44.31
202101452	Public Employees Retirement Associatio	6/17/2022	20220617ADDC	Payroll accrual	0	\$30.00
	Public Employees Retirement Associatio	6/17/2022	20220617ADPE	Payroll accrual	0	\$6,461.03
	Public Employees Retirement Associatio	6/17/2022	20220617ADPE	Payroll accrual	0	\$362.95
	Public Employees Retirement Associatio	6/17/2022	20220617ADPE	Payroll accrual	0	\$1,007.40
	Public Employees Retirement Associatio	6/17/2022	20220617AFDC	DCP Benefit	0	\$30.00
	Public Employees Retirement Associatio	6/17/2022	20220617AFPEI	PERA Benefit	0	\$7,454.99
	Public Employees Retirement Associatio	6/17/2022	20220617AFPEI	PERA Benefit	0	\$418.79
	Public Employees Retirement Associatio	6/17/2022	20220617AFPEI	PERA Benefit	0	\$1,162.38
	Public Employees Retirement Associatio	6/17/2022	20220617AFPEI	Payroll accrual	0	\$0.00
202101453	Internal Revenue Service	6/17/2022	20220617BDFIC	Payroll accrual	0	(\$124.00)
	Internal Revenue Service	6/17/2022	20220617BDFT	Payroll accrual	0	\$0.00
	Internal Revenue Service	6/17/2022	20220617BDMI	Payroll accrual	0	(\$29.00)
	Internal Revenue Service	6/17/2022	20220617BFFIC	FICA Benefit	0	(\$124.00)
	Internal Revenue Service	6/17/2022	20220617BFMI	Medicare Benefit	0	(\$29.00)
202101454	MINNESOTA REVENUE	6/17/2022	20220617BDSIT	Payroll accrual	0	\$0.00
202101455	Internal Revenue Service	6/17/2022	20220617CDFIC	Payroll accrual	0	\$179.25
	Internal Revenue Service	6/17/2022	20220617CDFT	Payroll accrual	0	\$0.00
	Internal Revenue Service	6/17/2022	20220617CDMI	Payroll accrual	0	\$41.92
	Internal Revenue Service	6/17/2022	20220617CFFIC	FICA Benefit	0	\$179.25
	Internal Revenue Service	6/17/2022	20220617CFMI	Medicare Benefit	0	\$41.92
202101456	MINNESOTA REVENUE	6/17/2022	20220617CDSIT	Payroll accrual	0	\$18.96
202101457	Public Employees Retirement Associatio	6/17/2022	20220617BDPE	Payroll accrual	0	\$57.92
	Public Employees Retirement Associatio	6/17/2022	20220617BFPEI	PERA Benefit	0	\$66.83

Payable Summary
July 18, 2022

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
202101458	Aviben	6/24/2022	20220624ADTS	Payroll accrual	0	\$173.08
	Aviben	6/24/2022	20220624ADTS	Payroll accrual	0	\$301.74
	Aviben	6/24/2022	20220624ADTS	Payroll accrual	0	\$570.60
	Aviben	6/24/2022	20220624ADTS	Payroll accrual	0	\$2,390.93
	Aviben	6/24/2022	20220624ADTS	Payroll accrual	0	\$82.06
	Aviben	6/24/2022	20220624ADTS	Payroll accrual	0	\$1,586.79
	Aviben	6/24/2022	20220624ADTS	Payroll accrual	0	\$384.62
202101458	Aviben	6/24/2022	20220624ADTS	Payroll accrual	0	\$92.31
	Aviben	6/24/2022	20220624ADTS	Payroll accrual	0	\$684.84
	Aviben	6/24/2022	20220624ADTS	Payroll accrual	0	\$109.84
	Aviben	6/24/2022	20220624ADTS	Payroll accrual	0	\$200.00
	Aviben	6/24/2022	20220624ADTS	Payroll accrual	0	\$2,032.02
	Aviben	6/24/2022	20220624ADTS	Payroll accrual	0	\$131.20
	Aviben	6/24/2022	20220624ADTS	Payroll accrual	0	\$1,550.00
	Aviben	6/24/2022	20220624AFTS	TSA Benefit	0	\$92.30
	Aviben	6/24/2022	20220624AFTS	TSA Benefit	0	\$301.74
	Aviben	6/24/2022	20220624AFTS	TSA Benefit	0	\$65.38
	Aviben	6/24/2022	20220624AFTSI	TSA Benefit	0	\$1,320.83
	Aviben	6/24/2022	20220624AFTSI	TSA Benefit	0	\$82.06
	Aviben	6/24/2022	20220624AFTSI	TSA Benefit	0	\$356.01
	Aviben	6/24/2022	20220624AFTS	Payroll accrual	0	\$101.28
	Aviben	6/24/2022	20220624AFTSI	TSA Benefit	0	\$46.15
	Aviben	6/24/2022	20220624AFTSI	TSA Benefits	0	\$328.66
	Aviben	6/24/2022	20220624AFTSI	TSA Benefit	0	\$109.84
	Aviben	6/24/2022	20220624AFTS	TSA Benefit	0	\$82.06
	Aviben	6/24/2022	20220624AFTS	TSA Benefit	0	\$759.51
	Aviben	6/24/2022	20220624AFTS	TSA Benefit	0	\$67.29
	Aviben	6/24/2022	20220624AFTS	TSA Benefits	0	\$202.56
202101459	Empower Retirement	6/24/2022	20220624ADDE	Payroll accrual	0	\$130.00
	Empower Retirement	6/24/2022	20220624AFHC	HCSP	0	\$2,443.92
	Empower Retirement	6/24/2022	20220624AFHC	HCSP	0	\$63.07

Payable Summary
July 18, 2022

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
202101460	Internal Revenue Service	6/24/2022	20220624ADFI	Payroll accrual	0	\$10,102.32
	Internal Revenue Service	6/24/2022	20220624ADFI	Payroll accrual	0	\$277.92
	Internal Revenue Service	6/24/2022	20220624ADFT	Payroll accrual	0	\$560.00
	Internal Revenue Service	6/24/2022	20220624ADFT	Payroll accrual	0	\$13,947.81
	Internal Revenue Service	6/24/2022	20220624ADFT	Payroll accrual	0	\$331.78
	Internal Revenue Service	6/24/2022	20220624ADMI	Payroll accrual	0	\$2,362.67
	Internal Revenue Service	6/24/2022	20220624ADMI	Payroll accrual	0	\$65.00
	Internal Revenue Service	6/24/2022	20220624AFFIC	FICA Benefit	0	\$10,102.32
	Internal Revenue Service	6/24/2022	20220624AFFIC	FICA Benefit	0	\$277.92
	Internal Revenue Service	6/24/2022	20220624AFMI	Medicare Benefit	0	\$2,362.67
	Internal Revenue Service	6/24/2022	20220624AFMI	Medicare Benefit	0	\$65.00
202101461	MINNESOTA REVENUE	6/24/2022	20220624ADSI	Payroll accrual	0	\$210.00
202101461	MINNESOTA REVENUE	6/24/2022	20220624ADSI	Payroll accrual	0	\$6,530.39
	MINNESOTA REVENUE	6/24/2022	20220624ADSI	Payroll accrual	0	\$165.55
202101462	MN Teachers Retirement Association	6/24/2022	20220624ADTR	Payroll accrual	0	\$12,772.49
	MN Teachers Retirement Association	6/24/2022	20220624ADTR	Payroll accrual	0	\$369.63
	MN Teachers Retirement Association	6/24/2022	20220624ADTR	Payroll accrual	0	\$0.00
	MN Teachers Retirement Association	6/24/2022	20220624AFTR	TRA Benefit	0	\$14,203.09
	MN Teachers Retirement Association	6/24/2022	20220624AFTR	TRA Benefit	0	\$411.04
202101463	Aviben	6/24/2022	20220624BDTS	Payroll accrual	0	\$173.08
	Aviben	6/24/2022	20220624BDTS	Payroll accrual	0	\$301.74
	Aviben	6/24/2022	20220624BDTS	Payroll accrual	0	\$570.60
	Aviben	6/24/2022	20220624BDTS	Payroll accrual	0	\$2,390.93
	Aviben	6/24/2022	20220624BDTS	Payroll accrual	0	\$82.06
	Aviben	6/24/2022	20220624BDTS	Payroll accrual	0	\$1,586.79
	Aviben	6/24/2022	20220624BDTS	Payroll accrual	0	\$384.62
	Aviben	6/24/2022	20220624BDTS	Payroll accrual	0	\$92.31
	Aviben	6/24/2022	20220624BDTS	Payroll accrual	0	\$684.84
	Aviben	6/24/2022	20220624BDTS	Payroll accrual	0	\$109.84
	Aviben	6/24/2022	20220624BDTS	Payroll accrual	0	\$200.00
	Aviben	6/24/2022	20220624BDTS	Payroll accrual	0	\$2,032.02

Payable Summary
July 18, 2022

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Aviben	6/24/2022	20220624BDTS	Payroll accrual	0	\$131.20
	Aviben	6/24/2022	20220624BDTS	Payroll accrual	0	\$1,550.00
	Aviben	6/24/2022	20220624BFTS	TSA Benefit	0	\$92.30
	Aviben	6/24/2022	20220624BFTS	TSA Benefit	0	\$301.74
	Aviben	6/24/2022	20220624BFTS	TSA Benefit	0	\$65.38
	Aviben	6/24/2022	20220624BFTS	TSA Benefit	0	\$1,320.83
	Aviben	6/24/2022	20220624BFTS	TSA Benefit	0	\$82.06
	Aviben	6/24/2022	20220624BFTS	TSA Benefit	0	\$356.01
	Aviben	6/24/2022	20220624BFTS	Payroll accrual	0	\$101.28
	Aviben	6/24/2022	20220624BFTS	TSA Benefit	0	\$46.15
	Aviben	6/24/2022	20220624BFTS	TSA Benefits	0	\$328.66
	Aviben	6/24/2022	20220624BFTS	TSA Benefit	0	\$109.84
	Aviben	6/24/2022	20220624BFTS	TSA Benefit	0	\$82.06
	Aviben	6/24/2022	20220624BFTS	TSA Benefit	0	\$759.51
	Aviben	6/24/2022	20220624BFTS	TSA Benefit	0	\$67.29
	Aviben	6/24/2022	20220624BFTS	TSA Benefits	0	\$202.56
202101464	Empower Retirement	6/24/2022	20220624BDDE	Payroll accrual	0	\$130.00
202101464	Empower Retirement	6/24/2022	20220624BFHC	HCSP	0	\$2,443.92
	Empower Retirement	6/24/2022	20220624BFHC	HCSP	0	\$63.07
202101465	Internal Revenue Service	6/24/2022	20220624BDFI	Payroll accrual	0	\$10,106.33
	Internal Revenue Service	6/24/2022	20220624BDFI	Payroll accrual	0	\$277.92
	Internal Revenue Service	6/24/2022	20220624BDFT	Payroll accrual	0	\$560.00
	Internal Revenue Service	6/24/2022	20220624BDFT	Payroll accrual	0	\$13,952.07
	Internal Revenue Service	6/24/2022	20220624BDFT	Payroll accrual	0	\$331.78
	Internal Revenue Service	6/24/2022	20220624BDMI	Payroll accrual	0	\$2,363.61
	Internal Revenue Service	6/24/2022	20220624BDMI	Payroll accrual	0	\$65.00
	Internal Revenue Service	6/24/2022	20220624BFFI	FICA Benefit	0	\$10,106.33
	Internal Revenue Service	6/24/2022	20220624BFFI	FICA Benefit	0	\$277.92
	Internal Revenue Service	6/24/2022	20220624BFMI	Medicare Benefit	0	\$2,363.61
	Internal Revenue Service	6/24/2022	20220624BFMI	Medicare Benefit	0	\$65.00
202101466	MINNESOTA REVENUE	6/24/2022	20220624BDSI	Payroll accrual	0	\$210.00

Payable Summary
July 18, 2022

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	MINNESOTA REVENUE	6/24/2022	20220624BDSIT	Payroll accrual	0	\$6,532.53
	MINNESOTA REVENUE	6/24/2022	20220624BDSIT	Payroll accrual	0	\$165.55
202101467	MN Teachers Retirement Association	6/24/2022	20220624BDTR	Payroll accrual	0	\$12,772.49
	MN Teachers Retirement Association	6/24/2022	20220624BDTR	Payroll accrual	0	\$369.63
	MN Teachers Retirement Association	6/24/2022	20220624BDTR	Payroll accrual	0	\$0.00
	MN Teachers Retirement Association	6/24/2022	20220624BFTR	TRA Benefit	0	\$14,203.09
	MN Teachers Retirement Association	6/24/2022	20220624BFTR	TRA Benefit	0	\$411.04
202101468	Further	6/21/2022	40267449	Med/Dep Reimbursements	0	\$195.97
202101469	Further	6/21/2022	16122251	Participant Fee	0	\$229.60
202101470	Further	6/21/2022	40272682	Med/Dep Reimbursements	0	\$452.90
202101471	Aviben	6/24/2022	20220624CDTS	Payroll accrual	0	\$173.00
	Aviben	6/24/2022	20220624CDTS	Payroll accrual	0	\$301.58
	Aviben	6/24/2022	20220624CDTS	Payroll accrual	0	\$570.60
	Aviben	6/24/2022	20220624CDTS	Payroll accrual	0	\$2,390.69
	Aviben	6/24/2022	20220624CDTS	Payroll accrual	0	\$81.94
	Aviben	6/24/2022	20220624CDTS	Payroll accrual	0	\$1,586.53
	Aviben	6/24/2022	20220624CDTS	Payroll accrual	0	\$384.62
	Aviben	6/24/2022	20220624CDTS	Payroll accrual	0	\$92.25
202101471	Aviben	6/24/2022	20220624CDTS	Payroll accrual	0	\$684.84
	Aviben	6/24/2022	20220624CDTS	Payroll accrual	0	\$109.68
	Aviben	6/24/2022	20220624CDTS	Payroll accrual	0	\$200.00
	Aviben	6/24/2022	20220624CDTS	Payroll accrual	0	\$2,031.84
	Aviben	6/24/2022	20220624CDTS	Payroll accrual	0	\$131.20
	Aviben	6/24/2022	20220624CDTS	Payroll accrual	0	\$1,550.00
	Aviben	6/24/2022	20220624CFTS	TSA Benefit	0	\$92.30
	Aviben	6/24/2022	20220624CFTS	TSA Benefit	0	\$301.58
	Aviben	6/24/2022	20220624CFTS	TSA Benefit	0	\$65.38
	Aviben	6/24/2022	20220624CFTS	TSA Benefit	0	\$1,319.95
	Aviben	6/24/2022	20220624CFTS	TSA Benefit	0	\$81.94
	Aviben	6/24/2022	20220624CFTS	TSA Benefit	0	\$355.71
	Aviben	6/24/2022	20220624CFTS	Payroll accrual	0	\$101.28

