

# Regular School Board Meeting

Monday, August 19, 2024 5:15 PM

FHS Library and YouTube Live Stream, 1515 11th Street, International Falls, Minnesota 56649

**This School Board Meeting is available to watch via Live Stream by selecting the following link or by going to the "Falls High Journalism" youtube page.**

## Call to Order

### 1. Roll Call:

___ Jessica Crosby, Director	___ Dale Johnson, Director
___ Toni Korpi, Director	___
Bruce Raboin, Treasurer	___
___ Tina Sather, Clerk	___
Roxanne Skogstad-Ditsch, Board Chair	___
___ JoAnn Smith, Vice Board Chair	

### Non-Voting Members:

\_\_\_ Beth Shermoen, Superintendent

### 2. Pledge of Allegiance

## Approval of Agenda

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

## Election of Officer:

1. Secretary. Call for nominations:

## Open Forum

1. Public Open Forum

## Committee and Administrative Reports

1. Melissa Tate, Elementary Principal:
2. Lisa West, Secondary Principal:
3. Tom Holt, Maintenance/Transportation Director:
4. Beth Slatinski, Community Education Director:
5. Timm Ringhofer, Activities Director:
6. Beth Shermoen, Superintendent:

## Consent Agenda

**Approve the Consent Agenda as presented. Motion by \_\_\_, second by \_\_\_. Motion carried / failed.**

1. Approve payroll in the amount of \$100,039.92 for pay periods 7/26/2024 and 8/9/2024.

2. Approve current accounts payable due in the amount of \$975,177.72.
3. Approve past meeting minutes for the regular school board meeting on July 15th, 2024 and special school board meeting on July 15th 2024.
4. Approve the hire of Emily Groom as Administrative Assistant to the Superintendent effective August 27, 2024, hours not to exceed 1039 per fiscal year.
5. Approved the hire of Norman Wood as .273 FTE Industrial Tech Teacher for the 2024-2025 school year.
6. Approve the hire of Heidi Steele as FES Café Helper effective August 28, 2024.
7. Approve the hire of Tennyson Amdahl as JV Volleyball Coach for the 2024-2025 season.
8. Accept the resignation of Sandra Johnson, café helper, effective Thursday, July 18th, 2024.
9. Accept the resignation of Keith Porter, bus driver, effective Tuesday, June 4th, 2024.
10. Accept the resignation of Ashley Kostiuik, Paraprofessional, effective Wednesday, July 31st, 2024.
11. Accept the resignation of Jill Katrin, Teacher, effective Wednesday, October 9th, 2024.
12. Accept the resignation of Sydney Bruess as Girls Assistant Volleyball Coach for the 2024-2025 season.
13. Approve a leave request from June Wilson, Paraprofessional, effective September 16th through September 30th, 2024, under the provisions of Education Minnesota Educational Paraprofessional Collective Bargaining Agreement Article IX, Section 2.
14. Milk Bid for the 2024-2025 SY:  
Recommendation to accept Sandstrom's bid.
15. Bread Bids for the 2024-2025 SY:  
Recommendation to accept Pan O Gold bid.
16. Food Service Prime Vendor Bid:  
Recommendation to continue the US Food Sourcewell Contract for the 2024-2025 SY, beginning July 1, 2024, and ending June 30, 2025. (3rd year of a 5 year contract.
17. Milk, Second Meal and Adult Meal Prices for 2024-2025 SY  
À la carte milk price - (no increase) Price \$0.55  
Student Second Breakfast - (no increase) Price \$3.35  
Student Second Lunch - (no increase) Price \$5.00  
Adult Breakfast - (no increase) Price \$3.35  
Adult Lunch - (no increase) Price \$5.00

**Action Items**

1. Improving systems and structures to create a culture where all are welcome and supported.
- 1.a. Resolution Acceptance of Gifts and Donations.  
Motion by \_\_, second by \_\_. Motion carried /

failed.

1.b. Adoption of Resolution Establishing Dates for Filing Affidavits of Candidacy, Motion by \_\_, second by \_\_. Motion carried / failed.

1.c. Approve the 2024-2025 FHS Student Handbook. Motion by \_\_, second by \_\_. Motion carried / failed.

1.d. Approve the 2024-2025 FES Student Handbook. Motion by \_\_, second by \_\_. Motion carried / failed.

1.e. Approve the 2024-2025 Activity Student Handbook. Motion by \_\_, second by \_\_. Motion carried / failed.

1.f. Approve the proposal for the updated 2024-2025 School Calendar. Motion by \_\_, second by \_\_. Motion carried / failed.

**Adjournment**

1. Motion by \_\_, second by \_\_ to adjourn meeting at \_\_ p.m. Motion carried / failed.

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				
XXXXXXXXXXXXXXXXXX	07/26/2024	12623	SteelEug000	Steele Eugene L	Napa Falls Suply 00229, Interna	NAPA FAL000	08/07/2024		Invoiced	A	107.04	
	2	Transportation Supplies			7602500008	Gene's cc's00000	08/03/2024	107.04				
	07/25/2024	12620	SteelEug000	Steele Eugene L	Border Gm, Intl Falls, MN, 5664	BORDER C000	07/26/2024		Invoiced	A	81.38	
	2	Air bag collision sensor Tan Van replacement			7602500019	Gene's cc's00001	08/03/2024	81.38				
	07/19/2024	12604	SteelEug000	Steele Eugene L	Mannco Trucking Inc, Internatio	MANNCO T000	07/25/2024		Invoiced	A	177.32	
	2	Mannco Blanket P.O. Transportation			7602500006	Gene's cc's00002	08/03/2024	177.32				
	07/17/2024	12595	SteelEug000	Steele Eugene L	Oreilly 3901, International, MN	O'REILLY000	07/18/2024		Invoiced	A	13.57	
	2	Transportation Supplies			7602500010	Gene's cc's00003	08/03/2024	13.57				
					4 transaction(s) for XXXXXXXXXXXXXXXXXXXX. Total Amount ==>							379.31
XXXXXXXXXXXXXXXXXX	07/24/2024	12618	ANDERJER000	Anderson Jeremy R	Oreilly 3901, International, MN	O'REILLY000	07/25/2024		Invoiced	A	66.73	
	2	Transportation Supplies			7602500010	Jeremy's cc's00000	08/03/2024	66.73				
XXXXXXXXXXXXXXXXXX	07/19/2024	12619	SLATIBET000	Slatinski BethAnne K	Mndriversmanuals.Com L, Buhl, M	MN DRIVE000	07/25/2024		Invoiced	A	189.50	
	2	Drivers Manual (Youth)			5002500003	BethAnne's cc's00000	08/03/2024	189.50				
	07/10/2024	12581	SLATIBET000	Slatinski BethAnne K	Super One Foods 579, Internatio	SUPER ON000	07/11/2024		Invoiced	A	86.57	
	2	PALS (Adults with Disabilities)			5002500001	BethAnne's cc's00001	08/03/2024	86.57				
	07/10/2024	12582	SLATIBET000	Slatinski BethAnne K	Sq Top Ten Video, International		07/11/2024		Invoiced	A	31.95	
	2	PALS (Adults with Disabilities)			5002500002	BethAnne's cc's00002	08/03/2024	31.95				
	07/09/2024	12580	SLATIBET000	Slatinski BethAnne K	Usps Po 2647200549, Intl Falls,	POSTMAST000	07/11/2024		Invoiced	A	68.00	
	2	Postage PALS			5002500000	BethAnne's cc's00003	08/03/2024	68.00				
					4 transaction(s) for XXXXXXXXXXXXXXXXXXXX. Total Amount ==>							376.02
XXXXXXXXXXXXXXXXXX	07/26/2024	12626	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/07/2024		Invoiced	A	46.71	
	2	FHS Blanket p.o. for Menards			8102500013	FHS Cust's cc's00000	08/03/2024	46.71				
	07/24/2024	12611	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	07/25/2024		Invoiced	A	19.47	
	2	FHS Blanket p.o. for Menards			8102500013	FHS Cust's cc's00001	08/03/2024	19.47				
	07/22/2024	12610	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	07/25/2024		Invoiced	A	197.43	
	2	FHS Blanket p.o. for Menards			8102500013	FHS Cust's cc's00002	08/03/2024	197.43				
	07/18/2024	12608	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	07/25/2024		Invoiced	A	149.22	
	2	Blanket - Paint and supplies for distr			8102500035	FHS Cust's cc's00003	08/03/2024	149.22				
	07/18/2024	12609	HOLT THO000	Holt Thomas T	Shell Oil12794875018, Internati	KOERTER'000	07/25/2024		Invoiced	A	56.47	
	2	Blanket fuel for mowers			8102500014	FHS Cust's cc's00004	08/03/2024	56.47				
	07/12/2024	12589	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	07/16/2024		Invoiced	A	88.26	
	2	FHS Blanket p.o. for Menards			8102500013	FHS Cust's cc's00005	08/03/2024	88.26				
	07/12/2024	12590	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	07/16/2024		Invoiced	A	29.98	
	2	FHS Blanket p.o. for Menards			8102500013	FHS Cust's cc's00006	08/03/2024	29.98				