Payable Summary
July 18, 2022

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Aviben	6/24/2022	20220624CFTSI	TSA Benefit	0	\$46.25
	Aviben	6/24/2022	20220624CFTSI	TSA Benefits	0	\$328.60
	Aviben	6/24/2022	20220624CFTSI	TSA Benefit	0	\$109.68
	Aviben	6/24/2022	20220624CFTSI	TSA Benefit	0	\$81.94
	Aviben	6/24/2022	20220624CFTSI	TSA Benefit	0	\$758.75
	Aviben	6/24/2022	20220624CFTSI	TSA Benefit	0	\$67.19
	Aviben	6/24/2022	20220624CFTSI	TSA Benefits	0	\$202.56
202101472	Empower Retirement	6/24/2022	20220624CDDE	Payroll accrual	0	\$130.00
	Empower Retirement	6/24/2022	20220624CFHC	HCSP	0	\$2,443.60
	Empower Retirement	6/24/2022	20220624CFHC	HCSP	0	\$63.14
202101473	Internal Revenue Service	6/24/2022	20220624CDFIC	Payroll accrual	0	\$10,121.10
	Internal Revenue Service	6/24/2022	20220624CDFIC	Payroll accrual	0	\$277.93
	Internal Revenue Service	6/24/2022	20220624CDFT	Payroll accrual	0	\$560.00
	Internal Revenue Service	6/24/2022	20220624CDFT	Payroll accrual	0	\$14,020.38
	Internal Revenue Service	6/24/2022	20220624CDFT	Payroll accrual	0	\$331.80
	Internal Revenue Service	6/24/2022	20220624CDMI	Payroll accrual	0	\$2,367.06
	Internal Revenue Service	6/24/2022	20220624CDMI	Payroll accrual	0	\$65.00
	Internal Revenue Service	6/24/2022	20220624CFIC	FICA Benefit	0	\$10,121.10
	Internal Revenue Service	6/24/2022	20220624CFIC	FICA Benefit	0	\$277.93
	Internal Revenue Service	6/24/2022	20220624CFMI	Medicare Benefit	0	\$2,367.06
	Internal Revenue Service	6/24/2022	20220624CFMI	Medicare Benefit	0	\$65.00
202101474	MINNESOTA REVENUE	6/24/2022	20220624CDSIT	Payroll accrual	0	\$210.00
	MINNESOTA REVENUE	6/24/2022	20220624CDSIT	Payroll accrual	0	\$6,552.10
202101474	MINNESOTA REVENUE	6/24/2022	20220624CDSIT	Payroll accrual	0	\$165.57
202101475	MN Teachers Retirement Association	6/24/2022	20220624CDTR	Payroll accrual	0	\$12,772.49
	MN Teachers Retirement Association	6/24/2022	20220624CDTR	Payroll accrual	0	\$369.63
	MN Teachers Retirement Association	6/24/2022	20220624CDTR	Payroll accrual	0	\$0.00
	MN Teachers Retirement Association	6/24/2022	20220624CFTR	TRA Benefit	0	\$14,203.09
	MN Teachers Retirement Association	6/24/2022	20220624CFTR	TRA Benefit	0	\$411.04
202101476	Aviben	6/24/2022	20220624DDTS	Payroll accrual	0	\$173.08
	Aviben	6/24/2022	20220624DDTS	Payroll accrual	0	\$301.74

Payable Summary
July 18, 2022

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Aviben	6/24/2022	20220624DDTS	Payroll accrual	0	\$570.60
	Aviben	6/24/2022	20220624DDTS	Payroll accrual	0	\$2,390.93
	Aviben	6/24/2022	20220624DDTS	Payroll accrual	0	\$82.06
	Aviben	6/24/2022	20220624DDTS	Payroll accrual	0	\$1,586.79
	Aviben	6/24/2022	20220624DDTS	Payroll accrual	0	\$384.62
	Aviben	6/24/2022	20220624DDTS	Payroll accrual	0	\$92.31
	Aviben	6/24/2022	20220624DDTS	Payroll accrual	0	\$684.84
	Aviben	6/24/2022	20220624DDTS	Payroll accrual	0	\$109.84
	Aviben	6/24/2022	20220624DDTS	Payroll accrual	0	\$200.00
	Aviben	6/24/2022	20220624DDTS	Payroll accrual	0	\$2,031.92
	Aviben	6/24/2022	20220624DDTS	Payroll accrual	0	\$131.20
	Aviben	6/24/2022	20220624DDTS	Payroll accrual	0	\$1,550.00
	Aviben	6/24/2022	20220624DFTS	TSA Benefit	0	\$92.30
	Aviben	6/24/2022	20220624DFTS	TSA Benefit	0	\$301.74
	Aviben	6/24/2022	20220624DFTS	TSA Benefit	0	\$65.38
	Aviben	6/24/2022	20220624DFTSI	TSA Benefit	0	\$1,320.83
	Aviben	6/24/2022	20220624DFTSI	TSA Benefit	0	\$82.06
	Aviben	6/24/2022	20220624DFTSI	TSA Benefit	0	\$356.01
	Aviben	6/24/2022	20220624DFTS	Payroll accrual	0	\$101.28
	Aviben	6/24/2022	20220624DFTSI	TSA Benefit	0	\$46.15
	Aviben	6/24/2022	20220624DFTSI	TSA Benefits	0	\$328.66
	Aviben	6/24/2022	20220624DFTSI	TSA Benefit	0	\$109.84
	Aviben	6/24/2022	20220624DFTS	TSA Benefit	0	\$82.06
	Aviben	6/24/2022	20220624DFTS	TSA Benefit	0	\$759.51
	Aviben	6/24/2022	20220624DFTS	TSA Benefit	0	\$67.29
	Aviben	6/24/2022	20220624DFTS	TSA Benefits	0	\$202.56
202101477	Empower Retirement	6/24/2022	20220624DDDE	Payroll accrual	0	\$130.00
	Empower Retirement	6/24/2022	20220624DFHC	HCSP	0	\$2,443.76
202101477	Empower Retirement	6/24/2022	20220624DFHC	HCSP	0	\$63.08
202101478	Internal Revenue Service	6/24/2022	20220624DDFI	Payroll accrual	0	\$10,160.54
	Internal Revenue Service	6/24/2022	20220624DDFI	Payroll accrual	0	\$328.55

Payable Summary
July 18, 2022

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Internal Revenue Service	6/24/2022	20220624DDFT	Payroll accrual	0	\$560.00
	Internal Revenue Service	6/24/2022	20220624DDFT	Payroll accrual	0	\$14,097.44
	Internal Revenue Service	6/24/2022	20220624DDFT	Payroll accrual	0	\$422.19
	Internal Revenue Service	6/24/2022	20220624DDM	Payroll accrual	0	\$2,376.28
	Internal Revenue Service	6/24/2022	20220624DDM	Payroll accrual	0	\$76.83
	Internal Revenue Service	6/24/2022	20220624DFIC	FICA Benefit	0	\$10,160.54
	Internal Revenue Service	6/24/2022	20220624DFIC	FICA Benefit	0	\$328.55
	Internal Revenue Service	6/24/2022	20220624DFMI	Medicare Benefit	0	\$2,376.28
	Internal Revenue Service	6/24/2022	20220624DFMI	Medicare Benefit	0	\$76.83
202101479	MINNESOTA REVENUE	6/24/2022	20220624DDSI	Payroll accrual	0	\$210.00
	MINNESOTA REVENUE	6/24/2022	20220624DDSI	Payroll accrual	0	\$6,589.50
	MINNESOTA REVENUE	6/24/2022	20220624DDSI	Payroll accrual	0	\$216.75
202101480	MN Teachers Retirement Association	6/24/2022	20220624DDTR	Payroll accrual	0	\$12,820.69
	MN Teachers Retirement Association	6/24/2022	20220624DDTR	Payroll accrual	0	\$430.89
	MN Teachers Retirement Association	6/24/2022	20220624DDTR	Payroll accrual	0	\$0.00
	MN Teachers Retirement Association	6/24/2022	20220624DFTR	TRA Benefit	0	\$14,256.54
	MN Teachers Retirement Association	6/24/2022	20220624DFTR	TRA Benefit	0	\$479.16
202101481	Further	6/28/2022	40279101	Med/Dep Reimbursement	0	\$1,905.10
202101482-	BMO	6/27/2022		See enclosed CC Report	0	
202101657		6/30/2022			0	\$42,629.48
202101659	SUPER ONE	6/30/2022	FHS CC	Summer Meal Service	0	\$32.59
202101660	MN DEPT OF REVENUE	6/30/2022	2022 2nd Qtr	2022 2nd Qtr Sales Tax	0	\$213.50
	MN DEPT OF REVENUE	6/30/2022	2022 2nd Qtr	2022 2nd Qtr Sales Tax	0	\$182.50
202200001	DELTA DENTAL	7/1/2022	CNS000098989	JULY DENTAL	0	\$4,156.88
	DELTA DENTAL	7/1/2022	CNS000098989	JULY DENTAL	0	\$1,688.78
202200005	Aviben	7/1/2022	20220701ADTS	Payroll accrual	0	\$270.38
	Aviben	7/1/2022	20220701ADTS	Payroll accrual	0	\$175.00
	Aviben	7/1/2022	20220701ADTS	Payroll accrual	0	\$207.90
	Aviben	7/1/2022	20220701ADTS	Payroll accrual	0	\$44.45
	Aviben	7/1/2022	20220701ADTS	Payroll accrual	0	\$60.00
	Aviben	7/1/2022	20220701ADTS	Payroll accrual	0	\$150.00

Payable Summary
July 18, 2022

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Aviben	7/1/2022	20220701ADTS	Payroll accrual	0	\$177.78
	Aviben	7/1/2022	20220701AFTS	TSA Benefit	0	\$92.60
	Aviben	7/1/2022	20220701AFTS	TSA Benefit	0	\$111.12
	Aviben	7/1/2022	20220701AFTS	TSA Benefits	0	\$60.00
	Aviben	7/1/2022	20220701AFTS	TSA Benefit	0	\$92.60
202200006	Empower Retirement	7/1/2022	20220701ADDE	Payroll accrual	0	\$450.00
	Empower Retirement	7/1/2022	20220701ADDE	Payroll accrual	0	\$50.00
	Empower Retirement	7/1/2022	20220701AFHC	HCSP	0	\$2,450.78
	Empower Retirement	7/1/2022	20220701AFHC	HCSP	0	\$6.67
202200007	Internal Revenue Service	7/1/2022	20220701ADFI	Payroll accrual	0	\$7,318.28
	Internal Revenue Service	7/1/2022	20220701ADFI	Payroll accrual	0	\$832.06
	Internal Revenue Service	7/1/2022	20220701ADFI	Payroll accrual	0	\$389.59
	Internal Revenue Service	7/1/2022	20220701ADFT	Payroll accrual	0	\$25.00
	Internal Revenue Service	7/1/2022	20220701ADFT	Payroll accrual	0	\$11.18
	Internal Revenue Service	7/1/2022	20220701ADFT	Payroll accrual	0	\$7,506.97
	Internal Revenue Service	7/1/2022	20220701ADFT	Payroll accrual	0	\$858.35
	Internal Revenue Service	7/1/2022	20220701ADFT	Payroll accrual	0	\$143.35
	Internal Revenue Service	7/1/2022	20220701ADMI	Payroll accrual	0	\$1,711.55
	Internal Revenue Service	7/1/2022	20220701ADMI	Payroll accrual	0	\$194.58
	Internal Revenue Service	7/1/2022	20220701ADMI	Payroll accrual	0	\$91.12
	Internal Revenue Service	7/1/2022	20220701AFFI	FICA Benefit	0	\$7,318.28
	Internal Revenue Service	7/1/2022	20220701AFFI	FICA Benefit	0	\$832.06
	Internal Revenue Service	7/1/2022	20220701AFFI	FICA Benefit	0	\$389.59
	Internal Revenue Service	7/1/2022	20220701AFMI	Medicare Benefit	0	\$1,711.55
	Internal Revenue Service	7/1/2022	20220701AFMI	Medicare Benefit	0	\$194.58
	Internal Revenue Service	7/1/2022	20220701AFMI	Medicare Benefit	0	\$91.12
202200008	MINNESOTA REVENUE	7/1/2022	20220701ADSI	Payroll accrual	0	\$25.00
	MINNESOTA REVENUE	7/1/2022	20220701ADSI	Payroll accrual	0	\$3,577.64
	MINNESOTA REVENUE	7/1/2022	20220701ADSI	Payroll accrual	0	\$447.95
	MINNESOTA REVENUE	7/1/2022	20220701ADSI	Payroll accrual	0	\$87.19
202200009	MN Teachers Retirement Association	7/1/2022	20220701ADTR	Payroll accrual	0	\$3,516.65

Payable Summary
July 18, 2022

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	MN Teachers Retirement Association	7/1/2022	20220701ADTR	Payroll accrual	0	\$481.67
	MN Teachers Retirement Association	7/1/2022	20220701ADTR	Payroll accrual	0	\$12.42
	MN Teachers Retirement Association	7/1/2022	20220701ADTR	Payroll accrual	0	\$0.94
	MN Teachers Retirement Association	7/1/2022	20220701AFTR	TRA Benefit	0	\$3,910.49
	MN Teachers Retirement Association	7/1/2022	20220701AFTR	TRA Benefit	0	\$535.61
	MN Teachers Retirement Association	7/1/2022	20220701AFTR	TRA Benefit	0	\$13.81
	MN Teachers Retirement Association	7/1/2022	20220701AFTR	Payroll accrual	0	\$1.04
202200010	Public Employees Retirement Associatio	7/1/2022	20220701ADDC	Payroll accrual	0	\$30.00
	Public Employees Retirement Associatio	7/1/2022	20220701ADPE	Payroll accrual	0	\$4,532.65
	Public Employees Retirement Associatio	7/1/2022	20220701ADPE	Payroll accrual	0	\$381.37
	Public Employees Retirement Associatio	7/1/2022	20220701ADPE	Payroll accrual	0	\$397.68
	Public Employees Retirement Associatio	7/1/2022	20220701AFDC	DCP Benefit	0	\$30.00
	Public Employees Retirement Associatio	7/1/2022	20220701AFPEI	PERA Benefit	0	\$5,230.01
	Public Employees Retirement Associatio	7/1/2022	20220701AFPEI	PERA Benefit	0	\$440.03
202200010	Public Employees Retirement Associatio	7/1/2022	20220701AFPEI	PERA Benefit	0	\$458.86
202200012	MN PEIP	7/12/2022	1209248	August Health Premium	0	\$118,214.40
202200013	First Dakota Indeminity Co	7/11/2022	70122	Work Comp	1102300009	\$52,096.00
212200107	Everson, Timothy	6/30/2022	ERIN20220627/	1/1/2022-6/30/2022 Cell phone reimbursement January 2022 - June 2022 per	0	\$450.00
212200108	Glowack, Marc	6/30/2022	61522	Cell Phone Reimbursement (6 Months)	0	\$450.00
212200109	Grover, Kevin	6/30/2022	ERIN20220620/	1/3/2022-6/30/2022 cell phone reimbursement: 6 x \$75	0	\$450.00
	Grover, Kevin	6/30/2022	62422	Mileage to MASA Meeting	0	\$357.44
212200110	Tate, Melissa	6/30/2022	ERIN20220629/	1/3/2022-6/30/2022 Cell phone reimbursement. 6 x 75 =450.00	0	\$450.00
Total						\$1,077,446.77

INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361

Adopted: _____: *By Reference*
MSBA/MASA Model Policy 707

Orig. 1995

Revised: _____ *Rev. 202217 June 2018, July 2022*

707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

~~*[Note: The obligations stated in this policy are largely governed by statute. Statutory references are included throughout the policy. A school district may choose to add obligations to the model policy.]*~~

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

- A. "Child with a disability" includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the —Commissioner of the Minnesota Department of Education ("Commissioner"). A licensed physician, an advanced practice nurse, a physician assistant, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability. (Minn. Stat. § 125A.02)
- B. "Home" is the legal residence of the child. In the discretion of the school district, "home" also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. §

~~127A.47, Subd. 2)~~

- C. "Homeless student" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances. (~~42 U.S.C. § 11434a)~~)
- D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of ~~Minn. Stat. §Minnesota Statutes section~~ 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964. (~~42 U.S.C. § 2000d, et seq.~~). (~~Minn. Stat. §123B.41, Subd. 9)~~)
- E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. (~~Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3)~~)
- F. "Pupil support services" are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located. (~~Minn. Stat. § 123B.41, Subd. 4)~~)
- G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. (~~42 U.S.C. § 11432(g)(3)(G)~~)
- H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of ~~Minn. Stat. §Minnesota Statutes section~~ 120A.22 by attendance at a nonpublic school. (~~Minn. Stat. § 126C.01, Subd. 8)~~)
- I. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota. (~~Minn. Stat. § 123B.41, Subd. 11)~~)

IV. ELIGIBILITY

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian. (~~Minn. Stat. § 123B.88, Subd. 1)~~)

- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.