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount	
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount				
XXXXXXXXXXXXXXXX	continued...											
	07/12/2024	12591	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	07/16/2024	Invoiced	A	9.84	
	2	FHS Blanket p.o. for Menards			8102500013	FHS Cust's cc's00007	08/03/2024	9.84				
	07/10/2024	12573	HOLT	THO000	Holt Thomas T	Shell Oil12794875018, Internati	KOERTER'000	07/11/2024	Invoiced	A	49.44	
	2	Blanket fuel for mowers			8102500014	FHS Cust's cc's00008	08/03/2024	49.44				
	07/04/2024	12572	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	07/11/2024	Invoiced	A	56.26	
	2	Blanket - Paint and supplies for distr			8102500035	FHS Cust's cc's00009	08/03/2024	56.26				
											10 transaction(s) for XXXXXXXXXXXXXXXX. Total Amount ==>	703.08
XXXXXXXXXXXXXXXX	07/26/2024	12627	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/07/2024	Invoiced	A	19.96	
	2	Blanket P.O. for FES supplies			8102500011	FES Cust's cc's00000	08/03/2024	19.96				
	07/22/2024	12612	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	07/25/2024	Invoiced	A	51.96	
	2	Blanket P.O. for FES supplies			8102500011	FES Cust's cc's00001	08/03/2024	51.96				
											2 transaction(s) for XXXXXXXXXXXXXXXX. Total Amount ==>	71.92
XXXXXXXXXXXXXXXX	07/26/2024	12629	BALASJEN000	Balaski Jenesa K	Benchwarmergrille, Tower, MN, 5			08/07/2024	Invoiced	A	263.60	
	1				Jenesa's cc's00000		08/03/2024	263.60				
	07/25/2024	12622	BALASJEN000	Balaski Jenesa K	Pier 77 Mini-Golf, Tower, MN, 5	PIER 77 000	07/26/2024		Invoiced	A	75.16	
	2	Summer field trip mini golf after soudan mine			7902500007	Jenesa's cc's00001	08/03/2024	75.16				
	07/15/2024	12593	BALASJEN000	Balaski Jenesa K	Super One Foods 579, Internatio	SUPER ON000	07/16/2024		Invoiced	A	7.78	
	2	Water for fishing field trip for KAPE.			7902500002	Jenesa's cc's00002	08/03/2024	7.78				
											3 transaction(s) for XXXXXXXXXXXXXXXX. Total Amount ==>	346.54
XXXXXXXXXXXXXXXX	07/26/2024	12624	HOLT	THO000	Holt Thomas T	Amazon Ret 8102500038, Seattle,	AMAZON B000	08/07/2024	Invoiced	A	27.96	
	2	Rubbermaid Commercial Products Lacquered-Wood			8102500038	Tom's cc's00000	08/03/2024	27.96				
	07/26/2024	12625	HOLT	THO000	Holt Thomas T	Amazon.Com Rv6wq24k2, Amzn.Com/	AMAZON B000	08/07/2024	Invoiced	A	319.96	
	2	VEVOR Folding Chair Dolly, 39" L x 20" W x 42.			8102500031	Tom's cc's00001	08/03/2024	319.96				
	07/24/2024	12606	HOLT	THO000	Holt Thomas T	Amzn Mktp US Rj97r8s00, Amzn.Co	AMAZON B000	07/25/2024	Invoiced	A	140.00	
	2	3M 6472 Doodlebug Pad Holder Kit - Orange, Eac			8102500038	Tom's cc's00002	08/03/2024	140.00				
	07/24/2024	12607	HOLT	THO000	Holt Thomas T	Tractor Supply #2607, Intl Fall	TRACTOR 000	07/25/2024	Invoiced	A	8.99	
	2	Blanket P.O. for Tractor Supply			8102500041	Tom's cc's00003	08/03/2024	8.99				
	07/23/2024	12605	HOLT	THO000	Holt Thomas T	Amzn Mktp US Rj0310hu2, Amzn.Co	AMAZON B000	07/25/2024	Invoiced	A	29.72	
	2	3M 973018 3M Doodlebug Brown Scrub 'n Strip Pa			8102500038	Tom's cc's00004	08/03/2024	29.72				
	07/17/2024	12597	HOLT	THO000	Holt Thomas T	Department Of Labor An, St Paul	MN DEPT 000	07/18/2024	Invoiced	A	50.00	
	2	Testing fee for Chief boilers license Holt			8102500047	Tom's cc's00005	08/03/2024	50.00				
	07/17/2024	12598	HOLT	THO000	Holt Thomas T	Department Of Labor An, St Paul	MN DEPT 000	07/18/2024	Invoiced	A	50.00	
	2	Testing fee for #2 class boilers license Thomp			8102500047	Tom's cc's00006	08/03/2024	50.00				

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXXXXXXXX	continued...										
	07/17/2024	12599	HOLT THO000	Holt Thomas T	Oreilly 3901, International, MN	O'REILLY000	07/18/2024		Invoiced	A	55.98
	2	2 gallons ATF			8102500034	Tom's cc's00007	08/03/2024	55.98			
	07/17/2024	12600	HOLT THO000	Holt Thomas T	Department Of Labor An, St Paul	MN DEPT 000	07/18/2024		Invoiced	A	50.00
	2	Testing fee for special boilers license Fuller			8102500047	Tom's cc's00008	08/03/2024	50.00			
	07/17/2024	12601	HOLT THO000	Holt Thomas T	Oreilly 3901, International, MN	O'REILLY000	07/18/2024		Invoiced	A	257.90
	2	Megacrimp hose ends			8102500034	Tom's cc's00009	08/03/2024	25.14			
	3	6' hydraulic hose			8102500034	Tom's cc's00009	08/03/2024	43.80			
	4	5 gallon ATF			8102500034	Tom's cc's00009	08/03/2024	104.99			
	5	3 gallons ATF			8102500034	Tom's cc's00009	08/03/2024	83.97			
	07/17/2024	12602	HOLT THO000	Holt Thomas T	Department Of Labor An, St Paul	MN DEPT 000	07/18/2024		Invoiced	A	50.00
	2	Testing fee for special boilers license Etienn			8102500047	Tom's cc's00010	08/03/2024	50.00			
	07/16/2024	12596	HOLT THO000	Holt Thomas T	Amazon.Com Ry5xt7y61, Amzn.Com/	AMAZON B000	07/18/2024		Invoiced	A	405.48
	2	MasterVision Maya Series Self-Healing Cork Bul			8102500024	Tom's cc's00011	08/03/2024	405.48			
	07/15/2024	12586	HOLT THO000	Holt Thomas T	Amazon.Com Ry8b07be2, Amzn.Com/	AMAZON B000	07/16/2024		Invoiced	A	315.66
	2	Quartet Magnetic Dry Erase White Board, 8' x 4			8102500024	Tom's cc's00012	08/03/2024	315.66			
	07/15/2024	12587	HOLT THO000	Holt Thomas T	Amazon.Com Ry5mr6un0, Amzn.Com/	AMAZON B000	07/16/2024		Invoiced	A	166.94
	2	Rubbermaid Commercial Products BRUTE Trash Can			8102500024	Tom's cc's00013	08/03/2024	166.94			
	07/15/2024	12588	HOLT THO000	Holt Thomas T	Amazon Mktpl Ry6cp4qe1, Amzn.Co	AMAZON B000	07/16/2024		Invoiced	A	1,063.96
	2	JETWELL 2Pack UL Approved Commercial Hand Drye			8102500022	Tom's cc's00014	08/03/2024	1,063.96			
	07/11/2024	12584	HOLT THO000	Holt Thomas T	Amzn Mktpl US Ry9w84jw1, Amzn.Co	AMAZON B000	07/16/2024		Invoiced	A	1,064.52
	2	Taco, Inc. 2400-50S-3P 1/2HP 115V 3450RPM SS C			8102500006	Tom's cc's00015	08/03/2024	1,064.52			
	07/11/2024	12585	HOLT THO000	Holt Thomas T	Oreilly 3901, International, MN	O'REILLY000	07/16/2024		Invoiced	A	190.13
	2	O'Reilly Blanket P.O. FHS			8102500026	Tom's cc's00016	08/03/2024	190.13			
	07/10/2024	12571	HOLT THO000	Holt Thomas T	Amzn Mktpl US Ry8px41kl1, Amzn.Co	AMAZON B000	07/11/2024		Invoiced	A	13.92
	2	Lasercrafting Office Desk Name Plate or Door S			8102500006	Tom's cc's00017	08/03/2024	8.98			
	3	Shipping - Cost of shipping, not including shi			8102500006	Tom's cc's00017	08/03/2024	4.94			
	07/09/2024	12570	HOLT THO000	Holt Thomas T	Oreilly 3901, International, MN	O'REILLY000	07/11/2024		Invoiced	A	19.98
	2	O'Reilly Blanket P.O. FHS			8102500026	Tom's cc's00018	08/03/2024	19.98			
					19 transaction(s) for XXXXXXXXXXXXXXXXXXXX. Total Amount ==>						4,281.10
XXXXXXXXXXXXXXXXXX	07/09/2024	12569	WEST LIS000	West Lisa M	Smore.Com - Educator, Pittsburg	SMORE ED000	07/11/2024		Invoiced	A	99.00
	1	Online Newsletter Subscription ~ will use to p				Lisa's cc's00000	08/03/2024	99.00			
XXXXXXXXXXXXXXXXXX	07/08/2024	12583	SINNISAM001	Sinninghe Samantha N	Amazon Mktpl R78mn6hhl, Amzn.Co	AMAZON B000	07/11/2024		Invoiced	A	242.98
	2	Outus 24 Pack Book Bins for Classroom Plastic			1302500003	Sam's cc's00000	08/03/2024	76.99			
	3	Outus 60 Pack Book Bins for Classroom Plastic			1302500003	Sam's cc's00000	08/03/2024	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			
XXXXXXXXXXXXXXXXXX	07/26/2024	12628	HOPKIMIC000	Hopkins Michelle L	Usps Po 2647200549, Intl Falls,	POSTMAST000	08/07/2024		Invoiced	A	8.95
	1	Certified Letter for Personnel Mailing				Beth's cc's00000	08/03/2024	8.95			
	07/25/2024	12621	SHERMBET000	Shermoen Beth S	Kwik Trip #572, Hermantown, MN,		07/26/2024		Invoiced	A	30.10
	1	Gas for MASA Training				Beth's cc's00001	08/03/2024	30.10			
	07/15/2024	12592	SHERMBET000	Shermoen Beth S	Tbl Roberts Rules Onl, New York		07/16/2024		Invoiced	A	40.10
	1	Meeting Procedure guide				Beth's cc's00001	08/03/2024	40.10			
	07/04/2024	12568	SHERMBET000	Shermoen Beth S	Paypal Masa, 6129861583, MN, 55	MN ASSN 001	07/11/2024		Invoiced	A	549.00
	1	Superintendent Membership Dues				Beth's cc's00002	08/03/2024	549.00			
											4 transaction(s) for XXXXXXXXXXXXXXXXXXXX. Total Amount ==>>
											628.15
XXXXXXXXXXXXXXXXXX	07/24/2024	12616	BENNEKEN000	Bennett Kendra A	Menards Intl Falls, Intl Falls	MENARDS 000	07/25/2024		Invoiced	A	89.97
	2	50' 12/3 Extension Cord			6052500016	Mike's cc's00000	08/03/2024	68.99			
	3	Duster-Vac			6052500016	Mike's cc's00000	08/03/2024	14.99			
	4	24-2 100' speaker wire.			6052500016	Mike's cc's00000	08/03/2024	5.99			
	07/24/2024	12617	BENNEKEN000	Bennett Kendra A	Solarwinds, 866-530-8100, TX, 7	SOLARWIN000	07/25/2024		Invoiced	A	573.00
	3	Solarwinds Engineers Toolset Annual Renewal			6052500012	Mike's cc's00001	08/03/2024	573.00			
	07/22/2024	12614	BENNEKEN000	Bennett Kendra A	Menards Intl Falls, Intl Falls	MENARDS 000	07/25/2024		Invoiced	A	-1.17
	2	tax refund				Mike's cc's00002	08/03/2024	-1.17			
	07/22/2024	12615	BENNEKEN000	Bennett Kendra A	Wm Supercenter #3233, Bemidji,	WALMART.000	07/25/2024		Invoiced	A	498.00
	2	LG 70" Display/TV			6052500013	Mike's cc's00003	08/03/2024	498.00			
	07/19/2024	12613	BENNEKEN000	Bennett Kendra A	Midco, 800-888-1300, MN, 55435,	MIDCONTI000	07/25/2024		Invoiced	A	40.57
	2	Arena Elevator Acct # 2512973-01			8102500020	Mike's cc's00004	08/03/2024	40.57			
	07/17/2024	12603	BENNEKEN000	Bennett Kendra A	Menards Intl Falls, Intl Falls	MENARDS 000	07/18/2024		Invoiced	A	15.15
	2	AUX to Lighting Cable Adapter			6052500010	Mike's cc's00005	08/03/2024	9.99			
	3	AA Battery, 24 pack			6052500010	Mike's cc's00005	08/03/2024	3.99			
	4	tax (credit pending)				Mike's cc's00002	08/03/2024	1.17			
	07/08/2024	12577	BENNEKEN000	Bennett Kendra A	Amazon Mktp1 R76mu8v82, Amzn.Co	AMAZON B000	07/11/2024		Invoiced	A	13.95
	2	Trade Quest Plastic Clipboard Transparent Colo			1102500001	Mike's cc's00006	08/03/2024	13.95			
	07/04/2024	12576	BENNEKEN000	Bennett Kendra A	Amzn Mktp US R773a43j2, Amzn.Co	AMAZON B000	07/11/2024		Invoiced	A	19.97
	2	ExcelMark Custom One Line Stamp - Double-Sided			1102500001	Mike's cc's00007	08/03/2024	8.98			
	3	ExcelMark Custom Rubber Stamp - Clear & Crisp			1102500001	Mike's cc's00007	08/03/2024	10.99			
	07/02/2024	12574	BENNEKEN000	Bennett Kendra A	Siptrunk Inc, Alpharetta, GA, 3	TECHCHEC000	07/11/2024		Invoiced	A	289.32
	2	SIP Trunk Monthly Phone Service			1102500018	Mike's cc's00008	08/03/2024	289.32			
	07/02/2024	12575	BENNEKEN000	Bennett Kendra A	Amzn Mktp US R776e5pr0, Amzn.Co	AMAZON B000	07/11/2024		Invoiced	A	259.98
	2	HOYRTDE 23.8" Screen Replacement for Dell Opti			6052500002	Mike's cc's00009	08/03/2024	239.99			
	3	Shipping - Cost of shipping, not including shi			6052500002	Mike's cc's00009	08/03/2024	19.99			
	07/01/2024	12578	BENNEKEN000	Bennett Kendra A	Midco, 800-888-1300, MN, 55435,	MIDCONTI000	07/11/2024		Invoiced	A	82.34
	2	FHS Fax Line			1102400064	Mike's cc's00010	08/03/2024	82.34			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount	
	Line	Description			PO Number	Invoice Number	Invoice Dt				Amount	
XXXXXXXXXXXXXXXXX	continued...											
	07/01/2024	12579	BENNEKEN000	Bennett Kendra A	Midco, 800-888-1300, MN, 55435,	MIDCONTI000	07/11/2024		Invoiced	A	109.09	
	2	Internet Service for Bus Garage Acct # 1247557			7602400015	Mike's cc's00011	08/03/2024				109.09	
											12 transaction(s) for XXXXXXXXXXXXXXXX. Total Amount ==>	1,990.17
XXXXXXXXXXXXXXXXX	07/15/2024	12594	LINDVJOD000	Lindvall JoDee N	Usps.Com Postal Store, 800-7826	US POSTA000	07/16/2024		Invoiced	A	4,084.20	
	2	U.S. Flag Forever Stamp Stamped #10 Mailing En			1102500023	JoDee's cc's00000	08/03/2024				2,039.00	
	3	U.S. Flag Forever Stamp Stamped #10 Mailing En			1102500023	JoDee's cc's00000	08/03/2024				2,023.25	
	4	shipping			1102500023	JoDee's cc's00000	08/03/2024				21.95	
											62 transaction(s). Total Amount ==>	13,269.20