~~*[Note: In this section, school districts may wish to outline those discretionary areas where they intend to provide transportation. For example, some school districts may provide that transportation shall be provided for all resident elementary students who reside one mile or more from the school.]*~~ The school district will provide transportation within a 2 mile radius of the elementary school to all elementary school age students and within a 2 mile radius of the secondary school to all secondary school age students. Sidewalks within a 2 mile radius of either school are not available throughout these walking areas and are not maintained during the winter months. Additionally, a major highway is located 200' from the secondary school. These factors are considered by the school district to be hazardous to student's ability to safely walk to school. The school district will pick up students within the 2 mile radius of either school at designated bus stop locations determined by the transportation department.

- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation. ~~(Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)~~
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students. ~~(Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. § 123B.92, Subd. 3)~~
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation. ~~(Minn. Stat. § 123B.88, Subd. 6)~~
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district. ~~(Minn. Stat. § 127A.47, Subd. 3(b))~~
- D. The school district may provide transportation to allow a student who attends a high-

need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program. (~~Minn. Stat. § 123B.92, Subd. 3(b)~~)

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (~~Minn. Stat. § 123B.88, Subds. 1 and 4~~)
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (~~Minn. Stat. § 124D.041~~)

VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with ~~Minn. Stat. § Minnesota Statutes section 123B.92, subdivision Subd. 1(b)(4)~~, for a resident child with a disability not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs. (~~Minn. Stat. § 123B.88, Subd. 1~~)
- B. Resident students with a disability whose ~~handicapped-disabling~~ conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the ~~handicapping-disabling~~ condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (~~Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600~~)
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within

the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district. (~~Minn. Stat. § 125A.65~~)

- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary. (~~Minn. Stat. § 125A.12~~)

- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district. (~~Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d)~~)

- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (~~Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e)~~)

- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (~~Minn. Rules Part 7470.1700~~)

- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in [Minn. Stat. Ch. Minnesota Statutes chapter 125A](#). (~~Minn. Rules Part 7470.1600, Subd. 2~~)

VIII. HOMELESS STUDENTS

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (~~42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A)~~)

- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
 - 1. A resident student who becomes homeless and is residing in a public or private

shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district. (~~42 U.S.C. § 11432(g)(1)(J)(iii)(I)~~)

2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (~~Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II)~~)
3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (~~Minn. Stat. § 125A.51(f)~~)
4. A homeless nonresident student enrolled under [Minn. Stat. § Minnesota Statutes section 124D.08, subdivision Subd. 2a](#), must be provided transportation from the student's district of residence to and from the school of enrollment. (~~Minn. Stat. § 123B.92, Subd. 3(c)~~).

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (~~Minn. Stat. § 123B.88, Subd. 21~~)

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (~~Minn. Stat. § 123B.88, Subd. 1~~)

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 [United States Code section U.S.C. § 1415](#) (Individuals with Disabilities Act), 29 [United States Code section U.S.C. § 794](#) (the Rehabilitation Act), and 42 [U.S.C. § United States Code section 12132](#), (Americans with Disabilities Act) are governed by these provisions. (~~Minn. Stat. § 121A.59~~)

XII. FEES

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional. (~~Minn. Stat. § 123B.36, Subd. 1(10)~~)
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in [Minn. Stat. § Minnesota Statutes section 190.05](#). (~~Minn. Stat. § 123B.36, Subds. 1(11) and 6~~)
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee. (~~Minn. Stat. § 123B.36, Subd. 1(13)~~)
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. (~~Minn. Stat. § 123B.36, Subd. 3~~)

Legal References:

Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.59 (Bus Transportation ~~is~~ a Privilege Not a Right)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (~~Educational Aids for Nonpublic School Children;~~
Definitions)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.88 (Independent School Districts; ~~7~~ Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.04 (~~Options for Enrolling in Adjoining~~
~~States)Enrollment Options Programs in Border States)~~
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident
District; ~~Exceptions~~)
Minn. Stat. Ch. 125A (~~Children With a Disability~~[Special Education and
Special Programs](#))
Minn. Stat. § 125A.02 (Children ~~Ww~~with a Disability, Defined)
Minn. Stat. § 125A.12 (Attendance in Another District)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities;
Education and Transportation)
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education
Program)
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
Minn. Stat. § 126C.01 (~~General Education Revenue~~ – Definitions)
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
Minn. Stat. § 190.05 (Definitions)

Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability~~yies~~)
20 U.S.C. § 1415 (Individuals with Disabilities Education [Improvement Act of 2004](#))
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 2000d (Prohibition [a](#)gainst Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)
42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)
42 U.S.C. § 12132 *et seq.* (Americans [w](#)ith Disabilities Act)

Cross References:

MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)
[MSBA Service Manual, Chapter 2, Transportation](#)

BA-3 at 1.00 FTE – Physical Education/Health & DAPE Teacher

TEACHER CONTRACT FOR MINNESOTA PUBLIC SCHOOL DISTRICTS

The School Board of Independent School District No. 361 of the State of Minnesota, International Falls, Minnesota, enters into this Contract, pursuant to M.S. 122A.40, as amended, with Kyle Schmidt, a legally qualified licensed teacher who agrees to teach in the public schools of said District as Physical Education/Health & DAPE Teacher for the school year 2022 to 2023.

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

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

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

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

7. In consideration thereof, the School Board agrees to pay said teacher the following annual salary:
 \$ 47,481.00 For basic services*
 \$ _____ For additional services as set forth in paragraph 6.
 \$ 47,481.00 Total salary, exclusive of fringe benefits

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

IN WITNESS WHEREOF, I have subscribed
my signature this 14 day of
July, 2022.

Teacher

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

School Board Chair

School Board Clerk

*FALLS HIGH SCHOOL
STUDENT HANDBOOK
2022-2023*



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	20	Lunch Detention.....	8
Assault.....	9	MCA Refusal to Participate.....	23
Assemblies	15	MCA Refusal to Part. Form.....	25
Attendance	7	Media Center.....	18
Attendance (Extra-Cir.).....	7	Medication	18
Background Check	17	MN Honor Society	20
Behavior Contract	13	M.S.H.S.L	20
Books & Fines.....	18	Music.....	20
Bullying and Harassment.....	9	Obscenity	9
Bullying Prohibition Policy.....	31	Officers.....	21
Bus Policy	22	One Act Play.....	20
Cafeteria	15	Open Study Hall.....	13
Canine Detection Services	13	Out of Town Trips.....	14
Cheerleading	20	Parent/Teacher Conferences.....	16
Class Schedule	17	Parking Regulations	14
Closed Noon Hour	15	PBIS.....	8
Daily Announcement.....	16	Pre-Excused Absence.....	8
Dances	16	Preface.....	3
Data Privacy Act	7	Prom	20
Detention.....	8	Physical Education Class.....	18
Directory Information	21	Race/Religious/Sexual Harass	21
Disciplinary Actions	12	Removal From Class.....	8
Disciplinary Guidelines.....	9	School Calendar	5
Disorderly Conduct.....	9	Searches.....	14
Distribution of Lit./Posters.....	17	Speech	20
Distribution of Non-School Material..	40	Student Council.....	17
District Harassment/Violence Policy..	26	Student on School Board.....	16
Dress Code	12	Suspension	8
Dropping Classes	13	Tardy Regulations	8
Early Dismissal Schedule.....	6	Technology/WIFI Use.....	17
Electronic Devices.....	11	Terroristic Threat	11
Emergency Contact.....	16	Testing Plan & Procedures.....	51
Extension List.....	4	Tobacco Violations	10
Fees	18	Transportation Safety Policy.....	43
Fire & Tornado Drills.....	14	Truancy	9
Fundraising.....	17	Unpaid Meal Charges Policy.....	37
Grading System.....	19	Vandalism & Theft.....	10
Grad. Requirements	18	Visitors	16
Hall Passes	16	Weapons.....	11
Hazing	16	Weather Policy	22
Health Service	18	Weighted Grades.....	19
Homebound Instruction.....	18	Welcome	3
Honor Policy.....	13		
Honor Roll.....	19		

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
Lisa West / Lisa Simon

Counselor
Thane Grewatz

Athletic Director
Bill Mason

Police Liaison
Josh Belleijo



PREFACE

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

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

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

ISD #361 Phone Extension List / Room Assignment 2022-2023

All Extensions Dial: (218) 283-2571

EXT	NAME	ROOM	EXT	NAME	ROOM	EXT	NAME	ROOM
1107	Anderson, Charlie	FHS 218	1194	Grover, Stacy	FHS 122	1239	Pavleck, Molly	FES 110
1282	Auran, Lisa	FES 106	1123	Hall Monitor	FHS 206A	1231	Pederson, Randi	NURSE FES/FHS
1153	Awe, Will	FHS 210	1164	Hamers, Katie	FHS 217	1242	Peterson, Paul	FES 112
1231	Bacon, Leah - NURSE	FHS/FES	1267	Hamilton, Jody	FES 4	1135	Peterson, Sarah	FHS 140
1147	Baron, Mandi	FHS 102	1168	Harnit, Nate	FHS 205	1126	Rolando, Don	FHS 119
1119	Blesi, Mike	FHS 221	1257	Hayward, Laura	FES 100	1152	Rudolph, Jeanna	FHS 209
1172	Boelk, Michelle	FHS 241	1169	Health Room	FHS 226	1120	Sandberg, John	FHS 113
1175	Boiler Room	FHS 141	1100	Heiss, Vicki	FHS Ofc	1234	Schmidt, Kyle	FES Gym
1312	Boyle, Jay	FHS 200	1279	Hemstad, Chris	FHS 107	1263	Schwartz, Angie	FES 2
1251	Boyle, Karli	FHS 203	1230	Hell, Jamie	FES Ofc	1125	Beth Shermoen	FHS 202
1103	Bright, Jordan	FES 108B	1185	Holt, Tom	FHS Ofc	1127	Simon, Lisa	FHS 120
1139	CADD Room	FHS 147	1181	Hopkins, Michelle	FHS 156A	1189	Smith, Cory	FHS Equip
1246	Casareto, Jenessa	FES 3	1182	Horne, Jennifer	FHS 122	1176	Slatinski, Bethanne	FHS 118
1122	Casareto, Tony	FHS 115/116	1275	Humbert, Laurie	FES Ofc	1148	Staples, Sarah	FHS 224
1271	Christianson, Ginger	FES 108A	1128	Jaksa, Carol	FHS 121	1151	Stenberg, Casey	FHS 221
1161	Christianson, Rosa	FHS 213	1183	Johnson, Barb	FHS Ofc	1124	Study Hall	FHS 206A
1233	Christianson, Rosa	FESgymofc	1236	Johnson, Shawn	FES 108	1302	Sullivan, Anne	ALC
1129	Com Ed Activity Rm	FHS 204	1254	Katrin, Jill	FES 206	1272	Swanson, Elsa	FES 104
1201	Conf Room FES	FES Ofc	1266	Kitchen FES	FES Caf	1170	Swanson, Elsa	FHS 229
1001	Conf Room FHS	FHS Ofc	1133	Kitchen FHS	FHS 135	1264	Talmage, Julie	FES 107
1121	Copy Room FHS	FHS 133A	1140	Koenig, Josh	FHS 150A	1232	Tate, Melissa	FES Ofc
1178	Copy Room WEE	FHS 100	1101	LaVigne, Kristie	FHS 106	1268	Taylor, Jenny	FES 1
1167	Cowman, Maria	FHS222	1160	Library-FHS	FHS LMC	1150	Telepresence Room	FHS 207
1265	Custodians FES	FES Cust	1237	Library-FES	FES LMC	1191	Thompson, Heidi	FHS 101
1134	Custodians FHS	FHS 137	1132	Line, Karla	FHS 130	1105	Toninato, Josie	FHS Ofc
1193	Dowty, Derek	FHS 114	1247	Little, Jeanne	FES 200	1163	Vang, Brandon	FHS 219
1260	Ebel, Heather	FES 103	1154	Mannausau, Alex	FHS 212	1113	Vollom, Tom	FHS 214
1262	Eldien, Brittany	FES 105	1138	Mason, Bill-AD	FHS Ofc	1108	Walls, Missy	FHS 104
1102	Erickson, Jen	FHS Ofc	1258	Mason, Terry	FES 101	1240	Wenberg, Jen	FES 111
1248	Erickson, Kevin	FES 201	1142	McDonald, George	FHS 155	1244	Wendt, Sara	FES 114
1269	Ettestad, Seth	FES 208B	1245	McDonald, Kim	FES 115	1157	West, Lisa	FHS 211
1158	Ettestad, Seth	FHS 100A	1166	McDonald, Michele	FHS 208	1243	Winkel, Katie	FES 113
1104	Everson, Tim	FHS Ofc	1186	McGonigle, Daniel	CE 157	1249	Wood, Nicci	FES 202
1280	Faculty Lounge FES	FES Ofc	1259	Morrison, Jill	FES 102	1144	Wood, Norman	FHS 201
1156	Faculty Lounge FHS	FHS 216	1238	Moss, Sasha	FES 203	1288	Youso, Laurie	FHS 112
1118	Forsythe, Val	FHS 215	1273	Nault, Tylyn	FES #116	1255	Zahradka, Ariana	FES 207
1271	Forsythe, Val	FESgymofc	1270	Nelson, Rebecca	FES208A	1252	Zika, Luke	FES 204
1110	Glowack, Marc	FHS Ofc	1253	Nemec, Marci	FES 205			
1106	Grewatz, Thane	FHS Ofc	1137	Olson, David	FHS 149			
1112	Grover, Kevin	FHS Ofc	1283	OT/PT	FES108			updated 8/25/21

Bronco Arena 283-2424 or 283-2571 ext. 1301
 ALC/Backus 283-5141 or 283-2571 ext. 1302
 Bus Garage 283-2050 or 283-2571 ext. 1300
 Falls Elementary Fax 218-283-3133
 Falls High School Fax 218-283-2384
 Central Office Fax 218-283-8104

INDEPENDENT SCHOOL DISTRICT NO. 361
INTERNATIONAL FALLS, MINNESOTA
2022-23 FALLS HIGH SCHOOL CALENDAR

TUESDAY	AUGUST 30	TEACHER IN-SERVICE/WORK DAY
WEDNESDAY	AUGUST 31	TEACHER IN-SERVICE/WORK DAY
WEDNESDAY	AUGUST 31	FHS 6 th Grade Orientation, 5:00-5:30PM
WEDNESDAY	AUGUST 31	FHS Meet the Teacher Night 6 th -12 th Grade, 5:30-7:30PM
THURSDAY	SEPTEMBER 1	TEACHER IN-SERVICE/WORK DAY
TUESDAY	SEPTEMBER 6	FIRST DAY OF CLASSES
MONDAY	OCTOBER 3	NO CLASSES – TEACHER WORK DAY
WEDNESDAY	OCTOBER 5	FHS MID-TERM REPORTS, 1 st Quarter
MONDAY	OCTOBER	FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.)
WEDNESDAY	OCTOBER	FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.)
THURSDAY	OCTOBER 20	NO CLASSES-EDUCATION MINNESOTA BREAK
FRIDAY	OCTOBER 21	NO CLASSES-EDUCATION MINNESOTA BREAK
MONDAY	NOVEMBER 7	NO CLASSES
FRIDAY	NOVEMBER 9	END OF FIRST QUARTER
THURSDAY	NOVEMBER 24	NO CLASSES-THANKSGIVING RECESS
FRIDAY	NOVEMBER 25	NO CLASSES-THANKSGIVING RECESS
MONDAY	DECEMBER 12	FHS MID-TERM REPORTS, 2 nd Quarter
WEDNESDAY	DECEMBER	FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.)
THURSDAY	DECEMBER 23	LAST DAY OF CLASSES BEFORE WINTER BREAK
TUESDAY	JANUARY 3	SCHOOL REOPENS
MONDAY	JANUARY 16	NO CLASSES - TEACHER IN SERVICE
MONDAY	JANUARY 23	END OF SECOND QUARTER/END OF FIRST SEMESTER
MONDAY	FEBRUARY 20	NO CLASSES - PRESIDENT'S DAY
WEDNESDAY	FEBRUARY 22	FHS MID-TERM REPORTS, 3 rd Quarter
TUESDAY	MARCH	FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.)
THURSDAY	MARCH 16	NO CLASSES – EXCHANGE DAY FOR CONFERENCES
FRIDAY	MARCH 17	NO CLASSES – EXCHANGE DAY FOR CONFERENCES
TUESDAY	MARCH 28	END OF THIRD QUARTER
FRIDAY	APRIL 7	NO CLASSES - GOOD FRIDAY
MONDAY	APRIL 10	NO CLASSES - SPRING BREAK
MONDAY	MAY 1	FHS MID-TERM REPORTS, 4 th Quarter
FRIDAY	MAY 26	LAST DAY FOR SENIORS
MONDAY	MAY 29	NO CLASSES - MEMORIAL DAY
THURSDAY	JUNE 1	LAST DAY OF CLASSES, END OF FOURTH QUARTER
FRIDAY	JUNE 2	TEACHER WORK DAY, LAST DAY FOR TEACHERS
SUNDAY	JUNE 4	2022 GRADUATION–3:00 PM