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

Payables Summary  
August 19, 2024

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201130419	MASC/MAHS	7/12/2024	3735	2024-2025 Student Council Membership fees.	0	\$ 85.00
	MASC/MAHS	7/12/2024	3735	2024-2025 Student Council Membership fees.	0	\$ 65.00
201130420	AT & T Mobility First Net	7/12/2024	2872977131370703202	IT Phones, Superintendent Phone, Bus WI-FI and Hotspots	1102400052	\$ 76.46
	AT & T Mobility First Net	7/12/2024	2872977131370703202	IT Phones, Superintendent Phone, Bus WI-FI and Hotspots	1102400052	\$ 94.45
	AT & T Mobility First Net	7/12/2024	2872977131370703202	IT Phones, Superintendent Phone, Bus WI-FI and Hotspots	1102400052	\$ 38.23
	AT & T Mobility First Net	7/12/2024	2872977131370703202	IT Phones, Superintendent Phone, Bus WI-FI and Hotspots	1102400052	\$ 114.69
	AT & T Mobility First Net	7/12/2024	2872977131370703202	IT Phones, Superintendent Phone, Bus WI-FI and Hotspots	1102400052	\$ 37.75
201130421	CDW Government	7/12/2024	RW93416	Adobe K12 District Creative Cloud NMD 500+ 12MO	6052400113	\$ 2,500.00
201130422	FRIENDS GARBAGE SERV	7/12/2024	35250	Garbage Pickups	8102400051	\$ 1,874.34
201130423	GUARDIAN PEST CONTR	7/12/2024	2575444	Pest control	8102400001	\$ 35.50
	GUARDIAN PEST CONTR	7/12/2024	2575444	Pest control	8102400001	\$ 35.50
201130424	HILLYARD HUTCHINSON	7/12/2024	605500696	FES June waxing supplies	8102400291	\$ 4,480.94
201130425	INTERQUEST DETECTION	7/12/2024	114NM May 2024	Canine Detection Services	1102400045	\$ 440.00
201130426	KGHS-AM	7/12/2024	1460023443	School Matters	102400003	\$ 225.00
201130427	LVC Companies Inc	7/12/2024	144952	semi annual kitchen maintenance	0	\$ 696.92
201130428	MN ENERGY RESOURCE	7/12/2024	0506435793-00001	Arena	8102400040	\$ 179.93
	MN ENERGY RESOURCE	7/12/2024	0503196532-00001	FHS Boiler	8102400040	\$ 1,121.82
201130429	Rainy Lake Oil, Inc.	7/12/2024	40518	tire labor	0	\$ 20.00
201130430	Rainy Lake Gazette, Cher	7/12/2024	181590	Thank you for 5th grade to trip Voyageurs	0	\$ 90.00
	Rainy Lake Gazette, Cher	7/12/2024	181597	Advertising Local Newspaper	1102400041	\$ 675.00
201130431	SAVVAS LEARNING CO	7/12/2024	7028765087	St Thomas Textbooks	1102400092	\$ 372.90
201130432	SCHMITT MUSIC CENTEF	7/12/2024	5831073	repair clarinet	0	\$ 85.00
	SCHMITT MUSIC CENTEF	7/12/2024	5831048	repair clarinet	0	\$ 70.00

Payables Summary  
August 19, 2024

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	SCHMITT MUSIC CENTEF	7/12/2024	5831045	repair trombone	0	\$ 148.00
	SCHMITT MUSIC CENTEF	7/12/2024	5829457	repair sax	0	\$ 155.00
	SCHMITT MUSIC CENTEF	7/12/2024	5829455	repair sax	0	\$ 135.00
	SCHMITT MUSIC CENTEF	7/12/2024	5829446	repair sax	0	\$ 105.00
201130433	US Cellular	7/12/2024	0659495424	Ooma POTS lines. 3@High School, 1@Arena, 1@Elementary	0	\$ 59.05
	US Cellular	7/12/2024	0659495424	Ooma POTS lines. 3@High School, 1@Arena, 1@Elementary	0	\$ 169.84
201130434	VOYAGEUR REFRIGERAT	7/12/2024	2624	Trouble shoot, repair freezer	8102400325	\$ 351.92
201130435	Duet Resource Group, In	7/12/2024	12310	Furniture for FHS and FES	8102500000	\$ 6,018.63
	Duet Resource Group, In	7/12/2024	12310	Furniture for FHS and FES	8102500000	\$ 71,172.40
201130436	First Dakota Indeminity C	7/12/2024	3736426	Work Comp - Risk Administration Services fc	1102500017	\$ 46,120.00
201130437	HILLYARD HUTCHINSON	7/12/2024	605529595	Boiler loop treatment and Floor sealer	8102500005	\$ 1,685.52
201130438	MIDCONTINENT COMMU	7/12/2024	2.75104E+13	FES Fax	1102500014	\$ 39.28
201130439	ThinkAUM	7/12/2024	1	Staff Development	1302500000	\$ 9,966.00
201130440	UNITED TRUCK BODY	7/12/2024	W 8291	DEF system repairs Head and hoses	7602500003	\$ 1,277.07
201130441	Align Chiropractic & Well	7/18/2024	8895-C01	DOT Physical	7602400000	\$ 100.00
	Align Chiropractic & Well	7/18/2024	8930-C01	DOT Physical	7602400000	\$ 100.00
	Align Chiropractic & Well	7/18/2024	8962-C01	DOT Physical	7602400000	\$ 100.00
	Align Chiropractic & Well	7/18/2024	8992-C01	DOT Physicals	7602400000	\$ 100.00
201130442	ARCC	7/18/2024	063024	2024 MASA Region 7 June 17-18	0	\$ 140.00
201130443	CRANDALLS SEPTIC PUM	7/18/2024	8640	college ball field	0	\$ 105.00
	CRANDALLS SEPTIC PUM	7/18/2024	8639	baseball field	0	\$ 105.00
	CRANDALLS SEPTIC PUM	7/18/2024	8637	west end of football field	0	\$ 105.00
	CRANDALLS SEPTIC PUM	7/18/2024	8636	Rizzo field	0	\$ 105.00
	CRANDALLS SEPTIC PUM	7/18/2024	8635	Rizzo filed handicap	0	\$ 130.00
	CRANDALLS SEPTIC PUM	7/18/2024	8625	Holler field	0	\$ 105.00
201130444	MN ENERGY RESOURCE	7/18/2024	0503526034-00001	FES Natural Gas Services	8102400040	\$ 381.53
	MN ENERGY RESOURCE	7/18/2024	0504762905-00001	Stadium; Natural Gas Services	8102400040	\$ 6.58
201130445	RAINY LAKE MEDICAL CE	7/18/2024	4194	OT/PT & Speech Services	1102400036	\$ 6,983.00
	RAINY LAKE MEDICAL CE	7/18/2024	4194	OT/PT & Speech Services	1102400036	\$ 2,470.86