WEDNESDAY EARLY DISMISSAL SCHEDULE

Falls Elementary & West End Elementary Schools

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

Falls High School

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

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

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

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

ATTENDANCE

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

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

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

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

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

Attendance-Extracurricular Activities

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

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

Absences

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

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

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

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

Tardy Regulations

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

PBIS-Positive Behavioral Intervention Supports

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

Suspension

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

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

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

Detention

After-school detention is a disciplinary measure which is frequently used as a deterrent to several school rule infractions. When a student is assigned to detention, he/she is expected to have the time served on or before the date specified by the principal, or teacher. Students will follow all school rules while serving detention which includes no hats, electronic devices, and sleeping. Students are required to bring school work, and following directions of the detention supervisor. **If a student doesn't complete the specified hours of detention by the date due, he/she will be assigned a day of In School Suspension. 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 does not have a No Hat rule but teachers do have the authority to require students to remove hats, scarves or hoods during their classes.** 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, is failing a class, **or is not credit competent for his/her academic year**, administration reserves the right to revoke the open study hall privilege until deemed appropriate to reinstitute. Open Study Hall Applications may be picked up in the high school office the first week of school. Parents must stop in the FHS office to complete the form or a student may take the form with them to be notarized and returned to the office. The student must meet with Mr. Glowack to go over the form before open study hall is granted.

Dropping Classes (Electives)

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

Behavior Contract

A behavior contract is a **disciplinary** agreement between a student and a teacher. The agreement specifies the conditions that must be

met to remain in class or participate in a school field trip. **Failure to follow the conditions will result in removal from the class and/or trip and the grade will be recorded as “NC”, No Credit.** Students removed from class or a trip will be assigned to ISS and may be provided classroom assignments or work to strengthen their ability on the MCA tests and school academic goal.

Fire and Tornado Drills

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

Lock Down Drills

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

Lockers

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

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

Searches

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

Out of Town Trips

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

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

Parking Regulations

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

property. **The parking lot is school district property, therefore, student vehicles in the lot may be subject to search by administration if circumstances warrant.**

Assemblies

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

Closed Noon Hour/Leaving School Grounds

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

Cafeteria

Students who enroll in the District will be issued a food service account. Each student is assigned a unique four digit pin number along with a finger id using a touchpad finger reader. Do not share your pin number with other students. The student pin number needs to remain confidential as it allows the student to purchase food in the FHS Cafeteria. The finger id is a unique secure code to help ensure purchases are only made by the student assigned to the account. Anyone attempting to use an account number not their own will be subject to disciplinary measures. If you suspect your account privacy has been jeopardized, please contact the office to obtain a new pin number.

Students can check their food service account balance and purchases via Student Access in Skyward. Parents can view their student's food service account balance and purchases using Family Access in Skyward. District contact information for the Food Service Department is on the Districts website under Food Service.

Depositing Funds to Food Service Account:

Funds may be put on a student(s) meal account electronically via credit/debit or e-check through Family Access or the District's web store. Cash or check will be accepted in the FHS office Monday – Friday 8:00 am – 3:45 pm. Payments are posted and available to student accounts each day at 7:00 am, 11:00 am, 12:00 pm, 2:00 pm and 5:00 pm. Refer to the School Board Policy – 534 Unpaid Meal Charges for information regarding account balances, notifications and collections. This policy is located on the Districts Website under School Board – Policies - Students.

Ala Carte:

To purchase ala carte items a student must have a money available in their meal account. Purchases for ala carte items will be refused by the cashier when there is not enough money in the student(s) account to pay for the entire ala carte purchase. Ala carte items are considered to be beverages including a second milk, snacks, a 2nd entrée or a 2nd meal purchase. Students who do not have access to Student Access online may inquire about their account balance in the FHS office or with the cashier before making an ala carte purchase.

Breakfast & Lunch:

Parents, families or guardians who feel they may qualify for meal benefits need to complete a meal benefit application for the 2022-2023 school year. This form is required to be completed each year. The District receives assistance from the state and federal grants based on the number of qualifying meal applications on file. This funding is very important for the District as it enables additional funding for educational programs like the Title I program.

Breakfast is served from 8:00 am – 8:25 am at the high school each school day; Lunch times vary depending on class schedule.

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.
- 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.
- K. Be respectful to cafeteria staff.

****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. 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. Daily live announcements can be viewed on the Falls High Journalism YouTube page.

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.

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.

Student on the School Board

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

2022-2023 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

2022-2023 STUDENT COUNCIL MEMBERS

Advisor: Brandon Vang

EXECUTIVE BOARD MEMBERS:

President: Mitchell Erickson Treasurer: Kelby Anderson
 Vice President: Lila Wood Historian: Karsen Korpi Secretary: Jillian Bilben

~2021-22 Falls High Student Council Members~					
7 TH GRADE	8 TH GRADE	9 TH GRADE <i>Freshmen</i>	10 TH GRADE <i>Sophomores</i>	11 TH GRADE <i>Juniors</i>	12 TH GRADE <i>Seniors</i>
Leah Boe	Max Youso	Cheznee Skrien	Lila Wood	Mitchell Erickson	Ellen Windels
Aubrey Eide	Andy Davenport	Lachlan Reiners	Landan Snyder	Jillian Bilben	Emma Saxton
Tenley Thompson	Linnaea Yount	Olivia Spry	Macy Zika	Kelby Anderson	Rebecca Drift
Wesley Weyrauch	Alyana Koenig			Kimberly Schutt	
Rena Gedde	Karlyann Bennett			Karsen Korpi	
Mackenzie Minnick				Adley Deedrick	
Savannah Lane				Wyatt Randal	

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
			Trap
• Girls' Sports:	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
	Volleyball	Basketball	Track
	Cross-Country	Hockey	Softball
	Swimming		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. **Tenth grade students can attend prom but only if asked by a FHS junior or senior student; the 10th grader must be the date of a 11th or 12th grade student.** 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

The One Act Play provides a drama opportunity for students under the guidance of an advisor. Students will be involved in acting/performing, stage set up, lighting and costume design.

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>

Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.



(education.mn.gov >
Students and Families >
Programs and Initiatives >
Statewide Testing)

Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20__ to 20__ school year.)



Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: ____/____/____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

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/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

Updated April 21, 2022 - Page 2 of 2

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
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)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

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)

Adopted: _____

MSBA/MASA Model Policy 902

Orig. 1995

Revised: _____

Rev. 2022~~12~~

902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES

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

IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

- A. The school board may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.
- B. Requests for use of school facilities by community groups or individuals shall be made through the school district administrative office. The administration will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.
- C. The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities. A rental fee schedule, deposit or surety bond schedule, and payment procedure shall be presented for review and approval by the school board.
- D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made to find acceptable alternative meeting space.

V. USE OF SCHOOL EQUIPMENT

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

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

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

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; [Uses For School and Nonschool Purposes; Closings](#)) ~~Access for Noncurricular Purposes~~

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

INTERNATIONAL FALLS PUBLIC SCHOOLS, INDEPENDENT SCHOOL
DISTRICT NOISD . #361
INTERNATIONAL FALLS, MN 56649

RENTAL AND USE FEE SCHEDULE S AND GUIDELINESFOR NON-SCHOOL EVENTS
Addendum to Policy 902 – Use of School District Facilities and Equipment

It is the philosophy of ~~ISD 361~~ the School District (District) that school facilities ~~shall~~ will have as their first priority use ~~by the to provide the facility support for ISD 361 programs~~ District's programs, ~~the purpose for which they were built.~~ It is also The District ISD 361's philosophy supports that when the school facilities, ~~are when not in used use by for ISD 361 District programs~~ the school facility, ~~shall be accessible to the ISD 361 community~~ at no extra cost or liability to the District.

School facility rental and ~~use for non-ISD 361 program purposes~~ shall require payment of fees as per the fee schedule, a certificate of liability insurance as required by MS §466.04 including language the policy may not be canceled without 10 days prior written notice and names International Falls Public Schools as additional insured, users must follow all facility use rules and adhere to provisions in the Facility Agreement.

The District may enter into separate rental agreements upon request for facility rental by an individual, group or business when the event involves rental for an extended period of time. evidence of school district indemnification relative to use liability, and written authorization of use by school administration. Administrative authorization assures that appropriate fees have been collected and insurance indemnification documents are on file with school administration. Use request forms shall assure that the signatories understand and consent to all conditions of ISD 361 facility use.

The Community Education Department is responsible to administer the facility use and rental process for the school district.

FACILITY USE AND RENTAL FEE SCHEDULE:

<u>Rates are per hour:</u>			
<u>Space / Location</u>	<u>Group C</u>	<u>Group D</u>	<u>Group E</u>
<u>Classrooms</u>	<u>\$0</u>	<u>\$26</u>	<u>\$35</u>
<u>FES Library</u>	<u>\$0</u>	<u>\$26</u>	<u>\$35</u>

<u>FES Cafeteria (non kitchen)</u>	<u>\$0</u>	<u>\$26</u>	<u>\$35</u>
<u>FHS Library</u>	<u>\$0</u>	<u>\$26</u>	<u>\$35</u>
<u>FHS Cafeteria (non kitchen)</u>	<u>\$0</u>	<u>\$26</u>	<u>\$35</u>
<u>Bronco Arena (in season)</u>	<u>to be determined</u>	<u>to be determined</u>	<u>to be determined</u>
<u>Bronco Arena (off season)</u>	<u>to be determined</u>	<u>to be determined</u>	<u>to be determined</u>
<u>FES Gym</u>	<u>\$0</u>	<u>\$38</u>	<u>\$50</u>
<u>FHS Gym</u>	<u>\$0</u>	<u>\$38</u>	<u>\$50</u>
<u>Pool</u>	<u>\$25</u>	<u>\$38</u>	<u>\$50</u>
<u>FACS Room</u>	<u>\$0</u>	<u>\$26</u>	<u>\$35</u>
<u>Track</u>	<u>\$0</u>	<u>\$45</u>	<u>\$60</u>
<u>Baseball Field</u>	<u>\$0</u>	<u>\$45</u>	<u>\$60</u>
<u>Softball Field</u>	<u>\$0</u>	<u>\$45</u>	<u>\$60</u>
<u>Football Practice Field</u>	<u>\$0</u>	<u>\$45</u>	<u>\$60</u>
<u>Football Stadium</u>	<u>\$0</u>	<u>\$90</u>	<u>\$120</u>
<u>Concession Stand Baseball</u>	<u>to be determined</u>	<u>to be determined</u>	<u>to be determined</u>
<u>Concession Stand Track</u>	<u>to be determined</u>	<u>to be determined</u>	<u>to be determined</u>
<u>Concession Stand Football</u>	<u>to be determined</u>	<u>to be determined</u>	<u>to be determined</u>
<u>Concession Stand Arena</u>	<u>to be determined</u>	<u>to be determined</u>	<u>to be determined</u>

Additional costs for custodial, technical, food service and supervision support will be assessed based on the amount of time and services required. The facility agreement will provide an estimate of costs then an invoice will be sent after the event with actual costs.

— U S E R F E E S

_____ Non-profit state/Federal _____ For-profit groups and
 _____ Recognized youth groups. _____ Individuals
 _____ Civic groups

Classrooms _____ \$0 + event specific costs _____ \$15 + event specific costs

Cafeteria (non-kitchen) _____ \$20/hr + event specific costs _____ \$35/hr + event specific costs

Gymnasium _____ \$30/hr + event specific costs _____ \$45/hr + event specific costs

Arena (non-ice) _____ \$35/hr + event specific costs _____ \$55/hr + event specific costs

Arena (ice) _____ \$45/hr + event specific costs _____ \$75/hr + event specific costs

Pool _____ \$25/hr + \$15/hr for each _____ \$50/hr + \$15/hr for each

_____ lifeguard @ 25:1 ratio _____ lifeguard @ 25:1 ratio

All facility use, both non-profit youth and civic, and for-profit individuals or groups, shall be responsible for any and all event specific costs over and above the facility use fee. These specific costs in terms of personnel costs, maintenance and operation costs, etc. will be charged by the ~~school-d~~District on an ~~strict~~ expenditure re-capture basis.

~~All facility use requests, approvals, scheduling and fee collections shall be conducted by the Community Education Department.~~

Effective February 1, 2007

PAYMENT POLICY:

Payment is due within 15 days of invoice date.

A late fee of \$25 will be charged for invoices past due at 45 days. Unpaid invoices will be turned over to collections and the user/group will be denied future facility rental requests.

Charges for additional fees ~~charged will be charged~~ by the hour, setup/clean up fees or fees for damages will be billed after the event and are due within 15 days of invoice date.

REFUND POLICY:

Cancellation requests provided no less than 5 working days prior to the event will be refunded less a \$10 processing fee. Failure to provide this advance notice will result in a charge rate of \$25 plus any scheduling fees.

CANCELLATION POLICY:

~~Cancellation requests provided no less than 5 days prior to the event will be refunded less a \$10 processing fee.~~

An approved rental agreement is shall not be considered by the holder as a lease. The District reserves the right to cancel or revoke any permit at any time with or without cause. In the event of such a cancellation or revocation, there shall be no claim or right to damages or compensation of any loss, damage or expense whatsoever.

Class cancellations by the District due to weather, staffing or building emergency that cannot be rescheduled will be fully refunded to the requestor.

GROUP CATEGORIES:

Priority Groups for Facility Use. The following are the group categories in order of priority for use of school facilities. All District programs take priority over facility rental and use by outside groups.

<u>CATEGORY</u>	<u>DESCRIPTION</u>	<u>FEE BASE</u>	<u>INSURANCE</u>	<u>HOLD HARMLESS</u>
<u>Group A - has highest priority when scheduling facilities</u>	<u>All District school related activities outside of school hours such as conferences, musical events, athletic/extra-curricular events, staff and committee meetings, staff development activities, workshops, and Recreation Commission sponsored activities</u>	<u>No charge for facility, except possibly for staff support if required after regular work hours.</u>	<u>Covered by District insurance</u>	<u>Hold harmless agreements is required for school sponsored activities where risk of injury is a potential.</u>
<u>Group B - has second highest priority over scheduling facilities</u>	<u>Community Education directed classes and activities</u>	<u>No charge for facility, except possibly for staff support if required during non-work days or beyond regular scheduled hours.</u>	<u>Comm.Ed classes are covered by District insurance, except for those provided through an independent contractor.</u> <u>Classes taught by an independent contractor will require the independent contractor to provide the District with certificate of insurance in accordance with MS 466.04.</u>	<u>Hold harmless agreements is required for school sponsored activities where risk of injury is a potential.</u>

<p><u>Group C</u></p>	<p><u>Includes all athletic associations (excluding Recreation Commission), city or county, political groups, special interest groups, booster clubs and governmental agencies serving primarily school district residents.</u></p>	<p><u>Facility charge will be assessed according to fee schedule, and additional charges may apply for supervision, custodial and technical support which is needed exclusively for the event will be assessed</u></p>	<p><u>Certificate of Insurance in accordance with MS 466.04 covering facility rental time period; May waive insurance for booster clubs if they are using meeting space only for club/parent meeting or athletic team & parent event.</u></p>	<p><u>Hold harmless agreement is not necessary if school district is not the sponsor of the activity.</u></p>
	<p><u>Parent teacher organizations, Falls Education Foundation and employee unions</u></p>	<p><u>No charge for facility if during regular building hours, and no setup or additional services needed.</u></p>	<p><u>Insurance certificate covering facility rental time period when holding a community event.</u></p>	
<p><u>Group D</u></p>	<p><u>For profit and/or private groups which provide educational, civic, recreational or charitable activities. Includes religious organizations, colleges and universities, nonprofit 501(c)(3) groups not comprised of the majority of school district residents, volunteers coaching athletic teams not sanctioned by area athletic associations and includes volunteers coaching teams in which the team is not solely comprised of school district participants.</u></p>	<p><u>Facility charge will be assessed according to fee schedule, and additional charges may apply.</u></p>	<p><u>Certificate of Insurance covering facility rental time period.</u></p>	<p><u>No</u></p>

<u>Group E</u>	<u>Activities offered by individuals, private agencies, federal agencies, companies and vendors that use school district facilities for commercial purposes, training or profit purposes.</u>	<u>Facility charge will be assessed according to fee schedule, and additional charges may apply.</u>	<u>Certificate of Insurance covering facility rental time period.</u>	<u>No</u>

ISD 361 SCHOOL DISTRICT FACILITY USE RULES

1. A Certificate of Liability Insurance is required to be provided to Community Education) in accordance with MN State Statute §466.04. The certificate of insurance is to include language the policy may not be canceled without 10 days prior written notice and names International Falls Public Schools as additional insured.
2. Custodial services required beyond the regular schedule will be assigned and charged at the hourly custodial rate to the user.
3. All accidents/incidents must be reported to Community Education within 24 hours.
4. Any person or organization requesting use of school facilities shall not advertise the event until receiving an approved permit from the school district.
5. Any changes to the proposed use after a permit is issued must be submitted to the Community Education Office for review and approval.
6. Rental agreements are non-transferable. Users are expected to adhere to the stated hours and intended use as stated on the permit. Subletting is not permitted.
7. Superintendent may reject any application or rescind any agreement for facilities use when the activity is inconsistent with the educational goals of the District or when the activity is likely to cause bodily harm or property damage.
8. The District complies with all federal, state, and local equal opportunity laws and regulations prohibiting discrimination in the use of school facilities. Users of District facilities agree that the user will not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, and familial status, status with regard to public assistance, sexual orientation, or disability.
9. All groups are required to provide adult supervision for all activities. The person(s) supervising activities must be in the facilities with the group at all times. The group leader is responsible for both participants and spectators. All children must be under direct parent/leader supervision.
10. School kitchen facilities may not be used without prior written approval from the Food Service Director, and agreement for payment of the appropriate additional fees. A District food service employee must be present when school kitchen facilities are used. Cost of the food service employee will be charged to the user at the food service hourly rate.
11. Users agree to comply with the Facility Use Agreement's provisions regarding alterations and decorations in school district facilities.

12. Users are responsible for and agree to pay for injury to persons or damage to school facilities or equipment arising out of user's use of school facilities as set forth in the Facility Use Agreement.
13. Users agree to comply with and abide by the insurance and indemnification provisions in the Facility Use Agreement.
14. User will be responsible for any and all costs associated with false fire alarm operation.
15. In accordance with School Board Policy 418 – Drug Free Workplace Drug Free School, alcoholic beverages or liquor are not permitted on District property.
16. In accordance with School Board Policy 419 – Tobacco Free Environment all District facilities are smoking, tobacco or vaping free. Use of these products on District property is prohibited.
17. In accordance with School Board Policy 501 – School Weapons Policy, Weapons may not be brought onto school property except as permitted under federal and state law and school district policies.
18. In accordance with School Board Policy 535 – Service Animals in School, service animals are permitted in or on District facilities or grounds. No other animals are permitted without the school district's written permission. The Americans with Disabilities Act (ADA) and Minnesota law allow service animals to accompany persons with disabilities in or on ISD facility or grounds.
19. Flammable substances may not be used in or on District buildings or grounds.
20. No food or beverage including water will be allowed in the gymnasiums.
21. All areas are to be left in the same order and condition in which they were found.
22. Do not open any windows or prop open any entry doors to the building.
23. All food service concessions or potlucks on school district grounds are required to be compliant with the Minnesota Department of Health Food Service Code. At home prepared food or baked items may not be sold.
24. Users renting the FACS room 130 must also adhere to the FACS Room Use Guidelines
25. Reference School Board Policy 902 – Use of School District Facilities and Equipment

**INDEPENDENT SCHOOL
DISTRICT 361**

INTERNATIONAL FALLS HIGH SCHOOL



**2022 – 2023
BRONCO ACTIVITIES
HANDBOOK**

Bronco Activities Handbook

Table of Contents

I.	THE ADMINISTRATION OF INTERSCHOLASTIC ATHLETES	1-2
	Statement of Philosophy	1
	Objectives	1
	Administrative Organization	1
	Affiliations	2
II.	TITLE IX (ELIMINATION OF SEX DISCRIMINATION IN ACTIVITIES PROGRAMS)	2-5
	Intramural, Club, and Interscholastic Activities	2-4
	Codes of Conduct (including dress codes) and Other Regulations Governing the Students	4
	Honors and Awards	4
	Employment	4-5
III.	STAFF RESPONSIBILITIES	5-13
	Superintendent	5
	High School Principal	5
	Activities Director	5-7
	Requirements for Coaching	7-8
	Coaching Expectations and Responsibilities	8-11
	End of Seasonal Obligations	11
	Coaches Area of Responsibility	11-12
	Evaluations	13
IV.	BUSINESS POLICIES PURSUANT TO ACTIVITIES	13-21
	Annual Equipment Budgets	13
	Purchasing	14
	Medical Policy	14
	Injury Insurance Protection	14
	Transportation of Player Personnel	14-15
	Transportation of Spectators	15
	Inclement Weather Policy/Athletics	15-16
	Use of School Vehicles	16
	Tournament Play	16
	Ticket Information	16
	Awards Programs	17
	The School Letter - Varsity Competition	17-19
	Activity Practices and Games	19
	Cost for Activity Meals and Lodging	19
	Scheduling of Events	20
	Officials Hiring Practice	20
	Behavioral Expectations of Athletes	20
	Suspension Procedure	20
	Use of Activity Facilities	20-21
	Coach's Annual Report	21
	Coach's State Tournament Policy with a Team or Individual Athletes Qualifying	21
	School Attendance of Athletes	21-22

	Letter Jacket Policy	22
	Academic Lettering Policy	22
V.	NON-ATHLETIC ACTIVITIES	22-28
	Cheerleaders	22-24
	Band, Pep Band	24
	Junior/Senior Prom	25
	Figure Skating	25
	Rules of Rental of School Facilities for Dances by Outside Groups	25-26
	Speech	26-27
	Student Council	27
	Knowledge Bowl	27-28
	Minnesota Honor Society	28
	One Act Play	28
VI.	MEDIA POLICY	28-29
	Newspaper	29
	Radio	29
	Television	29
VII.	WEIGHT ROOM AND WHIRLPOOL POLICY	29
VIII.	CHAPERONE DUTIES	30
IX.	SCHOOL POLICY REGARDING STUDENT COMPETITION AT THE NATIONAL LEVEL	30
X.	ACTIVITY FEE SCHEDULE	30-31
XI.	EXTRA-CURRICULAR SALARIES	31
XII.	EXTRA-CURRICULAR AND CO-CURRICULAR ACADEMIC ELIGIBILITY POLICY	32
XIII.	DIRECTORY OF ACTIVITIES AND PERSONNEL	32-33
XIV.	SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY	33-34
	General Statements of Policy	33
	Sexual Harassment/Sexual Violence Defined	33-34
	Reporting Procedures	34

BRONCO ACTIVITIES HANDBOOK

I. THE ADMINISTRATION OF INTERSCHOLASTIC ATHLETICS

A. *Statement of Philosophy*

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

B. *Objectives*

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

C. *Administrative Organization*

BOARD OF EDUCATION

SUPERINTENDENT

DIRECTOR OF MAINTENANCE

SENIOR HIGH PRINCIPAL

BUILDING CUSTODIANS
(Fall under Director of Maintenance)

OTHER PRINCIPALS AND/OR
ADMINISTRATIVE DESIGNEE

DIRECTOR OF ATHLETICS/ACTIVITIES

ATHLETIC Administrative Assistant

ARENA MAINTENANCE AND CUSTODIANS

EQUIPMENT MANAGERS

GROUNDS KEEPER

COACHES 1, 2, 3, 4, ETC.

ASSISTANT COACHES

D. *Affiliations*

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

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

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

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

1. Basic Principles

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

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

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

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

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

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

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

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

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

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

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

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

III. STAFF RESPONSIBILITIES

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

B. *The High School Principal*

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

C. *The Activities Director*

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

department.

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

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

D. *Requirements for Coaching*

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

employment of coaching personnel.

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

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

E. *Coaching Expectations and Responsibilities*

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

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

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

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

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

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

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

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

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

F. *End of Seasonal Obligations*

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

G. *Coaches Area of Responsibility*

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

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

H. *Evaluations*

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

IV. BUSINESS POLICIES PURSUANT TO ACTIVITIES

A. *Annual Equipment Budgets*

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

B. *Purchasing*

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

C. *Medical Policy*

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

D. *Injury Insurance Protection*

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

E. *Transportation of Player Personnel*

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

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

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

2. Master Transportation Schedule

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

F. *Transportation of Spectators*

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

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

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

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

G. *Inclement Weather Policy/Athletics*

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

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

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

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

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

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

On those days that school is optional for students, student-athletes must be in attendance for at least ½ day in order to participate in practice or contest that evening.

H. *Use of School Vehicles*

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

I. *Tournament Play*

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

J. *Ticket Information*

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

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

L. *The school Letter – Varsity Competition*

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

BOYS:

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

GIRLS:

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

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

j. TRACK (BOYS):

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

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

k. TRACK (GIRLS):

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

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

l. VOLLEYBALL:

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

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

2. Coaches may decide to award letters to athletes under the following circumstances:
 a. An athlete is injured during the season.
 b. An athlete has faithfully participated in the sport for two or more years, one year being the

senior year.

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

M. *Activity Practices and Games*

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

N. *Cost for Activity Meals and Lodging*

1. No provision for athletes' meals and lodging is made except when reimbursed for State competition.
2. Events requiring overnight lodging should not be scheduled; however, special arrangements should be made if it becomes necessary.
3. Activity teams contemplating eating meals enroot to an event should incorporate the time

needed into their departure and game site arrival times. Eating a team meal in town prior to departure is not allowed. If a coach feels there are special circumstances making this necessary, permission must be received from the High School Principal.

O. *Scheduling of Events*

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

P. *Officials Hiring Practices*

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

Q. *Behavioral Expectations of Athletes*

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

R. *Suspension Procedure*

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

S. *Use of Activity Facilities*

1. Policy of Board of Education:

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

T. *Coach's Annual Report*

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

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

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

V. *School Attendance of Athletes*

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

leave the school grounds without permission.

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

X. *Academic Lettering Policy*

1. Eligibility

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

2. Point Criteria

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

V. NON ATHLETIC ACTIVITIES

A. *Cheerleaders*

1. Cheerleader Squad Composition

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

2. Cheerleader Practice and Game Policies

- a. Practice days and times will be set by the advisors.
- b. Football cheerleader practice starts three weeks before the first game or scrimmage. Fall sports participants are not required to attend winter sport practice until their season is complete.

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

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

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

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

B. Band and Pep Band

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

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

C. Junior-Senior Prom

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

D. Figure Skating

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

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

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

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

F. Speech

1. Expectations and responsibilities for students participating in Speech.
 - a. Practices (meetings)
 - (1) Practice (meeting) times will be set by the coach or advisor.
 - (2) Students are to be on time for each practice (meeting) and are expected to be able to stay for the *entire* practice (meeting).
 - (3) During practice (meetings), students are to be respectful of the coach/advisor and team members. When critiquing a team member, it must be done in a positive and productive manner

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

2. Awards

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

G. Student Council

H. Knowledge Bowl

1. Expectations and responsibilities for students participating in Knowledge Bowl.
 - a. Practices (meetings)
 - (1) Practice (meeting) times will be set by the coach or advisor.

- (2) Students are to be on time for each practice (meeting) and are expected to be able to stay for the entire practice (meeting).
 - (3) During practice (meetings), students are to be respectful of the coach/advisor and team members.
 - (4) If a student misses or knows they will be gone for a practice (meeting), they must notify the coach/advisor. Failure to do this could result in an unexcused absence and may limit participation in future meets.
 - (6) If a student needs to leave a practice (meeting) early, they need to discuss this with the coach/advisor prior to the practice (meeting) **NOT** during the practice (meeting) or as they get up to leave. Failure to do this could result in that practice (meeting) attendance not being counted.
- b. Commitment to a Speech Meets and Tournaments
- (1) The coach/advisor will have the final decision on who will attend meets.
 - (2) Students will receive a schedule of the Speech Meets and Tournaments. For senior high, these start in January and end in April. Students are **expected** to participate in **ALL** scheduled meets. It is the student's responsibility to give this information to their parents or guardians so they are also aware of these dates and can plan accordingly.
 - (3) Dress code for meets is either a business casual outfit or Bronco attire. Team attire is preferred. All clothing must be clean, free of profanity or vulgarity and school appropriate in regards to fit. Students should consider they are representing Falls High School and dress appropriately.
 - (4) Students must compete in all three regular season meets to compete in subsections or sections. The coach/advisor may waiver this with extenuating circumstances; however, the student must meet the coach/advisor if a waiver is needed.
 - (5) Prior to a student competing in subsections they need to make sure they do not have a conflict with the date of sections and state. If a student advances, they are expected to compete.
 - (6) While traveling to and from a Speech meet and while competing, students are expected to be a good representation of Falls High School.

2. Awards

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

I. Minnesota Honor Society

G. One Act Play

VI. MEDIA POLICY

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

1. Newspaper policies:
 - a. All print media personnel are to be admitted to all school public events without admission if they are covering the event.
 - b. School officials should cooperate with the media to make statistics and appropriate materials available for articles being written.
2. Radio
 - a. All local radio stations must have permission to broadcast any school activity live or by delayed broadcast. The broadcast rights are the exclusive property of the School District and can be used only as specified.
 - b. All stations receiving permission to broadcast school events must, at their own expense, provide for their own equipment, phone hookups, and special facilities. Special installations must be approved by the School District.
 - c. Broadcasts by out of town radio stations are allowed if they request permission and if space is available. All equipment, phone hookups and special arrangements are to be made at the radio stations own expense.
3. Television
 - a. The School District reserves all rights to the complete televising of all school events and may be done only upon written request of the station televising.
 - b. The partial televising of school events is encouraged if done at the expense of the television station.
 - c. The School Board reserves the right to charge for the televising of any school activity.
 - d. The television station shall be responsible for all expenses connected with the producing and televising of the event.
 - e. Recorded school events may be used for delayed broadcast on cable television with permission from the School District.
 - f. If adequate space is not available for those agencies who wish to televise an event, the person in charge of the event shall make the decisions as to who shall have the opportunity to televise the event.
 - g. The School District will cooperate with the Minnesota State High School League in the broadcasting of their events and will comply with their policies.