Payables Summary  
August 19, 2024

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	RAINY LAKE MEDICAL CE	7/18/2024	4207	OT/PT & Speech Services	1102400036	\$ 3,225.93
	RAINY LAKE MEDICAL CE	7/18/2024	4207	OT/PT & Speech Services	1102400036	\$ 1,934.17
201130446	Aviben	7/18/2024	33337	403b Third Party Admin Svc	1102500011	\$ 197.42
201130447	BSN SPORTS	7/18/2024	926029260	Football Supplies for 2024-2025 Season	2922500001	\$ 219.98
	BSN SPORTS	7/18/2024	926029260	Football Supplies for 2024-2025 Season	2922500001	\$ 520.00
	BSN SPORTS	7/18/2024	926029260	Football Supplies for 2024-2025 Season	2922500001	\$ 299.98
	BSN SPORTS	7/18/2024	926029260	Football Supplies for 2024-2025 Season	2922500001	\$ 7.98
	BSN SPORTS	7/18/2024	926029260	Football Supplies for 2024-2025 Season	2922500001	\$ 5.98
	BSN SPORTS	7/18/2024	926029260	Football Supplies for 2024-2025 Season	2922500001	\$ 8.97
	BSN SPORTS	7/18/2024	926029260	Football Supplies for 2024-2025 Season	2922500001	\$ 25.98
	BSN SPORTS	7/18/2024	926029260	Football Supplies for 2024-2025 Season	2922500001	\$ 27.98
	BSN SPORTS	7/18/2024	926029260	Football Supplies for 2024-2025 Season	2922500001	\$ 111.70
	BSN SPORTS	7/18/2024	926107104	Jr High VB - Blue/White/Grey Volleyball (10)	2922500013	\$ 519.90
	BSN SPORTS	7/18/2024	926107104A	HS VB - Baden Perfection VB (3) & Baden Le	2922500014	\$ 891.14
201130448	Faith United Church of C	7/18/2024	080124	ALC classroom lease FY25	1102500008	\$ 1,000.67
201130449	FALLS LUMBER COMPAN	7/18/2024	071124	Bags of chalk for ballfields	8102500021	\$ 219.90
201130450	Hanover Insurance Group	7/18/2024	1523339587-001-000	Commercial Auto Policy AWX H670898 Commercial Umbrella Policy UXH H670311 Commercial Package Policy ZBX H670300	1102500015	\$ 33,283.04
	Hanover Insurance Group	7/18/2024	1523339587-001-000	Commercial Auto Policy AWX H670898 Commercial Umbrella Policy UXH H670311 Commercial Package Policy ZBX H670300	1102500015	\$ 115,767.83
201130451	Jamar Company	7/18/2024	20064	Repair Arena De-Humidifier heat wheel	8102500004	\$ 322.50
201130452	K&K MEYERS INC	7/18/2024	22805	make up a dozen keys	8102500009	\$ 36.00
201130453	Marco Technologies LLC	7/18/2024	533223889	Copier Lease	1102500019	\$ 104.66
	Marco Technologies LLC	7/18/2024	533223889	Copier Lease	1102500019	\$ 58.01
	Marco Technologies LLC	7/18/2024	533223889	Copier Lease	1102500019	\$ 10.00
	Marco Technologies LLC	7/18/2024	533229159	Copier Lease	1102500021	\$ 639.83
	Marco Technologies LLC	7/18/2024	533229159	Copier Lease	1102500021	\$ 14.86

Payables Summary  
August 19, 2024

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Marco Technologies LLC	7/18/2024	533229159	Copier Lease	1102500021	\$ 1,126.42
	Marco Technologies LLC	7/18/2024	533229159	Copier Lease	1102500021	\$ 17.31
	Marco Technologies LLC	7/18/2024	533228912	Copier Lease	1102500020	\$ 353.51
	Marco Technologies LLC	7/18/2024	533228912	Copier Lease	1102500020	\$ 10.00
	Marco Technologies LLC	7/18/2024	533222956	Copier Lease	1102500022	\$ 697.23
	Marco Technologies LLC	7/18/2024	533222956	Copier Lease	1102500022	\$ 697.22
201130453	Marco Technologies LLC	7/18/2024	533222956	Copier Lease	1102500022	\$ 516.36
	Marco Technologies LLC	7/18/2024	533222956	Copier Lease	1102500022	\$ 20.75
	Marco Technologies LLC	7/18/2024	533222956	Copier Lease	1102500022	\$ 20.75
201130454	MN POWER	7/18/2024	071024	Electricity Bill	8102400064	\$ 530.52
	MN POWER	7/18/2024	071024	Electricity Bill	8102400064	\$ 3,082.29
	MN POWER	7/18/2024	071024	Electricity Bill	8102400064	\$ 7,260.97
	MN POWER	7/18/2024	071024	Electricity Bill	8102400064	\$ 10,321.03
	MN POWER	7/18/2024	071024	Electricity Bill	8102400064	\$ 647.97
201130455	NCPERS Group Life Ins.	7/18/2024	1.64913E+11	Benefits August	1102500006	\$ 80.00
	NCPERS Group Life Ins.	7/18/2024	1.64913E+11	Benefits August	1102500006	\$ 16.00
201130456	Seesaw Learning, Inc.	7/18/2024	2023-95829	Seesaw Learning Suite renewal	6052500009	\$ 2,866.50
201130457	SOUND NORTH	7/18/2024	062724	DFC Calendar for ISD 361 families and employees in 24/25 back to school packet	7902500000	\$ 3,800.00
	SOUND NORTH	7/18/2024	070924	referendum flyers	0	\$ 345.00
	SOUND NORTH	7/18/2024	071124	fish fry sponsor flyers	0	\$ 75.00
201130458	The Sport Shop	7/18/2024	071624	Girls Hockey Practice Pucks	2922500015	\$ 86.94
201130459	TK Elevator Corp	7/18/2024	3007985509	1 year, quarterly elevator inspection and service Bronze plan FHS	8102500027	\$ 241.25
201130460	UNITED TRUCK BODY	7/18/2024	W 7744	Def head replacement bus 549	7602500002	\$ 1,664.72
201130471	Grover, Stacy	7/23/2024	062224	School Board Reimbursement	0	\$ 2,000.00
201130472	Health-e Pro	7/25/2024	0002	Meal planning software	0	\$ 4,522.00
201130473	NORTHEAST SERVICE CC	7/26/2024	4256	IEA 3 year contract 2023-2026, This is for the 2023-2024 FYI	8102400091	\$ 3,820.00

Payables Summary  
August 19, 2024

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201130474	NORTHLAND LEARNING	7/26/2024	6720	ECSE Contract Svc	1102400085	\$ 174.36
	NORTHLAND LEARNING	7/26/2024	6720	ECSE Contract Svc	1102400085	\$ (77.20)
201130474	NORTHLAND LEARNING	7/26/2024	6682	Contract Services	1102400019	\$ 9,211.66
	NORTHLAND LEARNING	7/26/2024	6682	Contract Services	1102400019	\$ 2,113.50
	NORTHLAND LEARNING	7/26/2024	6704	Contract Services	1102400021	\$ 22,859.02
	NORTHLAND LEARNING	7/26/2024	6704	Contract Services	1102400021	\$ 4,731.55
	NORTHLAND LEARNING	7/26/2024	6691	Contract Services	1102400020	\$ 13,700.44
201130475	ARROWHEAD LIBRARY S'	7/26/2024	8019	Library Catalog System	6202500000	\$ 625.00
201130476	BSN SPORTS	7/26/2024	926107092	Football equipment	2922500004	\$ 17,076.33
	BSN SPORTS	7/26/2024	926069662	Men's Football Jerseys	2922500008	\$ -
	BSN SPORTS	7/26/2024	926069662	Men's Football Jerseys	2922500008	\$ 2,300.00
201130477	Column Software PBC	7/26/2024	016AF9F0-0008	School Board meeting public notice	102500004	\$ 87.51
	Column Software PBC	7/26/2024	016AF9F0-0009	School Board meeting public notice	102500004	\$ 313.17
	Column Software PBC	7/26/2024	016AF9F0-0010	School Board meeting public notice	102500004	\$ 97.87
201130478	Dakota Academic Consu	7/26/2024	3274	E-Rate Consulting Services 7/1/24-6/30/25	6052500011	\$ 2,950.00
201130479	GUARDIAN PEST CONTR	7/26/2024	25583865	Pest control	8102500042	\$ 35.50
	GUARDIAN PEST CONTR	7/26/2024	25583865	Pest control	8102500042	\$ 35.50
201130480	LVC Companies Inc	7/26/2024	147047	Annual Arena fire extinguisher service and maintenance	8102500016	\$ 79.55
201130481	Marco Technologies LLC	7/26/2024	12731883	HP E42540 B&W LaserJet 40PPM A4 MFP	0	\$ 575.00
201130482	Mars Supply	7/26/2024	30528335	Arena air quality test gas	8102500007	\$ 405.79
201130483	MIDCONTINENT COMMU	7/26/2024	3.74613E+13	374612801 ALC Internet	1102500027	\$ 114.09
	MIDCONTINENT COMMU	7/26/2024	1.24861E+13	124861401 FHS Moveable Internet for Arena and Fields, Elevator Phone	6052500017	\$ 159.09
	MIDCONTINENT COMMU	7/26/2024	1.24861E+13	124861401 FHS Moveable Internet for Arena and Fields, Elevator Phone	6052500017	\$ 37.60
201130484	NLFX Professional	7/26/2024	072424	Arena Sound System Upgrade (by donations	1102500012	\$ 7,560.00
	NLFX Professional	7/26/2024	072424	Arena Sound System Upgrade (by donations	1102500012	\$ 36,452.77

Payables Summary  
August 19, 2024

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201130485	NORTHEAST SERVICE CC	7/26/2024	4227	MEM FY25 (July 2024 - June 2025) Member Dues	1102500028	\$ 200.00
201130486	Rogers Athletic Company	7/26/2024	312537	Foot Zone Chute-032124	2922500005	\$ 3,794.00
201130487	System Impact Consultir	7/26/2024	117	MTSS Data Academy	0	\$ 5,000.00
201130488	Tilson Bay Company	7/26/2024	1460	Arena ad banners and signs. Laser engraving for national honor society plaques	8102500030	\$ 130.00
	Tilson Bay Company	7/26/2024	1460	Arena ad banners and signs. Laser engraving for national honor society plaques	8102500030	\$ 320.00
	Tilson Bay Company	7/26/2024	1464	Metal Sponsor Signs for Football Stadium scoreboard.	8102500036	\$ 900.00
201130489	US Cellular	7/26/2024	0665546414	Elevator POTS lines	6052500008	\$ 50.99
	US Cellular	7/26/2024	0665546414	Elevator POTS lines	6052500008	\$ 146.73
201130490	WATER DEPT	7/26/2024	13-014900-00	Arena; Water Usage	8102500044	\$ 3,962.30
	WATER DEPT	7/26/2024	13-014800-00	FES; Water Usage	8102500044	\$ 135.61
	WATER DEPT	7/26/2024	13-014700-00	FHS; Water Usage	8102500044	\$ 1,131.29
	WATER DEPT	7/26/2024	74-006700-00	Water Usage - Garage	8102500044	\$ 61.97
	WATER DEPT	7/26/2024	30-007100-02	Stadium; Water Usage	8102500044	\$ 88.91
	WATER DEPT	7/26/2024	13-014701-00	Water Usage - Scheela Field	8102500044	\$ 22.80
201130491	ADs on Boards	8/9/2024	1152	Clean and apply conditioner to Arena boards	8102500023	\$ 700.00
201130492	Align Chiropractic & Well	8/9/2024	9231-C01	DOT Physical	7602500015	\$ 100.00
201130493	Amherst H. Wilder Found	8/9/2024	5959	Quarterly DFC evaluator	7902500005	\$ 3,125.00
201130494	ARROWHEAD LIBRARY S'	8/9/2024	8032	Library Catalog System	6202500000	\$ 625.00
201130495	Aviben	8/9/2024	33786	403b Third Party Admin Svc	1102500011	\$ 197.42
201130496	BEACON ATHLETICS	8/9/2024	0596986	baseball equipment	2922500018	\$ 878.00
	BEACON ATHLETICS	8/9/2024	0597292	baseball equipment	2922500018	\$ 219.00
201130497	BSN SPORTS	8/9/2024	926269937	Football Jerseys	2922500000	\$ 8,787.80
	BSN SPORTS	8/9/2024	926195702	Jr High Footballs	2922500017	\$ 607.06
201130498	CENEX COOP SERVICE II	8/9/2024	39513	Fuel and gasoline	7602500017	\$ 12,015.60
	CENEX COOP SERVICE II	8/9/2024	39525	Fuel and gasoline	7602500017	\$ 12,337.25

Payables Summary  
August 19, 2024

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201130499	CESO Finance, LLC	8/9/2024	1600	Business Manager Services	1102500000	\$ 8,000.00
201130500	Faith United Church of C	8/9/2024	090124	ALC classroom lease FY25	1102500008	\$ 1,000.67
201130501	FLEETPRIDE TRUCK & TR	8/9/2024	118751702	Misc Bus Filters/ Brake parts	7602500020	\$ 113.80
	FLEETPRIDE TRUCK & TR	8/9/2024	118755004	Misc Bus Filters/ Brake parts	7602500020	\$ 89.77
201130502	HOUGHTON MIFFLIN	8/9/2024	956086902	24/25 St Thomas Books	1102500026	\$ 501.08
201130503	K&K MEYERS INC	8/9/2024	1167	Install new electric lock strike	8102500048	\$ 838.58
201130504	KENNEDY & GRAVEN, CF	8/9/2024	182265	2024 Special Election (August)	0	\$ 1,000.00
201130505	LAMAR COMPANIES	8/9/2024	116135858	Lamar Billboard for KAPE	7902500001	\$ 525.00
				Prevention Messaging -		
201130506	Marsh & McLennan Agen	8/9/2024	2739733	Cyber Insurance FY25	0	\$ 10,304.00
201130507	MIDCONTINENT COMMU	8/9/2024	2.75104E+13	FES Fax	1102500014	\$ 37.98
201130508	PAUL BUNYAN COMMUN	8/9/2024	080124	District Internet Services	6052500000	\$ 835.00
201130509	Pioneer Manufacturing C	8/9/2024	210156	Field paint	8102500039	\$ 611.10
201130510	Rainy Lake Gazette, Cher	8/9/2024	188378	Advertising Local Newspaper	1102500029	\$ 225.00
	Rainy Lake Gazette, Cher	8/9/2024	188378 milk bid	Newspaper Ad for 24/25 Milk and Bread Bid	7702500001	\$ 100.00
201130511	Rally Athletic	8/9/2024	4513	Pro Varsity Bag 36x18x18	2922500007	\$ 2,430.00
				Purple bag with gold straps		
				printed both sides		
201130512	Staples Advantage	8/9/2024	6007666851	Folding chairs to replace the	8102500032	\$ 1,005.65
				old rusted ones at FES		
201130513	Tackle Bar	8/9/2024	1195	Tacklebar Harness	2922500012	\$ 1,452.00
201130514	The Sport Shop	8/9/2024	080524	Varsity Boys Hockey Practice Jerseys	2922500016	\$ 585.00
201130515	UNITED TRUCK BODY	8/9/2024	S 10751	Misc. Brake Parts	7602500018	\$ 457.58
	UNITED TRUCK BODY	8/9/2024	C 10758	Misc. Brake Parts	7602500018	\$ 370.53
	UNITED TRUCK BODY	8/9/2024	S 10797	Misc. Brake Parts	7602500018	\$ (32.00)
	UNITED TRUCK BODY	8/9/2024	S 10790	Misc Bus Parts	7602500023	\$ 48.92
201130516	Anderson, Jeremy	8/13/2024	1	Reimbursement for online	0	\$ 1,410.00
				payments for drivers training		
201130517	Excellence Industries	8/13/2024	SO24107333	Freezer for Blue Bunny Ice cream in the FHS	0	\$ 1,551.95
201130518	KRUEGER, KENNETH	8/13/2024	2	Tae Kwon Do classes	0	\$ 400.00
201130519	SOUND NORTH	8/13/2024	1	Envelopes for back to school mailer	0	\$ 690.00

Payables Summary  
August 19, 2024

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	SOUND NORTH	8/14/2024	1	Envelopes for back to school mailer	0	\$ (690.00)
201130520	CASH	8/14/2024	081224	cash withdrawal for sports gate bags	0	\$ 300.00
201130521	MN ASSOC OF SECOND	8/14/2024	8/8/2024	MASSP MEMBERSHIP DUES	0	\$ 890.00
201130522	SOUND NORTH	8/15/2024	1	Envelopes for back to school mailer	0	\$ 490.00
201130523	Close Out Bats	8/15/2024	24-110762	Bats for Softball	2922400112	\$ 824.85
201130524	High Noon Books	8/15/2024	330443	Book Sets	1302400247	\$ 520.00
201130525	ISD #709	8/15/2024	1002400400	Student Tuition FY24 2/15/24-6/5/24	0	\$ 11,195.25
201130526	Ogichi Daa Kwe	8/15/2024	062124	Lifeguard Training	0	\$ 368.00
201130527	AT & T Mobility First Net	8/15/2024	2872977131670803202	IT Phones, Bus WI-FI and Hotspots	1102500030	\$ 76.46
	AT & T Mobility First Net	8/15/2024	2872977131670803202	IT Phones, Bus WI-FI and Hotspots	1102500030	\$ 94.48
	AT & T Mobility First Net	8/15/2024	2872977131670803202	IT Phones, Bus WI-FI and Hotspots	1102500030	\$ 38.23
	AT & T Mobility First Net	8/15/2024	2872977131670803202	IT Phones, Bus WI-FI and Hotspots	1102500030	\$ 114.69
201130528	FRIENDS GARBAGE SERV	8/15/2024	36358	Garbage Pickups	8102500053	\$ 1,874.34
201130529	Heritage Embroidery & D	8/15/2024	61619	Baseball embroidery	2922500025	\$ 765.00
201130530	HOUGHTON MIFFLIN	8/15/2024	956074076	HMH Journeys Consumables 3-5	1302500004	\$ 1,447.68
	HOUGHTON MIFFLIN	8/15/2024	956070158	Math Expressions	1302500005	\$ 2,700.00
	HOUGHTON MIFFLIN	8/15/2024	956076019	Math Expressions	1302500005	\$ 9,938.11
201130531	KGHS-AM	8/15/2024	1470023444	School Matters	102500006	\$ 325.00
201130532	KOOCHICHING COUNTY	8/15/2024	081224	Tipping Fees	8102500057	\$ 40.00
201130533	LVC Companies Inc	8/15/2024	147592	Annual Fire Alarm Service for Bronco Arena	8102500017	\$ 600.00
	LVC Companies Inc	8/15/2024	147590	Annual Fire Alarm Service for FHS	8102500017	\$ 2,700.00
	LVC Companies Inc	8/15/2024	147044	Replace 10 fire extinguishers	8102500001	\$ 650.00
	LVC Companies Inc	8/15/2024	147588	Annual Fire Alarm Service for FES	8102500017	\$ 1,200.00
	LVC Companies Inc	8/15/2024	147048	FES fire extinguisher service and maintenance	0	\$ 89.45
	LVC Companies Inc	8/15/2024	147046	Annual fire extinguisher service bus garage	7602500005	\$ 387.10
201130534	Marco Technologies LLC	8/15/2024	12815969	FES copier/Guidance Office copier	6052500021	\$ 83.19
	Marco Technologies LLC	8/15/2024	12815969	FES copier/Guidance Office copier	6052500021	\$ 5.00
201130535	Marco Technologies LLC	8/15/2024	535529416	Copier Lease	1102500021	\$ 639.83
	Marco Technologies LLC	8/15/2024	535529416	Copier Lease	1102500021	\$ 14.86
	Marco Technologies LLC	8/15/2024	535529416	Copier Lease	1102500021	\$ 1,126.42
	Marco Technologies LLC	8/15/2024	535529416	Copier Lease	1102500021	\$ 17.31

Payables Summary  
August 19, 2024

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Marco Technologies LLC	8/15/2024	535529192	Copier Lease	1102500020	\$ 353.51
	Marco Technologies LLC	8/15/2024	535529192	Copier Lease	1102500020	\$ 10.00
	Marco Technologies LLC	8/15/2024	535514996	Copier Lease	1102500019	\$ 104.66
	Marco Technologies LLC	8/15/2024	535514996	Copier Lease	1102500019	\$ 0.30
	Marco Technologies LLC	8/15/2024	535514996	Copier Lease	1102500019	\$ 10.00
	Marco Technologies LLC	8/15/2024	535514798	Copier Lease	1102500022	\$ 705.40
	Marco Technologies LLC	8/15/2024	535514798	Copier Lease	1102500022	\$ 705.38
	Marco Technologies LLC	8/15/2024	535515191	Copier Lease	1102500022	\$ 644.42
	Marco Technologies LLC	8/15/2024	535515191	Copier Lease	1102500022	\$ 20.75
	Marco Technologies LLC	8/15/2024	535515191	Copier Lease	1102500022	\$ 20.75
	Marco Technologies LLC	8/15/2024	535515191	Copier Lease	1102500022	\$ 1,221.08
201130536	MN ASSN OF SCHOOL A	8/15/2024	68614	MASA back to school conference	0	\$ 249.00
201130537	MN ENERGY RESOURCE	8/15/2024	0503196532-00001	Arena	8102500033	\$ 854.42
	MN ENERGY RESOURCE	8/15/2024	0506435793-00001	FHS	8102500033	\$ 241.64
	MN ENERGY RESOURCE	8/15/2024	0506435793-00001	FHS	8102500033	\$ 80.54
	MN ENERGY RESOURCE	8/15/2024	0503526034-00001	FES	8102500033	\$ 194.64
201130538	NCPERS Group Life Ins.	8/15/2024	1.64913E+11	Benefits September	1102500006	\$ 80.00
	NCPERS Group Life Ins.	8/15/2024	1.64913E+11	Benefits September	1102500006	\$ 16.00
201130539	POMP'S TIRE SERVICE	8/15/2024	530132391	4 Recapped tires and 2 new steering tires	7602500016	\$ 1,020.52
201130540	Rainy Lake Oil, Inc.	8/15/2024	44421	Arena; Propane for Zamboni	8102500029	\$ 102.94
	Rainy Lake Oil, Inc.	8/15/2024	44427	Arena; Propane for Zamboni	8102500029	\$ 41.16
	Rainy Lake Oil, Inc.	8/15/2024	44435	Arena; Propane for Zamboni	8102500029	\$ 41.16
201130541	Securly, Inc.	8/15/2024	129330	Cloud based web filtering	6052500007	\$ 6,942.60
201130542	SOUND NORTH	8/15/2024	073124	J&B Mixer	6052500019	\$ 99.99
201130543	ThinkAUM	8/15/2024	2	Staff Development	1302500006	\$ 6,450.00
202425004	Aviben	7/12/2024	20240712ADTSASP	Payroll accrual	0	\$ 141.28
	Aviben	7/12/2024	20240712ADTSASP	Payroll accrual	0	\$ 50.00
	Aviben	7/12/2024	20240712ADTSECO	Payroll accrual	0	\$ 200.00
	Aviben	7/12/2024	20240712ADTSHOM	Payroll accrual	0	\$ 46.16
	Aviben	7/12/2024	20240712ADTSINV	Payroll accrual	0	\$ 62.31
	Aviben	7/12/2024	20240712ADTSSYM	Payroll accrual	0	\$ 150.00