VII. WEIGHT ROOM AND WHIRLPOOL POLICY

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

VIII. CHAPERONE DUTIES

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

IX. SCHOOL POLICY REGARDING STUDENT COMPETITION AT THE NATIONAL LEVEL

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

X. ACTIVITY FEE SCHEDULE

ATHLETICS

VARSITY & "B/C/JV"

Boys' & Girls' Hockey	\$ 87.50
Boys' & Girls' Basketball	\$ 87.50
Football	\$ 87.50
Boys' & Girls' Swimming	\$ 75.00
Boys' & Girls' Cross Country	\$ 75.00
Boys' & Girls' Track	\$ 75.00
Boys' & Girls' Golf	\$ 75.00
Volleyball	\$ 75.00
Baseball	\$ 75.00
Softball	\$ 75.00
Trap Club	Determined by Trap Boosters
Bowling Club	Determined by Bowling Boosters
Managers for above sports	no cost
 NON ATHLETICS	
Cheerleaders	\$ 37.50
Speech	\$ 37.50
Knowledge Bowl Varsity- Grades 9-12	\$ 37.50
Math Team	\$ 37.50
One Act Play	\$ 37.50
Knowledge Bowl JH Grades 7-10	\$ 25.00
MHS Induction Fee	\$ 25.00

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

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

REFUNDS: Refunds will be made for the following reasons:

- (1) Injury or illness – must be substantiated by physician's statement.
- (2) Moving out of the district
- (3) Cut from the squad by the Coaches.

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

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

XI. EXTRA-CURRICULAR SALARIES

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

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

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

State High School League rules and the following criteria:

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

LEGAL REFERENCE:

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

XIII. DIRECTORY OF ACTIVITIES AND PERSONNEL

A. *Administration*

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

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

XIV. SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY

A. *General Statements of Policy:*

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

B. *Sexual Harassment/Sexual Violence Defined*

1. Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - (a) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
 - (b) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - (c) That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating hostile or offensive employment or education environment.
2. Any sexual harassment as defined when perpetrated on any student or employee will be treated as sexual harassment under this policy.
3. Sexual harassment may include but is not limited to:
 - a. verbal harassment or abuse;
 - b. subtle pressure for sexual activity;
 - c. inappropriate patting or pinching;
 - d. intentional brushing against a student's or an employee's body;
 - e. demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
 - f. demanding sexual favors accompanied by implied or overt promises of preferential

- treatment with regard to an individual's employment or educational status.
- g. any sexually motivated unwelcome touching; or
 - h. sexual violence which is a physical act of aggression that includes a sexual act or sexual purpose.

C. Reporting Procedures

1. Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the School District, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to an appropriate School District official as designated by this policy.
2. The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office.

INDEPENDENT SCHOOL DISTRICT NO. 361

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

Independent School District #361

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

July 14, 2022

TO: School Board

FROM: Stacy Grover, Business Manager

SUBJECT: Meal Price Increases for School Year 2022-2023

School Board Members,

Under the USDA Paid Lunch Equity requirements we are required to review our adult meal prices for the upcoming school year. At this time our adult meal prices meet the pricing standard, therefore, we are not recommending any adult meal price increases for the school year 2022-2023.

Under the USDA Paid Lunch Equity for school year 2022-2023 we are required to reevaluate student first quantity meal prices for breakfast and lunch. Based upon current guidance, projected ending fund balance for fiscal year 2022, the discontinuance of free meals and increase students who are in need of food we are not recommending any student meal increases for the 2022-2023 school year.

Attached for your review is the meal pricing schedule being recommended.

Thank you.

Cc: Karla Olson-Line, Food Service Director
Michelle Hopkins, Food Service Coordinator

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



**ISD 361 Meal Pricing
School Year 2022-2023**

			Full Paid Meals		Free and Reduced Meals	
	Grade Level	Meal Type	1st Qty	2nd Qty	1st Qty	2nd Qty
Student Pricing:	PreSchool:	Breakfast	\$ 2.00	\$ 2.10	\$ -	\$ 2.10
		Lunch	\$ 2.55	\$ 2.65	\$ -	\$ 2.65
	Kindergarten:	Breakfast	\$ -	\$ 2.10	\$ -	\$ 2.10
		Lunch	\$ 2.55	\$ 2.65	\$ -	\$ 2.65
	1st - 5th:	Breakfast	\$ 2.00	\$ 2.10		\$ 2.10
		Lunch	\$ 2.55	\$ 2.65	\$ -	\$ 2.65
	6th:	Breakfast	\$ 2.10	\$ 2.35	\$ -	\$ 2.35
		Lunch	\$ 2.65	\$ 2.90	\$ -	\$ 2.90
	7th-12th:	Breakfast	\$ 2.10	\$ 2.35	\$ -	\$ 2.35
		Lunch	\$ 2.65	\$ 2.90	\$ -	\$ 2.90

		Meal Type	1st Qty	2nd Qty
Adult and Guest Pricing:	Adults:	Breakfast	\$ 3.35	\$ 3.35
		Lunch	\$ 4.00	\$ 4.00
	Student Visitor:	Breakfast	\$ 3.35	\$ 3.35
		Lunch	\$ 3.60	\$ 3.60

**ISD 361 Meal Pricing
School Year 2022-2023**



PURCHASE OF SERVICE AGREEMENT FOR THE TRANSPORTATION OF CHILDREN AND YOUTH IN
FOSTER CARE PLACEMENT

This Agreement is entered into by and between International Falls School District 361 (hereinafter referred to as the District) and Koochiching County.

WHEREAS, the parties desire for the District to provide certain transportation services for students in foster care placement under the terms and conditions hereinafter set forth;

WHEREAS, pursuant to the Elementary and Secondary Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), youth placed in a foster care placement will remain enrolled in their school of origin, unless a determination is made that it is not in their best interest. Best interest factors include timeliness, consideration of the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of placement.

WHEREAS, the term foster care is defined as 24-hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions and pre-adoptive homes. This definition is consistent with the Fostering Connections Act (45 CFR 1355.20).

WHEREAS, pursuant to the Elementary and Secondary Act (ESEA), as amended by the Every Student Succeeds Act, the District is required to collaborate with child welfare agency to develop and implement procedures for how transportation for youth in foster care will be provided, arranged and funded, including the use of child welfare funding to cover costs for such transportation provided by the District and Koochiching county agree to share the costs of the transportation. This agreement outlines the developed agreement about shared costs of transporting youth in foster care to and from school.

NOW, THEREFORE, in consideration of the mutual terms and conditions contained herein, it is agreed by and between the parties hereto as follows:

1. TERM:

The term of this Agreement shall be in effect from July 1, 2022— June 30, 2023

2. EDUCATIONAL PLACEMENT DECISIONS:

Koochiching County is responsible for determining appropriate education placement and the presumption should be that the child will remain in the school of origin to provide school stability and educational continuity for the child, unless contrary to the child's best interests. Koochiching County and/or representative of the school in which the child is currently enrolled will work with the Koochiching County foster care contact to determine, based on the child's best interest, whether the child should remain in the school of origin or consider a transfer to the local zoned school for the child's new residence.

If Koochiching County considering moving a child to a new educational placement, Koochiching

County will have a phone consultation with the school contact prior to gathering input about the best interests of the child in relation to their school placement. Koochiching County and District Transition Education Services Liaison responsible for students in foster care will work collaboratively to inform this school placement decision-making process. The school will provide information about the appropriateness of the child's current educational placement. Koochiching County shall take into consideration this information and other best interest factors found in paragraph three in making educational decision. The District Transition Education Services Liaison and /or a representative of the school in which the child is enrolled will be asked to participate in the meeting, either by phone or in person. Koochiching County will identify a point of contact from the agency to work directly with the District Transition Education Services Liaison to ensure a smooth transition.

3. BEST INTEREST FACTORS:

When considering placement the following best interest factors should be considered: ●

The student's age

- The school attended by the student's siblings ● Length of time student is expected to remain at the current placement and the possible location of housing intended to be long-term
- Distance of commute and the impact it may have on the student's education and other student-centered, transportation-related factors, including travel time
- The preferences of the student, the birth parents or prior custodians as appropriate, and the students foster care parent(s) or current placement provider
- School stability and educational continuity e Time remaining in in the academic year
- Personal safety, attendance, academic progress and social involvement of the students in the current school
- The impact transferring the student to a new school may have on his or her needs and progress academically, emotionally, socially and physically
- Availability of classes to avoid credit loss and for timely graduation or promotion ● Documentation of the best interest determination shall be maintained in the Koochiching County case file and student's cumulative record.

4. SERVICES

Transportation Services will be provided by the District in the following manner:

- a. Students who are able to be transported to school on an existing route: When feasible, students placed in foster care will be transported to school on an existing bus route. Feasibility considerations will include the location, length of bus ride, space available on the route and availability of any needed accommodations. District will cover the associated costs.
- b. Students who have an IEP indicating the need for specialized transportation: If students are residing and attending school within the District, the District will assume costs required for transporting the student to school. District will cover the associated costs.
- c. Students who are unable to be transported on an existing route: If a route does not exist or is not a feasible option for the student placed in foster care, the District will

negotiate with Koochiching County to determine the best possible means of transportation. The

District and Koochiching County will share the transportation costs identified in Section 5a.

- d. Students residing in a foster care placement outside of District boundaries, but attending a District School: If students are residing in a foster care placement outside of District boundaries, but are attending school within the District, transportation will be arranged by the District. The District will negotiate with Koochiching County to determine the best possible means of transportation. The District and Koochiching County will share the transportation costs identified in Section 5a.
- e. Students placed in foster care within District and attending a non-ISD 361 Area Schools: The District will bear no financial responsibility for this student. Koochiching County and the School District where the student attends are expected to make arrangements for transportation and the associated costs.

5. PAYMENT FOR SERVICES:

- a. The District and Koochiching County agree to split the costs of the transportation described in Section 4, including but not limited to staff time and third party carriers as appropriate. Mileage reimbursement is to be set at the current IRS rate. All transportation costs identified in this agreement are to be split equally; the District and the Koochiching County agree to each assume 50% of the costs.
- b. Koochiching County will identify a point of contact from the agency to work directly with the District Transition Education Services Liaison to ensure transportation arrangements are timely and authentic. All transportation requests are to be requested by the Koochiching County point of contact to be honored.
- c. Transportation services will be provided by the District and its contracted transportation providers, when possible. If due to driver or vehicle unavailability, Koochiching County will be responsible for transportation of the student placed in foster care.
- d. Koochiching County will compensate the District for transportation provided outside of the district pursuant to this agreement at the rate billed to the district by the private transportation company. Copies of the invoices from the private transportation company will be provided to Koochiching County.
- e. The District will submit itemized invoices to the Koochiching County contact on a quarterly basis. The invoices will detail each trip provided by the District, the total time for each trip and the associated charge. Payment shall be made within 35 days of receipt of the invoice.
- f. In situations where transportation is being funded by Koochiching County, Koochiching County point of contact will notify the District Transition Education Services Liaison when foster care placements end.

6. DISPUTE RESOLUTION:

It is the responsibility of Koochiching County and the District to collaborate in determining the child's best interest for school transportation and to resolve any conflicts. Whenever possible,

the parties will attempt to informally resolve any dispute involving the best means and costs of transportation of a child in foster care.

Koochiching County and the District will pursue the formal dispute resolution procedures below when informal resolution is not possible, or when informal resolution would result in disruptions to the child's education.

To formally dispute a decision regarding transportation for a student in foster care the following steps should be taken:

1. The process for resolution between the two parties requires a written explanation of the conflict from the disputing party within 24 hours.
2. Upon receipt of the explanation, the decision be reviewed by the District and the [DIRECTOR/SUPERVISOR] of Children's Human Services of Koochiching County. Input will be reviewed from all parties and a decision by the [DIRECTOR/SUPERVISOR] will be communicated within three business days. A decision could be made to uphold the decision, reverse the decision or require the parties to participate in a Dispute Resolution Decision Making Team meeting.
3. County will determine the placement of the child until the dispute resolution process has concluded. During this time the transportation costs will be divided equally between the District and Koochiching County.
4. If disagreement on school transportation remains, guidance from the Minnesota Department of Education will be requested.

7. PROVIDER NOT AN EMPLOYEE:

It is agreed by the parties that at all times and for all purposes herein, District and its subcontractors are independent providers and not employees of Koochiching County. No statement contained in this Agreement shall be construed so as to find the District shall be entitled to any of the rights, privileges, or benefits of Koochiching County employees except as otherwise stated herein.

8. INDEMNIFICATION:

Each party shall be liable for its own acts and the acts of its representatives to the extent provided by law and hereby agrees to indemnify, hold harmless, and defend each other, its officers, employees and volunteers against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the others, its officers, employees and volunteers may hereinafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the Party, its agents, employees or volunteers, in the execution, performance, or failure to adequately perform its obligation pursuant to this Agreement.

9. TERMINATION OF CONTRACT:

Either party may terminate this Agreement, with or without cause, upon a thirty (30) days written notice to the other party.

10. STANDARDS:

The District and Koochiching County shall comply with all applicable State statutes and regulations as well as local ordinances and rules now in effect or hereafter adopted.

11. DATA PRACTICES:

All data collected, created, received, maintained, or disseminated for any purposes by the activities of the District or Koochiching County because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.

12. AMENDMENTS:

This agreement may be supplemented, amended or revised only in writing by agreement of both parties.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates written below.

COUNTY OF Koochiching
STATE OF MINNESOTA

Koochiching County
BOARD OF COMMISSIONERS

BY: _____

[NAME]

Chairperson of the [DEPARTMENT]

DATED: _____

ATTESTED TO:

BY: _____

County Administrator

DATED:

International Falls Area School District
ISD 361 AREA SCHOOLS

BY:



Melissa Tate
Elementary Principal

DATED: _____

BY: _____

Executive Director of Finance

DATED: _____

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:

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

The following voted in favor:

Falls Education Foundation

Falls Elementary	\$9,378.52
Falls High School	\$2,782.60
Purple Pride Athletics	\$10,403.83

KAPE Calendar

PCA of International Falls	\$500.00
Coca-Cola of International Falls	\$150.00
Border Bank	\$150.00

Voting against:

Whereupon, the resolution was declared adopted.