Payables Summary  
August 19, 2024

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Aviben	7/12/2024	20240712ADTSVAL	Payroll accrual	0	\$ 438.47
	Aviben	7/12/2024	20240712AFTSASP	TSA Benefit	0	\$ 96.16
	Aviben	7/12/2024	20240712AFTSINV	TSA Benefits	0	\$ 62.31
	Aviben	7/12/2024	20240712AFTSVAL	TSA Benefit	0	\$ 96.16
202425005	Empower Retirement	7/12/2024	20240712ADDEFECO	Payroll accrual	0	\$ 195.00
	Empower Retirement	7/12/2024	20240712ADDEFECO	Payroll accrual	0	\$ 105.00
	Empower Retirement	7/12/2024	20240712AFHCSP	HCSP	0	\$ 9,299.48
	Empower Retirement	7/12/2024	20240712AFHCSP	HCSP	0	\$ 24.23
202425006	Internal Revenue Service	7/12/2024	20240712ADFICA	Payroll accrual	0	\$ 3,746.71
	Internal Revenue Service	7/12/2024	20240712ADFICA	Payroll accrual	0	\$ 440.28
202425006	Internal Revenue Service	7/12/2024	20240712ADFICA	Payroll accrual	0	\$ 60.99
	Internal Revenue Service	7/12/2024	20240712ADFTA	Payroll accrual	0	\$ 300.00
	Internal Revenue Service	7/12/2024	20240712ADFTA	Payroll accrual	0	\$ 60.00
	Internal Revenue Service	7/12/2024	20240712ADFTP	Payroll accrual	0	\$ 104.48
	Internal Revenue Service	7/12/2024	20240712ADFTX	Payroll accrual	0	\$ 3,677.27
	Internal Revenue Service	7/12/2024	20240712ADFTX	Payroll accrual	0	\$ 347.65
	Internal Revenue Service	7/12/2024	20240712ADFTX	Payroll accrual	0	\$ 42.23
	Internal Revenue Service	7/12/2024	20240712ADMDCR	Payroll accrual	0	\$ 876.26
	Internal Revenue Service	7/12/2024	20240712ADMDCR	Payroll accrual	0	\$ 102.96
	Internal Revenue Service	7/12/2024	20240712ADMDCR	Payroll accrual	0	\$ 14.25
	Internal Revenue Service	7/12/2024	20240712AFFICA	FICA Benefit	0	\$ 3,746.71
	Internal Revenue Service	7/12/2024	20240712AFFICA	FICA Benefit	0	\$ 440.28
	Internal Revenue Service	7/12/2024	20240712AFFICA	FICA Benefit	0	\$ 60.99
	Internal Revenue Service	7/12/2024	20240712AFMDCR	Medicare Benefit	0	\$ 876.26
	Internal Revenue Service	7/12/2024	20240712AFMDCR	Medicare Benefit	0	\$ 102.96
	Internal Revenue Service	7/12/2024	20240712AFMDCR	Medicare Benefit	0	\$ 14.25
202425007	MINNESOTA REVENUE	7/12/2024	20240712ADGARN5	Payroll accrual	0	\$ 100.00
	MINNESOTA REVENUE	7/12/2024	20240712ADSITA	Payroll accrual	0	\$ 100.00
	MINNESOTA REVENUE	7/12/2024	20240712ADSITMN	Payroll accrual	0	\$ 2,111.78
	MINNESOTA REVENUE	7/12/2024	20240712ADSITMN	Payroll accrual	0	\$ 185.24
	MINNESOTA REVENUE	7/12/2024	20240712ADSITMN	Payroll accrual	0	\$ 23.27

Payables Summary  
August 19, 2024

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
202425008	MN Teachers Retirement	7/12/2024	20240712ADTRAC	Payroll accrual	0	\$ 1,235.26
	MN Teachers Retirement	7/12/2024	20240712ADTRAC	Payroll accrual	0	\$ 193.66
	MN Teachers Retirement	7/12/2024	20240712ADTRAC	Payroll accrual	0	\$ 15.72
	MN Teachers Retirement	7/12/2024	20240712AFTRAC	TRA Benefit	0	\$ 1,394.65
	MN Teachers Retirement	7/12/2024	20240712AFTRAC	TRA Benefit	0	\$ 218.65
	MN Teachers Retirement	7/12/2024	20240712AFTRAC	TRA Benefit	0	\$ 17.75
202425009	Public Employees Retirer	7/12/2024	20240712ADDCP	Payroll accrual	0	\$ 12.00
	Public Employees Retirer	7/12/2024	20240712ADPERAC	Payroll accrual	0	\$ 2,729.87
	Public Employees Retirer	7/12/2024	20240712ADPERAC	Payroll accrual	0	\$ 204.43
	Public Employees Retirer	7/12/2024	20240712ADPERAC	Payroll accrual	0	\$ 52.31
	Public Employees Retirer	7/12/2024	20240712AFDCP	DCP Benefit	0	\$ 12.00
	Public Employees Retirer	7/12/2024	20240712AFPERAC	PERA Benefit	0	\$ 3,149.86
	Public Employees Retirer	7/12/2024	20240712AFPERAC	PERA Benefit	0	\$ 235.89
	Public Employees Retirer	7/12/2024	20240712AFPERAC	PERA Benefit	0	\$ 60.35
202425010	MN PEIP	7/11/2024	1412947	Benefits	1102500002	\$ 93,770.66
	MN PEIP	7/11/2024	1412947	Benefits	1102500002	\$ 1,447.48
202425011	WEX	7/11/2024	1983978	FSA 3rd Party Admin	0	\$ 198.75
202425013	MN Unemployment Insur	7/11/2024	17234961	quarter 2 unemployment insurance	0	\$ 1,189.00
	MN Unemployment Insur	7/11/2024	17234961	quarter 2 unemployment insurance	0	\$ 4,585.53
	MN Unemployment Insur	7/11/2024	17234961	quarter 2 unemployment insurance	0	\$ 4,671.46
	MN Unemployment Insur	7/11/2024	17234961	quarter 2 unemployment insurance	0	\$ 3,205.11
	MN Unemployment Insur	7/11/2024	17234961	quarter 2 unemployment insurance	0	\$ 691.85
202425014	DELTA DENTAL	7/18/2024	CNS0001601832	Dental August	1102500007	\$ 4,534.24
	DELTA DENTAL	7/18/2024	CNS0001601832	Dental August	1102500007	\$ 61.76
	DELTA DENTAL	7/18/2024	CNS0001601832	Dental August	1102500007	\$ 1,695.04
202425015	Internal Revenue Service	7/18/2024	CP128	past due amount	0	\$ 481.07
202425016	Aviben	7/26/2024	20240726ADTSASP	Payroll accrual	0	\$ 141.28
	Aviben	7/26/2024	20240726ADTSASP	Payroll accrual	0	\$ 50.00
	Aviben	7/26/2024	20240726ADTSECO	Payroll accrual	0	\$ 200.00
	Aviben	7/26/2024	20240726ADTSHOM	Payroll accrual	0	\$ 46.16
	Aviben	7/26/2024	20240726ADTSINV	Payroll accrual	0	\$ 62.31

Payables Summary  
August 19, 2024

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Aviben	7/26/2024	20240726ADTSSYM	Payroll accrual	0	\$ 150.00
	Aviben	7/26/2024	20240726ADTSVAL	Payroll accrual	0	\$ 438.47
	Aviben	7/26/2024	20240726AFTSASP	TSA Benefit	0	\$ 96.16
	Aviben	7/26/2024	20240726AFTSINV	TSA Benefits	0	\$ 62.31
	Aviben	7/26/2024	20240726AFTSVAL	TSA Benefit	0	\$ 96.16
202425017	Empower Retirement	7/26/2024	20240726ADDEFECO	Payroll accrual	0	\$ 195.00
	Empower Retirement	7/26/2024	20240726ADDEFECO	Payroll accrual	0	\$ 105.00
	Empower Retirement	7/26/2024	20240726AFHCSP	HCSP	0	\$ 275.78
	Empower Retirement	7/26/2024	20240726AFHCSP	HCSP	0	\$ 24.23
202425018	Internal Revenue Service	7/26/2024	20240726ADFICA	Payroll accrual	0	\$ 4,018.22
202425018	Internal Revenue Service	7/26/2024	20240726ADFICA	Payroll accrual	0	\$ 391.82
	Internal Revenue Service	7/26/2024	20240726ADFICA	Payroll accrual	0	\$ 81.45
	Internal Revenue Service	7/26/2024	20240726ADFTA	Payroll accrual	0	\$ 300.00
	Internal Revenue Service	7/26/2024	20240726ADFTA	Payroll accrual	0	\$ 60.00
	Internal Revenue Service	7/26/2024	20240726ADFTP	Payroll accrual	0	\$ 215.42
	Internal Revenue Service	7/26/2024	20240726ADFTX	Payroll accrual	0	\$ 3,927.16
	Internal Revenue Service	7/26/2024	20240726ADFTX	Payroll accrual	0	\$ 348.47
	Internal Revenue Service	7/26/2024	20240726ADFTX	Payroll accrual	0	\$ 46.47
	Internal Revenue Service	7/26/2024	20240726ADMDCR	Payroll accrual	0	\$ 939.75
	Internal Revenue Service	7/26/2024	20240726ADMDCR	Payroll accrual	0	\$ 91.63
	Internal Revenue Service	7/26/2024	20240726ADMDCR	Payroll accrual	0	\$ 19.05
	Internal Revenue Service	7/26/2024	20240726AFFICA	FICA Benefit	0	\$ 4,018.22
	Internal Revenue Service	7/26/2024	20240726AFFICA	FICA Benefit	0	\$ 391.82
	Internal Revenue Service	7/26/2024	20240726AFFICA	FICA Benefit	0	\$ 81.45
	Internal Revenue Service	7/26/2024	20240726AFMDCR	Medicare Benefit	0	\$ 939.75
	Internal Revenue Service	7/26/2024	20240726AFMDCR	Medicare Benefit	0	\$ 91.63
	Internal Revenue Service	7/26/2024	20240726AFMDCR	Medicare Benefit	0	\$ 19.05
202425019	MINNESOTA REVENUE	7/26/2024	20240726ADGARN5	Payroll accrual	0	\$ 100.00
	MINNESOTA REVENUE	7/26/2024	20240726ADSITA	Payroll accrual	0	\$ 100.00
	MINNESOTA REVENUE	7/26/2024	20240726ADSITMN	Payroll accrual	0	\$ 2,221.14
	MINNESOTA REVENUE	7/26/2024	20240726ADSITMN	Payroll accrual	0	\$ 187.41