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

6/21/22

PLAN YEAR: 2021 - 2022

CAPITAL PROJECTS

Building	Project Description	FY22 Original Budget 07/01/18	Revised Budget 06/12/20	Revised Budget 1/7/21	YTD 2.23.22
Arena	Mechanical Contingency	5,000	5,000	5,000	
	Sidewalk Replacement west Side entrances		20,000		
		5,000	25,000	5,000	-
FES	Mechanical Contingency	12,000	12,000	12,000	
	Furniture	50,000	50,000	50,000	53,364
	Play ground fall protection			46,000	
		62,000	62,000	108,000	53,364
FHS	Mechanical Contingency	15,000	15,000	15,000	
	Classroom Casing Replacement	130,444	89,000	89,000	
	PA System				
	Kitchen Convection Ovens	5,000	20,000	20,000	
	Locker Room Shower Replacement	40,000	40,000		
	Play ground fall protection			16,000	
FHS	Fire Alarm Equipment			63,257	
	Sidewalk/curb Replacement East Side, pool entrance.			30,000	
		190,444	164,000	233,257	-
Garage	Mechanical Contingency	5,000	5,000	5,000	
	Fuel Tank Ballast/Concrete slab & sidewalk		-		-
		5,000	5,000	5,000	-
CAPITAL PLAN SUMMARY BY BUILDING:		5,000	25,000	5,000	-
		62,000	62,000	108,000	53,364
		190,444	164,000	233,257	-
		5,000	5,000	5,000	-
		262,444	256,000	351,257	53,364
Revenue Summary:		277,444	256,000	256,000	235,963
		15,000	-	(95,257)	182,599

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

6/21/22

PLAN YEAR: 2022 - 2023

CAPITAL PROJECTS

Building	Project Description	Revised Budget 06/12/20	Revised Budget 06/17/22
Arena	Mechanical Contingency	5,000	
		5,000	5,000
FES	Mechanical Contingency	12,000	
	Furniture	40,000	
		52,000	5,200
FHS	Mechanical Contingency	15,000	
	Boiler burner replacement/Under ground fuel tank excavated	300,000	
		315,000	315,000
Garage	Mechanical Contingency	5,000	
		5,000	5,000
CAPITAL PLAN SUMMARY BY BUILDING:		5,000	5,000
		52,000	5,200
		315,000	315,000
		5,000	5,000
		377,000	330,200

Revenue Summary:

256,000	256,000
(121,000)	(74,200)

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

6/21/22

PLAN YEAR: 2023 - 2024

CAPITAL PROJECTS

Building	Project Description	FY24 Original Budget	Revised Budget 06/12/20	Revised Budget 06/17/22
Arena	Mechanical Contingency	5,000	5,000	
		5,000	5,000	5,000
FES	Mechanical Contingency	12,000	12,000	
	Furniture	43,000	43,000	
		55,000	55,000	55,000
FHS	Mechanical Contingency	15,000	15,000	
	Classroom Casing Replacement	197,444	197,444	
	Classroom Casing Replacement	200,444	160,444	
		412,888	372,888	373,000
Garage	Mechanical Contingency	5,000	5,000	
	Fuel Tank Ballast/Concrete slab & sidewalk		40,000	
		5,000	45,000	45,000
CAPITAL PLAN SUMMARY BY BUILDING:		5,000	5,000	5,000
		55,000	55,000	55,000
		412,888	372,888	373,000
		5,000	45,000	45,000
		477,888	477,888	478,000

Revenue Summary:

277,444	256,000	256,000
(200,444)	(221,888)	(222,000)

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

6/21/22

PLAN YEAR: 2024 - 2025

CAPITAL PROJECTS

Building	Project Description	FY25 Original Budget	Revised Budget 06/12/20	Revised Budget 06/17/22
Arena	Mechanical Contingency	5,000	5,000	5,000
	Sidewalk Replacement west Side entrances		20,000	20,000
Arena	Sidewalk Replacement East Side entrances	10,000	10,000	10,000
FES	Mechanical Contingency	12,000	12,000	15,000
	Furniture	60,000	60,000	60,000
		72,000	72,000	72,000

FHS	Mechanical Contingency	15,000	15,000	15,000
	Furniture	100,000	100,000	100,000
	Saw Dust Collection System	45,444	45,444	45,444
	Mower - Toro 100" zero turn	35,000	35,000	35,000
		195,444	195,444	195,444

Garage	Mechanical Contingency	5,000	5,000	5,000
		5,000	5,000	5,000

CAPITAL PLAN SUMMARY BY BUILDING:			20,000	20,000
		72,000	72,000	72,000
		195,444	195,444	195,444
		5,000	5,000	5,000
		272,444	292,444	292,444

Revenue Summary:

	277,444	256,000	256,000
	5,000	(36,444)	(36,444)

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

6/21/22

PLAN YEAR: 2025 - 2026

CAPITAL PROJECTS

Building	Project Description	FY26 Original Budget	Revised Budget 06/12/20	Revised Budget 06/17/22
Arena	Mechanical Contingency	5,444	5,444	5,444
	De-Humidifying System	150,000		
		155,444	5,444	5,444
FES	Mechanical Contingency	12,000	12,000	12,000
		12,000	12,000	12,000
FHS	Mechanical Contingency	15,000	15,000	15,000
	Furniture	90,000	90,000	90,000
	Locker Room Shower Replacement		100,000	100,000
		105,000	205,000	205,000
Garage	Mechanical Contingency	5,000	5,000	5,000
		5,000	5,000	5,000
CAPITAL PLAN SUMMARY BY BUILDING:		155,444	5,444	5,444
		12,000	12,000	12,000
		105,000	205,000	205,000
		5,000	5,000	5,000
		277,444	227,444	227,444

Revenue Summary:

277,444	256,000	256,000
-	28,556	28,556

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

6/21/22

PLAN YEAR: 2026 - 2027

CAPITAL PROJECTS

Building	Project Description	Revised Budget 06/12/20	Revised Budget 06/17/22
Arena	Mechanical Contingency	5,000	5,000
		5,000	5,000
FES	Mechanical Contingency	12,000	12,000
	Classroom Blackboard conversion to Whbd	1,000	1,000
		13,000	13,000
FHS	Mechanical Contingency	15,000	15,000
	Curbing, Sidewalk resurface to roadway	188,000	188,000
	Classroom Blackboard conversion to Whbd	1,000	1,000
		204,000	204,000
Garage	Mechanical Contingency	5,000	5,000
	Above Ground Fuel Storage Tanks	50,444	50,444
		55,444	55,444
CAPITAL PLAN SUMMARY BY BUILDING:		5,000	5,000
		13,000	13,000
		204,000	204,000
		55,444	55,444
		277,444	277,444
Revenue Summary:		256,000	256,000
		(21,444)	(21,444)

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

6/21/22

PLAN YEAR: 2027 - 2028

CAPITAL PROJECTS

Building	Project Description	Revised Budget 06/12/20	Revised Budget 06/17/22
Arena	Mechanical Contingency	5,000	5,000
		5,000	5,000
FES	Mechanical Contingency	12,000	12,000
	Classroom Blackboard conversion to Whbd	1,000	1,000
		13,000	13,000
FHS	Mechanical Contingency	15,000	15,000
	Classroom Blackboard conversion to Whbd	1,000	1,000
	Bath/Changing Facility, Spring Sports	88,000	88,000
		104,000	104,000
Garage	Mechanical Contingency	5,000	5,000
	Above Ground Fuel Storage Tanks	150,444	150,444
		155,444	155,444
CAPITAL PLAN SUMMARY BY BUILDING:		5,000	5,000
		13,000	13,000
		104,000	104,000
		155,444	155,444
		277,444	277,444
Revenue Summary:		256,000	256,000
		(21,444)	(21,444)

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

6/21/22

PLAN YEAR: 2028 - 2029

CAPITAL PROJECTS

Building	Project Description	Revised Budget 06/12/20	Revised Budget 06/17/22
Arena	Mechanical Contingency	5,000	5,000
		5,000	5,000
FES	Mechanical Contingency	12,000	12,000
	Classroom Blackboard conversion to Whbd	1,000	1,000
	Furniture	40,000	40,000
		53,000	53,000
FHS	Mechanical Contingency	15,000	15,000
	Bath/Changing Facility, Spring Sports	93,000	93,000
	Classroom Blackboard conversion to Whbd	1,000	1,000
	Furniture	55,444	55,444
	Softball Scoreboard	40,000	40,000
	Water Supply to Rec Football Field	10,000	10,000
		214,444	214,444
Garage	Mechanical Contingency	5,000	5,000
		5,000	5,000
CAPITAL PLAN SUMMARY BY BUILDING:		5,000	5,000
		53,000	53,000
		214,444	214,444
		5,000	5,000
		277,444	277,444

Revenue Summary:

256,000	256,000
(21,444)	(21,444)

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

6/21/22

PLAN YEAR: 2029 - 2030

CAPITAL PROJECTS

Building	Project Description	Revised Budget 06/12/20	Revised Budget 06/17/22
Arena	Mechanical Contingency	5,000	5,000
		5,000	5,000
FES	Mechanical Contingency	12,000	12,000
	Classroom Blackboard conversion to Whbd	1,000	1,000
		13,000	13,000
FHS	Mechanical Contingency	15,000	15,000
	Classroom Blackboard conversion to Whbd	1,000	1,000
	Pool Shower Stalls & Lockerroom Floor	10,000	10,000
	Convert Classroom Locks to FOBS	84,444	84,444
	Pole Barn FHS/FES Storage 40x60	60,000	60,000
		170,444	170,444
Garage	Mechanical Contingency	5,000	5,000
	Replace East Bus Barn Doors	9,000	9,000
		14,000	14,000
CAPITAL PLAN SUMMARY BY BUILDING:		5,000	5,000
		13,000	13,000
		170,444	170,444
		14,000	14,000
		202,444	202,444
Revenue Summary:		256,000	256,000
		53,556	53,556

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

6/21/22

PLAN YEAR: 2030 - 2031

CAPITAL PROJECTS

6/17/2022

Building	Project Description	FY31 Original Budget
----------	---------------------	----------------------

Arena	Mechanical Contingency	-
-------	------------------------	---

FES	Mechanical Contingency	-
-----	------------------------	---

FHS	Mechanical Contingency Baseball/Softball Fields: New poles, lighting and speakers	185,444
		185,444

Garage	Mechanical Contingency	-
		-
		185,444
		185,444

Revenue Summary:	256,000
	70,556

6/21/22

PLAN YEAR: 2031-2032

CAPITAL PROJECTS

Building	Project Description	FY32 Original Budget	Revised Budget 06/17/22
Arena	Mechanical Contingency	-	-
FES	Mechanical Contingency	-	-
FHS	Mechanical Contingency	-	-
Garage	Mechanical Contingency	-	-
		-	-
		-	-
		-	-
		-	-
		-	-

Revenue Summary:

256,000	256,000
256,000	256,000

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

6/21/22

PLAN YEAR: 2032-2033

CAPITAL PROJECTS: FUND 01		
Building	Project Description	Original Budget 06/17/22
Arena	Mechanical Contingency	-
FES	Mechanical Contingency	-
FHS	Mechanical Contingency	-
Garage	Mechanical Contingency	-
CAPITAL PLAN SUMMARY BY BUILDING:		-
		-
		-
		-
		-
Revenue Summary:		256,000
		256,000

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

6/21/22

		DO NOT MODIFY: LTFM MDE Approved Budget / Original Levy						
2021-2022 LTFM PROJECTS: Fund 01		6/12/2020	1/20/2021		6/18/2021	2.22.22		
Building	Project Description	MDE APPROVED / LEVY 6/12/20	Revised Plan 1/20/2021	Budget 3.5.21	Final Budget Plan 6/18/2021	REVISED BUDGET	YTD 2.22.22	
Districtwide	Elevator & Lift Inspection (Arena / FHS)	1,000	1,000	1,000	1,000	1,000	859.32	
Districtwide	H&S Management Assistance	2,500	2,500	2,500	2,500	2,500		
Districtwide	H&S Consulting Service	10,000	10,000	10,000	10,000	10,000	4200	
Districtwide	Hazardous Waste Disposal	1,500	1,500	1,500	1,500	1,500	1132	
Districtwide	PPE	300	300	300	300	300	669	
Districtwide	Fire Safety Monitoring Svc	6,000	6,000	6,000	6,000	6,000	5414	
Districtwide	Bleacher Certification Inspection 5years	-		3,400	3,400	3,400	3,380.00	
Districtwide	Fire Extinguisher Inspect/Mtce	3,000	3,000	3,000	3,000	3,000		
FES	Kitchen Inspection	1,000	1,000	1,000	1,000	1,000		
FES	Playground Attenuation	1,000	1,000	-				
FES	Replace all playground fall protection			62,000	41,834	41,834	41,834	
FHS	Kitchen & Pool Inspection	1,500	1,500	1,500	1,500	1,500		
FHS	Fire Alarm Equipment	2000	205743	269,000	107,880	107,880		
Arena	Sidewalk Replacement East Side entrances	13,743			-	-		
FES	Bond Pmt	45,255	45,255	45,255	-	-		
FHS	Sidewalk/curb Replacement East Side, pool entrance	30,000			-	-		
FHS	Main Switch Gear Replacement	70,000	70,000	70,000	74,345	74,345	70,745	
FHS	Classroom Lighting Replacement	50,000			-	-		
FHS	Locker Room Shower Replacement	70,000			-	-		
Garage	Lighting Replacement (Bus Barns)	40,000			-	-		
Districtwide	Lead in Water Testing/every 5yrs	-			-	-		
FES	Main Switch Gear Replacement				-	-		
Districtwide	Radon Testing	-			-	-		
FHS	Office AC/Heat Unit Replacement	-			-	-		
FHS	Exterior Window Panel Replacement	-			-	-		
		348,798	348,798	476,455	254,259	254,259	128,233	
		348,798	348,798	416,725	447,394	445,308		
		-	-	(59,730)	193,135	191,049	(128,233)	

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

6/21/22

**DO NOT
MODIFY: LTFM
MDE Approved
Budget / Original
Levy**

2022-2023 LTFM PROJECTS: Fund 01

		6/18/2021	6.17.22
Building	Project Description	MDE Approved / Levy 6/18/2021	Revised Budget 6.17.22
Districtwide	Elevator & Lift Inspection (Arena / FHS)	1,000	1,000
Arena	Shower Fixtures Replacement	122,100	122,100
Arena	Door replacement		60,000
Districtwide	H&S Management Assistance	2,500	2,500
Districtwide	H&S Consulting Service	10,000	10,000
Districtwide	Hazardous Waste Disposal	1,500	1,500
Districtwide	PPE	1,000	1,000
Districtwide	Fire Safety Monitoring Svc	6,000	6,000
Districtwide	Fire Extinguisher Inspect/Mtce	3,000	3,000
Districtwide	Lead in Water Testing	3,500	3,500
Districtwide	Radon Testing	3,500	3,500
FES	Kitchen Inspection	1,000	1,000
FES	Playground Attenuation	1,251	1,251
FES	Main Switch Gear Replacement	50,440	-
FES	Transfer Debt Fund Bond Pmt	-	-
FHS	Kitchen & Pool Inspection	1,500	1,500
FHS	Fire Alarm Equipment	2,000	2,000
FHS	Replace Window Panels	85,692	180,000
FHS	Sidewalk and curb replace		18,100
		295,983	417,951
		328,961	417,951
		32,978	-

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

6/21/22

2023-2024 LTFM PROJECTS: Fund 01		7/1/2018	6/12/2020	6/17/2022
Building	Project Description	FY24 Original Budget	Revised Budget 06/12/20	Revised Budget 6/17/22
Districtwide	Elevator & Lift Inspection (Arena / FHS)	500	1,000	1,000
Districtwide	H&S Management Assistance	2,500	2,500	2,500
Districtwide	H&S Consulting Service	10,000	10,000	10,000
Districtwide	Hazardous Waste Disposal	1,500	1,500	1,500
Districtwide	PPE	2,000	2,000	2,000
Districtwide	Fire Safety Monitoring Svc	6,000	6,000	6,000
Districtwide	Fire Extinguisher Inspect/Mtce	3,000	3,000	3,000
DW	AHERA Inspections		6,000	6,000
FES	Kitchen Inspection	1,000	1,000	1,000
FES	Playground Attenuation	1,051	1,051	1,051
FES	Transfer Debt Fund Bond Pmt		-	-
FHS	Kitchen & Pool Inspection	1,500	1,500	1,500
FHS	Classroom Lighting Replacement	35,000		
FHS	Fire Alarm Equipment	2,000	2,000	2,000
FHS	Roof Replacement, where needed	150,300	139,740	140,000
FHS	Corridor Flooring Replacement	100,000		
FHS	Exterior Window Panel Replacement	90,000	72,552	74,265
FES	Classroom Lighting Replacement	35,000	-	
FHS	Exterior Door & Jambs Replacement	88,000	-	88,000
Arena	Door casings		60,000	60,000
		529,351	309,843	399,816
		439,851	335,891	399,816
		(89,500)	26,048	-

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

6/21/20

2024-2025 LTFM PROJECTS: Fund 01		7/1/2018	7/15/2019	6/12/2020	06/17/222
Building	Project Description	FY25 Original Budget	Revised Budget 07/15/2019	Revised Budget 04/28/20	Revised Budget 06/17/22
Districtwide	Elevator & Lift Inspection (Arena / FHS)	500	500	1,000	1,000
Districtwide	H&S Management Assistance	2,500	2,500	2,500	2,500
Districtwide	H&S Consulting Service	10,000	10,000	10,000	10,000
Districtwide	Hazardous Waste Disposal	1,500	1,500	1,500	1,500
Districtwide	PPE	1,000	1,000	1,000	1,000
Districtwide	Fire Safety Monitoring Svc	6,000	6,000	6,000	6,000
Districtwide	Fire Extinguisher Inspect/Mtce	3,000	3,000	3,000	3,000
FES	Kitchen Inspection	1,000	1,000	1,000	1,000
FES	Roofs	225,000	300,000	283,764	300,000
FES	Transfer Debt Fund Bond Pmt			-	
FHS	Kitchen & Pool Inspection	1,500	1,500	1,500	1,500
FHS	Fire Alarm Equipment	2,000	2,000	2,000	2,000
FHS	Playground Attenuation	1,000	1,203	1,203	4,203
Stadium	Hand Rails	9,351	-	-	-
FES	ADA Bathrooms 2nd Floor		70,000	-	-
FES	Classroom Lighting Replacement	35,000	-	-	-
FES	Corridor Flooring Replacement	75,000	-	-	-
FHS	Sidewalk Replacement	45,000	-	-	66,113
Arena	Spectator Bleacher Heat, West Side	20,000	-	-	-
		439,351	400,203	314,467	399,816
		439,851	400,703	337,361	399,816
		500	500	22,894	-

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

6/21/22

2025-2026 LTFM PROJECTS: Fund 01

		7/15/2019	6/12/2020	6/17/2022
Building	Project Description	Revised Budget	Revised Budget 04/27/20	Revised Budget 06/17/22
Districtwide	Elevator & Lift Inspection (Arena / FHS)	500	1,000	1,000
Districtwide	H&S Management Assistance	2,500	2,500	2,500
Districtwide	H&S Consulting Service	10,000	10,000	10,000
Districtwide	Hazardous Waste Disposal	1,800	1,800	1,800
Districtwide	PPE	1,155	1,155	1,155
Districtwide	Fire Safety Monitoring Svc	6,000	6,000	6,000
Districtwide	Fire Extinguisher Inspect/Mtce	3,000	3,000	3,000
FES	Kitchen Inspection	1,000	1,000	1,000
FES	Playground Attenuation	1,000	1,000	1,000
FES	Roofs	75,000	75,000	75,000
FES	Corridor Flooring Replacement	135,852	53,726	53,726
FES	Roofs		26,100	26,100
FES	Transfer Debt Fund Bond Pmt		-	-
FHS	Kitchen & Pool Inspection	1,500	1,500	1,500
FHS	Fire Alarm Equipment	3,000	3,000	3,000
FHS	Fuel Tank Monitoring System	30,000	30,000	30,000
FHS	Classroom Whiteboard Conversion	40,000	40,000	40,000
FHS	Roofs		20,000	20,000
Garage	Fuel Tank Monitoring System	30,000	30,000	63,035
FES	Fuel Tank Monitoring System	30,000	-	-
FES	Gymnasium Floor Replacement	-	-	-
FES	Classroom Whiteboard Conversion	27,896	-	-
FHS	Gymnasium Floor Replacement	-	-	-
		400,203	306,781	339,816
		400,703	333,581	339,816
		500	26,800	-

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

6/21/22

2026-2027 LTFM PROJECTS: Fund 01		6/12/2020	6/17/2022
Building	Project Description	FY27 Revised Budget	Revised Budget 06/17/22
Districtwide	Elevator & Lift Inspection (Arena / FHS)	1,000	1,000
Districtwide	H&S Management Assistance	2,500	2,500
Districtwide	H&S Consulting Service	10,000	10,000
Districtwide	Hazardous Waste Disposal	1,500	1,500
Districtwide	PPE	1,100	1,100
Districtwide	Fire Safety Monitoring Svc	6,000	6,000
Districtwide	Fire Extinguisher Inspect/Mtce	3,000	3,000
Districtwide	Bleacher Certification Inspection 5years	3,400	3,400
DW	AHERA Inspections	6,000	6,000
FES	Kitchen Inspection	1,000	1,000
FES	Playground Attenuation	1,000	1,000
FES	Replace 3 Sets double jamb doors	45,000	45,000
FES	Replace exterior door & jamb set	30,852	30,852
FHS	Kitchen & Pool Inspection	1,500	1,500
FHS	Fire Alarm Equipment	2,000	2,000
FHS	Roofing	192,365	283,564
FHS	Bleacher Certification	400	400
FES	Transfer Debt Fund Bond Pmt	-	-
FES	Gym Floor Resurface	-	-
FHS	Media Center Heating/Ventilation	-	-
		308,617	399,816
		334,421	399,816
		25,804	-

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

6/21/22

2027-2028 LTFM PROJECTS: Fund 01		6/12/2020	6/17/2022
Building	Project Description	Revised Budget 6/2020	Revised Budget 06/17/2022
Districtwide	Elevator & Lift Inspection (Arena / FHS)	1,000	1,000
Districtwide	H&S Management Assistance	2,500	2,500
Districtwide	H&S Consulting Service	10,000	10,000
Districtwide	Hazardous Waste Disposal	1,500	1,500
Districtwide	PPE	1,500	1,500
Districtwide	Fire Safety Monitoring Svc	6,000	6,000
Districtwide	Fire Extinguisher Inspect/Mtce	3,000	3,000
FES	Kitchen Inspection	1,000	1,000
FES	Playground Attenuation	1,000	1,000
FES	Electrical Switch Gear		150,000
FHS	Kitchen & Pool Inspection	1,500	1,500
FHS	Fire Alarm Equipment	2,000	2,000
FHS	Lead in Water Testing	3,500	3,500
FHS	Radon Testing	3,500	3,500
FHS	Roofing	157,837	-
Stadium	Football Field Lighting Replacement	104,920	151,816
Stadium	Replace potable water piping	20,000	-
		320,757	339,816
		340,511	339,816
		19,754	-

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

6/21/22

2028-2029 LTFM PROJECTS: Fund 01		6/12/2020	6/17/2022
Building	Project Description	Revised Budget 6/2020	Revised Budget 06/17/22
Districtwide	Elevator & Lift Inspection (Arena / FHS)	1,000	1,000
Districtwide	H&S Management Assistance	2,500	2,500
Districtwide	H&S Consulting Service	10,000	10,000
Districtwide	Hazardous Waste Disposal	1,500	1,500
Districtwide	PPE	1,100	1,100
Districtwide	Fire Safety Monitoring Svc	6,000	6,000
Districtwide	Fire Extinguisher Inspect/Mtce	3,000	3,000
FES	Kitchen Inspection	1,000	1,000
FES	Playground Attenuation	1,000	1,000
FES	Lockers	50,000	-
FHS	Kitchen & Pool Inspection	1,500	1,500
FHS	Fire Alarm Equipment	2,000	2,000
FHS	Fire Alarm System Replacement	70,852	-
FHS	Roofing	242,201	250,000
FHS	Bleacher Certification	400	
FHS	Faculty Parking Lot Resurface	-	
FES	Office / Classroom LED Lighting	-	
FES	Boiler Bond Pmt	-	
FHS	Epoxy Flooring	-	119,216
		394,053	399,816
		377,996	399,816
		(16,057)	-

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

6/21/22

2029-2030 LTFM PROJECTS: Fund 01		6/12/2020	6/17/2022
Building	Project Description	Revised Budget	Revised Budget 06/17/22
Districtwide	Elevator & Lift Inspection (Arena / FHS)	1,000	1,000
Districtwide	H&S Management Assistance	2,500	2,500
Districtwide	H&S Consulting Service	10,000	10,000
Districtwide	Hazardous Waste Disposal	1,500	1,500
Districtwide	PPE	1,100	1,100
Districtwide	Fire Safety Monitoring Svc	6,000	6,000
Districtwide	Fire Extinguisher Inspect/Mtce	3,000	3,000
DW	AHERA Inspections	6,000	6,000
FES	Kitchen Inspection	1,000	1,000
FES	Playground Attenuation	1,000	1,000
FES	Air Exchanger Upgrade	50,000	50,000
FHS	Kitchen & Pool Inspection	1,500	1,500
FHS	Fire Alarm Equipment	2,000	2,000
FHS	Pool Ext wall vapor barrier / brick effloresence	100,000	100,000
FHS	Roofing Phase A,B,C,D	207,053	212,816
FHS	Bleacher Certification	400	400
		394,053	399,816
		377,996	399,816
		(16,057)	-

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

10/21/22

2030-2031 LTFM PROJECTS		6/12/2020	6/17/2022
Building	Project Description	FY31 Original Budget	Revised Budget 06/17/22
Districtwide	Elevator & Lift Inspection (Arena / FHS)	1,000	
Districtwide	H&S Management Assistance	2,500	
Districtwide	H&S Consulting Service	10,000	
Districtwide	Hazardous Waste Disposal	1,500	
Districtwide	PPE	1,500	
Districtwide	Fire Safety Monitoring Svc	6,000	
Districtwide	Fire Extinguisher Inspect/Mtce	3,000	
FES	Kitchen Inspection	1,000	
FES	Faculty Parking Lot Sealed & Painted	26,100	
FHS	Kitchen & Pool Inspection	1,500	
FHS	Faculty Parking Lot Resurface	20,000	
FHS	Epoxy flooring	195,203	
Districtwide	Playground Attenuation	124,750	
		394,053	-
		377,996	399,816
		(16,057)	399,816

6/21/22

2031-2032 LTFM PROJECTS:		6/12/2020	6/17/2022
Building	Project Description	FY32 Original Budget	Revised Budget 06/17/22
Districtwide	Elevator & Lift Inspection (Arena / FHS)	1,000	1,000
Arena			-
Districtwide	H&S Management Assistance	2,500	2,500
Districtwide	H&S Consulting Service	10,000	10,000
Districtwide	Hazardous Waste Disposal	1,500	1,500
Districtwide	PPE	2,000	2,000
Districtwide	Fire Safety Monitoring Svc	6,000	6,000
Districtwide	Fire Extinguisher Inspect/Mtce	4,000	4,000
Districtwide	<i>Running Track resurface</i>	160,153	160,153
Districtwide	Bleacher Certification Inspection 5years	3,400	3,400
FES	Kitchen Inspection	1,000	1,000
FES	Playground Attenuation	1,000	1,000
FES	<i>Enter new project here</i>		
FHS	Kitchen & Pool Inspection	1,500	1,500
FHS	<i>Faculty parking lot and roadway repave</i>	200,000	205,763
FHS	<i>Enter new project here</i>		
Garage	<i>Enter new project here</i>		
Garage	<i>Enter new project here</i>		
Stadium	<i>Enter new project here</i>		
		394,053	399,816
		394,053	399,816
H&S Fin Code		-	-

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

6/21/22

2032-2033 LTFM PROJECTS: FUND 01			
Building	Project Description	FY Original Budget	Revised Budget 06/17/22
Arena	<i>Roofing</i>	200,000	200,000
Districtwide	H&S Management Assistance	2,500	2,500
Districtwide	H&S Consulting Service	10,000	10,000
Districtwide	Hazardous Waste Disposal	1,500	1,500
Districtwide	PPE	2,000	2,000
Districtwide	Fire Safety Monitoring Svc	6,000	6,000
Districtwide	Fire Extinguisher Inspect/Mtce	4,000	4,000
Districtwide	Elevator & Lift Inspection (Arena / FHS)	1,000	1,000
FHS	Lead in Water Testing	3,500	3,500
FHS	Radon Testing	3,500	3,500
Districtwide	<i>Enter new project here</i>		
DW	AHERA Inspections	6,000	6,000
FES	Kitchen Inspection	1,000	1,000
FES	Playground Attenuation	1,000	1,000
FES	Roofing	150,000	150,000
FES	<i>Enter new project here</i>		
FHS	Kitchen & Pool Inspection	1,500	1,500
FHS			
FHS	<i>Enter new project here</i>		
	<i>Enter new project here</i>		
	<i>Enter new project here</i>		
		393,500	393,500

	393,500	399,816
H&S Fin Code	-	6,316

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

6/21/22

2033 - 2034 LTFM PROJECTS: FUND 01			
Building	Project Description	FY Original Budget	Revised Budget 06/17/22
Arena	roof		200,000
Districtwide	H&S Management Assistance	2,500	2,500
Districtwide	H&S Consulting Service	10,000	10,000
Districtwide	Hazardous Waste Disposal	1,500	1,500
Districtwide	PPE	2,000	2,000
Districtwide	Fire Safety Monitoring Svc	6,000	6,000
Districtwide	Fire Extinguisher Inspect/Mtce	4,000	4,000
Districtwide	Elevator & Lift Inspection (Arena / FHS)	1,000	1,000
Districtwide	<i>Enter new project here</i>		
FES	Kitchen Inspection	1,000	100
FES	Playground Attenuation	1,000	1,000
FES	<i>Enter new project here</i>		
FES	<i>Enter new project here</i>		
FHS	Kitchen & Pool Inspection	1,500	1,500
FHS	<i>Enter new project here</i>		
FHS	<i>Enter new project here</i>		
FHS	<i>Enter new project here</i>		
		30,500	229,600

H&S Fin Code

-	399,816
(30,500)	170,216

International Falls Public Schools

School Board Resolution

Adopting the School Districts FY2023-2024 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 2022.

School Board Clerk Signature



Fiscal Year (FY) 2024 Application for 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 2021, 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, 2022. Submit to [Sarah C. Miller](mailto:Sarah.C.Miller@mde.state.mn.us) (MDE.Facilities@state.mn.us) along with other required LTFM documentation. **Do not mail a hard copy. Please email this form with other required documentation.**

Identification Information

Name of District or Cooperative:	District Number and Type:	Date Submitted:
----------------------------------	---------------------------	-----------------

Statement of Assurances

1. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety data submission system are for allowed health and safety uses under Minnesota Statutes 2021, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2021, section 123B.57, subd. 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 2021, section 123B.595, subd. 11.
2. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for allowed uses under Minnesota Statutes 2021, section 123B.595, subd. 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 2021, section 123B.595, subd. 11.
3. All actual expenditures to be reported in Uniform Financial Accounting and Reporting Standards (UFARS) for FY 2024 under Finance Codes 347, 349, 352, 358, 363 and 366 will be for allowed health and safety uses under Minnesota Statutes 2021, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2021, section 123B.57, subd. 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 2021, section 123B.595, subd. 11.
4. All actual expenditures to be reported in UFARS for FY 2024 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 2021, section 123B.595, subd. 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 2021, section 123B.595, subd. 11.
5. The district will maintain a description of each project funded with long-term facilities maintenance revenue that will provide enough detail for an auditor to determine the cost of the project and if the work qualifies for revenue (Minn. Stat. 127A.411, subd. 3[2021]).
6. The district’s plan includes provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practices, including indoor air quality management and mandatory lead in water testing, remediation and reporting (Minn. Stat. 121A.335 [2021]). ***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)	Date:
--	--	-------

School Board Community Education Update July 2022

We are continuing with our PALS (Adults with Disabilities Program). We went to the Cook Connection Farm for a day at the farm and picnic. It was wonderful! We had our Prom where over 100 people attended. The guests danced the night away! We just recently went to Voyageurs National Park and Ranier Park. We enjoyed a picnic and outdoor games. The weather was perfect and so was the company.

Starting July 11 we have been running group swim lessons. We have two instructors along with 4 helpers. We have approximately 15 kids per class. We are offering Level 1, 2, and 3. We have gotten great feedback from the kids and parents!

The pool has been busy. We expanded our hours (Monday through Thursday 6 to 8 PM, Monday through Friday 6:30 to 8:00 AM along with our elementary summer program during the afternoons). Attendance is good during the evening and morning hours.

We are planning an ATV class in August and are currently planning Fall programming for youth and adults.

Community Education remains busy!