Payables Summary  
August 19, 2024

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	MINNESOTA REVENUE	7/26/2024	20240726ADSITMN	Payroll accrual	0	\$ 26.07
202425020	MN Teachers Retirement	7/26/2024	20240726ADTRAC	Payroll accrual	0	\$ 1,335.22
	MN Teachers Retirement	7/26/2024	20240726ADTRAC	Payroll accrual	0	\$ 193.66
	MN Teachers Retirement	7/26/2024	20240726ADTRAC	Payroll accrual	0	\$ 39.33
	MN Teachers Retirement	7/26/2024	20240726AFTRAC	TRA Benefit	0	\$ 1,507.52
	MN Teachers Retirement	7/26/2024	20240726AFTRAC	TRA Benefit	0	\$ 218.65
	MN Teachers Retirement	7/26/2024	20240726AFTRAC	TRA Benefit	0	\$ 44.40
202425021	Public Employees Retirer	7/26/2024	20240726ADDCP	Payroll accrual	0	\$ 12.00
	Public Employees Retirer	7/26/2024	20240726ADPERAC	Payroll accrual	0	\$ 2,470.02
	Public Employees Retirer	7/26/2024	20240726ADPERAC	Payroll accrual	0	\$ 202.21
	Public Employees Retirer	7/26/2024	20240726ADPERAC	Payroll accrual	0	\$ 53.97
	Public Employees Retirer	7/26/2024	20240726AFDCP	DCP Benefit	0	\$ 12.00
	Public Employees Retirer	7/26/2024	20240726AFPERAC	PERA Benefit	0	\$ 2,850.02
	Public Employees Retirer	7/26/2024	20240726AFPERAC	PERA Benefit	0	\$ 233.33
	Public Employees Retirer	7/26/2024	20240726AFPERAC	PERA Benefit	0	\$ 62.27
202425022	Aviben	8/9/2024	20240809ADTSASP	Payroll accrual	0	\$ 307.95
	Aviben	8/9/2024	20240809ADTSASP	Payroll accrual	0	\$ 50.00
	Aviben	8/9/2024	20240809ADTSECO	Payroll accrual	0	\$ 200.00
	Aviben	8/9/2024	20240809ADTSHOM	Payroll accrual	0	\$ 46.16
	Aviben	8/9/2024	20240809ADTSINV	Payroll accrual	0	\$ 62.31
	Aviben	8/9/2024	20240809ADTSSYM	Payroll accrual	0	\$ 150.00
	Aviben	8/9/2024	20240809ADTSVAL	Payroll accrual	0	\$ 438.47
	Aviben	8/9/2024	20240809AFTSASP	TSA Benefit	0	\$ 262.83
	Aviben	8/9/2024	20240809AFTSINV	TSA Benefits	0	\$ 62.31
	Aviben	8/9/2024	20240809AFTSVAL	TSA Benefit	0	\$ 96.16
202425023	Empower Retirement	8/9/2024	20240809ADDEFECO	Payroll accrual	0	\$ 195.00
	Empower Retirement	8/9/2024	20240809ADDEFECO	Payroll accrual	0	\$ 105.00
	Empower Retirement	8/9/2024	20240809AFHCSP	HCSP	0	\$ 275.79
	Empower Retirement	8/9/2024	20240809AFHCSP	HCSP	0	\$ 24.23
202425024	Internal Revenue Service	8/9/2024	20240809ADFICA	Payroll accrual	0	\$ 3,532.85
	Internal Revenue Service	8/9/2024	20240809ADFICA	Payroll accrual	0	\$ 452.80

Payables Summary  
August 19, 2024

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Internal Revenue Service	8/9/2024	20240809ADFICA	Payroll accrual	0	\$ 116.56
	Internal Revenue Service	8/9/2024	20240809ADFTA	Payroll accrual	0	\$ 250.00
	Internal Revenue Service	8/9/2024	20240809ADFTA	Payroll accrual	0	\$ 60.00
	Internal Revenue Service	8/9/2024	20240809ADFTA	Payroll accrual	0	\$ 25.00
	Internal Revenue Service	8/9/2024	20240809ADFTP	Payroll accrual	0	\$ 215.15
	Internal Revenue Service	8/9/2024	20240809ADFTX	Payroll accrual	0	\$ 3,772.38
	Internal Revenue Service	8/9/2024	20240809ADFTX	Payroll accrual	0	\$ 364.35
	Internal Revenue Service	8/9/2024	20240809ADFTX	Payroll accrual	0	\$ 46.52
	Internal Revenue Service	8/9/2024	20240809ADMDCR	Payroll accrual	0	\$ 826.25
	Internal Revenue Service	8/9/2024	20240809ADMDCR	Payroll accrual	0	\$ 105.88
	Internal Revenue Service	8/9/2024	20240809ADMDCR	Payroll accrual	0	\$ 27.25
	Internal Revenue Service	8/9/2024	20240809AFFICA	FICA Benefit	0	\$ 3,532.85
	Internal Revenue Service	8/9/2024	20240809AFFICA	FICA Benefit	0	\$ 452.80
	Internal Revenue Service	8/9/2024	20240809AFFICA	FICA Benefit	0	\$ 116.56
	Internal Revenue Service	8/9/2024	20240809AFMDCR	Medicare Benefit	0	\$ 826.25
	Internal Revenue Service	8/9/2024	20240809AFMDCR	Medicare Benefit	0	\$ 105.88
	Internal Revenue Service	8/9/2024	20240809AFMDCR	Medicare Benefit	0	\$ 27.25
202425025	MINNESOTA REVENUE	8/9/2024	20240809ADGARN5	Payroll accrual	0	\$ 100.00
	MINNESOTA REVENUE	8/9/2024	20240809ADSITA	Payroll accrual	0	\$ 100.00
202425025	MINNESOTA REVENUE	8/9/2024	20240809ADSITA	Payroll accrual	0	\$ 25.00
	MINNESOTA REVENUE	8/9/2024	20240809ADSITMN	Payroll accrual	0	\$ 2,063.96
	MINNESOTA REVENUE	8/9/2024	20240809ADSITMN	Payroll accrual	0	\$ 248.62
	MINNESOTA REVENUE	8/9/2024	20240809ADSITMN	Payroll accrual	0	\$ 26.72
202425026	MN Teachers Retirement	8/9/2024	20240809ADTRAC	Payroll accrual	0	\$ 1,193.53
	MN Teachers Retirement	8/9/2024	20240809ADTRAC	Payroll accrual	0	\$ 193.66
	MN Teachers Retirement	8/9/2024	20240809ADTRAC	Payroll accrual	0	\$ 69.40
	MN Teachers Retirement	8/9/2024	20240809AFTRAC	TRA Benefit	0	\$ 1,347.54
	MN Teachers Retirement	8/9/2024	20240809AFTRAC	TRA Benefit	0	\$ 218.65
	MN Teachers Retirement	8/9/2024	20240809AFTRAC	TRA Benefit	0	\$ 78.36
202425027	Public Employees Retirer	8/9/2024	20240809ADDCP	Payroll accrual	0	\$ 12.00
	Public Employees Retirer	8/9/2024	20240809ADPERAC	Payroll accrual	0	\$ 2,518.10

Payables Summary  
August 19, 2024

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Public Employees Retirer	8/9/2024	20240809ADPERAC	Payroll accrual	0	\$ 208.13
	Public Employees Retirer	8/9/2024	20240809ADPERAC	Payroll accrual	0	\$ 65.55
	Public Employees Retirer	8/9/2024	20240809AFDCP	DCP Benefit	0	\$ 12.00
	Public Employees Retirer	8/9/2024	20240809AFPERAC	PERA Benefit	0	\$ 2,905.50
	Public Employees Retirer	8/9/2024	20240809AFPERAC	PERA Benefit	0	\$ 240.15
	Public Employees Retirer	8/9/2024	20240809AFPERAC	PERA Benefit	0	\$ 75.64
202425028	WEX	8/8/2024	2001308	WEX - Flex Account	1102500013	\$ 206.25
202425030-	BMO	8/3/2024	Jul-24	See Attached Detail Report		\$ 13,269.20
202425090						
202425091	MN PEIP	8/14/2024	1421067	Benefits	1102500002	\$ 105,888.18
	MN PEIP	8/14/2024	1421067	Benefits	1102500002	\$ 1,446.84
242523161	Bennett, Kendra	7/12/2024	ERIN20240703A	6/1/2024-6/30/2024 mileage reimbursemer	0	\$ 33.74
242523162	Madison National Life	7/12/2024	1631748	LTD	1102500003	\$ 173.56
	Madison National Life	7/12/2024	1631747	Life	1102500005	\$ 1,367.32
	Madison National Life	7/12/2024	1631747	Life	1102500005	\$ 31.35
	Madison National Life	7/12/2024	1631747	Life	1102500005	\$ 5.70
	Madison National Life	7/12/2024	1631747	Life	1102500005	\$ 37.05
242523163	Grover, Stacy	7/18/2024	Meal Acct Refunds	Meal Acct Refunds	0	\$ 44.05
242523164	Madison National Life	7/18/2024	1637404	Life August	1102500005	\$ 1,286.28
	Madison National Life	7/18/2024	1637404	Life August	1102500005	\$ 25.65
	Madison National Life	7/18/2024	1637404	Life August	1102500005	\$ 5.70
	Madison National Life	7/18/2024	1637404	Life August	1102500005	\$ 84.55
	Madison National Life	7/18/2024	1637403	LTD August	1102500003	\$ 119.84
242523165	AFSCME Council 65	7/26/2024	20240726ADAFS%	Payroll accrual	0	\$ 662.20
	AFSCME Council 65	7/26/2024	20240726ADAFSLC	Payroll accrual	0	\$ 11.00
242523166	Bennett, Kendra	8/15/2024	ERIN20240812A	7/1/2024-7/31/2024 mileage reimbursemer	0	\$ 25.44
242523167	Blesi, Michael	8/15/2024	ERIN20240805A	7/19/2024 Mileage	0	\$ 113.30
	Blesi, Michael	8/15/2024	ERIN20240812A	8/7/2024 Mileage	0	\$ 56.65
242523168	West, Lisa	8/15/2024	ERIN20240814A	8/6/2024-8/12/2024 mileage and meal	0	\$ 218.59
<b>TOTAL</b>						<b>\$ 975,177.72</b>

**REGULAR MEETING MINUTES OF THE BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT NO. 361  
Monday, July 15, 2024, at 5:15 p.m.  
FES Library**

**Call to Order**

Present with voting rights: Jessica Crosby, Tina Sather, JoAnne Smith, Roxanne Skogstad-Ditsch, Dale Johnson and Toni Korpi.

Absent: Bruce Raboin

Present: 6, Absent: 1.

Non-Voting Members Present: Beth Shermoen, Superintendent

Pledge of Allegiance

**Approval of Agenda**

1. Approve agenda as presented. Motion by Jessica Crosby, then second by Tina Sather.  
Motion Carried.

Bruce Raboin: Absent, Jessica Crosby: Yea, Dale Johnson: Yea, Toni Korpi: Yea, Tina Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea

Yea: 6, Nay: 0, Absent: 1

**Open Forum**

1. Public Open Forum

One Audience Member: Questioning of the administrative assistant add on. No other speakers.

**Committee and Administrative Reports**

1. Melissa Tate, Elementary Principal

- Overview of the Read Act, legislative requirements, curriculum and training review.
- Update on the FES literacy lead and funding
- MTSS Process - 24/25 focus on tier 1 and K/2 instruction
- State expansion for PreK funding and seats - FES received acceptance of their application

2. Lisa West, Secondary Principal

**Delivery of information by Superintendent Shermoen**

- MTSS FHS focus on system wide practices, tier 1 instruction and best instructional practices
- Looking for programs on data collection regarding students passes, discipline and attendance/tardies
- PBIS rollout for FHS and August training for the 24/25 school year

3. Beth Slatinski, Community Education Director

- Review of pool use and hours
- Community Education Report due in November
- Preparation for the back-to-school packets going out in August. Recognition of the cost and guidelines in sending it out.

**REGULAR MEETING MINUTES OF THE BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT NO. 361  
Monday, July 15, 2024, at 5:15 p.m.  
FES Library**

Adults with disability programs and events they are participating in.

4. Beth Shermoen, Superintendent:

- Review of the 100-day plan and fulfillment of the recognized areas
- Referendum work of the district being involved in the radio spots for pushing out information, community presentations and information distribution.
- Recognition of the Purple Pride Fish Fry serving 600 community members. Appreciation of all those who made it happen.
- Looking at holding a meeting for the parent involvement community to reestablish the group
- Formal school safety framework being looked into - ALICE and I Love You Guys
- Formal teacher observation framework - Frontline Charlotte Danielson Framework
- Review of weekly meetings set forth with the administrators at FES and FHS/ALC
- Priority goals - enrollment and retention, attendance and tardies, student achievement, focus groups, and highlights of the offerings of ISD 361.
- Review of the transportation and maps to best serve our student population.
- Looking into animals on the fields that are not service dogs. Moving towards solutions.
- 

**Consent Agenda**

Approve the Consent Agenda as presented. Motion by Toni Korpi, then second by Joann Smith. Motion Carried.

Bruce Raboin: Absent, Jessica Crosby: Yea, Dale Johnson: Yea, Toni Korpi: Yea, Tina Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea  
Yea: 6, Nay: 0, Absent: 1

1. Approve payroll in the amount of \$673,385.46 for pay periods 6/28/2024 and 7/12/2024.
2. Approve current accounts payable due in the amount of \$1,176,909.70.
3. Approve past meeting minutes for the regular school board meeting on 6/17/2024 and special school board meeting on 6/24/2024.
4. Approve the bid from Range Cornice & Roofing Company in the amount of \$104,494.00 to replace the roof on the main school bus barn.
5. Approve the hire of Michelle Koenig as 1.0 FTE Elementary Teacher for the 2024-2025 school year.
6. Approve the hire of Shawn Bowles as 1.0 FTE Elementary Teacher for the 2024-2025 school year.
7. Approve the hire of Dylan Holt as Junior High Football Coach for the 2024-2025 season.

**REGULAR MEETING MINUTES OF THE BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT NO. 361  
Monday, July 15, 2024, at 5:15 p.m.  
FES Library**

8. Approve the hire of Nick Hedtke as Junior High Football Coach for the 2024-2025 season.
9. Approve the hire of Emily Nicholson as Junior High Volleyball Coach (7th grade) for the 2024-2025 season.
10. Approve the hire of Cyndi Heibel as Junior High Volleyball Coach (7th grade) for the 2024-2025 season.
11. Acknowledge Johnny Sloan as a volunteer Junior High Football Coach for the 2024-2025 season.
12. Acknowledge Troy Freeberg as a volunteer Elementary Football Coach for the 2024-2025 season.
13. Acknowledge Nathan Wahl as a volunteer Elementary Football Coach for the 2024-2025 season.
14. Acknowledge Matt Buller as a volunteer Elementary Football Coach for the 2024-2025 season.
15. Acknowledge Augustus Schmitt as a volunteer Elementary Football Coach for the 2024-2025 season.
16. Acknowledge Brad Kokesh as a volunteer Elementary Football Coach for the 2024-2025 season.
17. Acknowledge Aiden Litfin as a volunteer Elementary Football Coach for the 2024-2025 season.
18. Acknowledge Emily Nicholson as a volunteer Elementary Volleyball Coach for the 2024-2025 season.
19. Acknowledge Kristie LaVigne as a volunteer Elementary Volleyball Coach for the 2024-2025 season.
20. Acknowledge Tawna Hilfer as a volunteer Elementary Volleyball Coach for the 2024-2025 season.
21. Acknowledge Sarah Peterson as a volunteer Elementary Volleyball Coach for the 2024-2025 season.
22. Acknowledge Elsa Swanson as a volunteer Elementary Volleyball Coach for the 2024-2025 season.
23. Acknowledge Janet Humbert as a volunteer Elementary Volleyball Coach for the 2024-2025 season.
24. Acknowledge Hailey Silvers as a Volunteer Elementary Girls Swimming Coach for the 2024-2025 season.
25. Acknowledge Ashley Mitchell as a Volunteer Elementary Girls Swimming Coach for the 2024-2025 season.

**REGULAR MEETING MINUTES OF THE BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT NO. 361  
Monday, July 15, 2024, at 5:15 p.m.  
FES Library**

**Action Items**

1. Improving systems and structures to create a culture where all are welcome and supported.

1.a. Resolution Acceptance of Gifts and Donations. Motion by Dale Johnson, then second by Tina Sather. Motion Carried.

Bruce Raboin: Absent, Jessica Crosby: Yea, Dale Johnson: Yea, Toni Korpi: Yea, Tina Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea  
Yea: 6, Nay: 0, Absent: 1

2. Maintain our facilities to be welcoming, safe and efficient for use by students and the community.

2.a. Resolution Adopting the School Districts FY2025-2026 Long Term Facilities Maintenance Plan (LTFM). Motion by Dale Johnson, then second by Jessica Crosby. Motion Carried.

Bruce Raboin: Absent, Jessica Crosby: Yea, Dale Johnson: Yea, Toni Korpi: Yea, Tina Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea  
Yea: 6, Nay: 0, Absent: 1

Roll Call Vote: Jessica - Yea, Tina - Yea, Roxanne - Yea, Dale - Yea, Toni - Yea, JoAnn - Yea

**Adjournment**

1. Motion by Joann Smith, then second by Toni Korpi to adjourn at 5:55pm. Motion Carried.

Bruce Raboin: Absent, Jessica Crosby: Yea, Dale Johnson: Yea, Toni Korpi: Yea, Tina Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea  
Yea: 6, Nay: 0, Absent: 1

**Approved Minutes:**

---

District Clerk

Date

Board Chair

Date

**SPECIAL MEETING MINUTES OF THE BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT NO. 361  
Monday, July 15th, 2024, at 6:00 p.m.  
FES Gym**

**Call to Order**

Present with voting rights: Jessica Crosby, Tina Sather, Roxanne Skogstad-Ditsch, JoAnne Smith, Dale Johnson, and Toni Korpi.

Absent: Bruce Raboin

Present: 6, Absent: 1.

Non-Voting Members Present: Beth Shermoen, Superintendent

**Approval of Agenda**

1. Approve agenda as presented. Motion by Toni Korpi, then second by JoAnn Smith. Motion Carried.

Bruce Raboin: Absent, Dale Johnson: Yea, Toni Korpi: Yea, Jessica Crosby: Yea, Tina Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea

Yea: 6, Nay: 0, Absent: 1

1.a. Commissioner of the Department of Education Review and Comment on the School Construction - Proposal of International Falls Public School District, ISD #0361-01

-No community speakers for the review and comment session.

**Adjournment**

1. Motion by Jessica Crosby, then second by Tina Sather to adjourn at 6:05pm. Motion Carried.

Bruce Raboin: Absent, Dale Johnson: Yea, Toni Korpi: Yea, Jessica Crosby: Yea, Tina Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea

Yea: 6, Nay: 0, Absent: 1

**Approved Minutes:**

---

District Clerk

Date

Board Chair

Date

Sandra Johnson  
3571 Town Road 415  
International Falls, MN 56649

July 8, 2024

Karla Line  
Falls Elementary School  
1414 15th Avenue  
International Falls, MN 56649

Dear Karla,

I am writing you to formally resign from my position as Cafe Helper at Falls Elementary effective immediately. I've truly appreciated my time working, learning, and growing here and am grateful for the opportunities I've had. I will miss the staff and the students I had gotten to know during my time here.

Thank you,

Sandra Johnson



ISD 361

1515 11<sup>th</sup> Street

Int'l Falls, MN 56649

I will be retiring as of June 4, 2024 from ISD 361.

Keith Porter

A handwritten signature in black ink, appearing to read "Keith Porter". The signature is written in a cursive style with a large, looping flourish at the end.

Ashley Kostiuik  
2208 Crabtree Blvd  
International Falls, MN, 56649  
[ashley.kostiuk@live.bemidjistate.edu](mailto:ashley.kostiuk@live.bemidjistate.edu)  
218-244-1248  
7/31/2024

ISD#361  
School Board and Administration  
Falls High School  
1515 11<sup>th</sup> Street  
International Falls, MN, 56649

Dear ISD 361 Board Members and Administrators,

It is with heavy heart that I must submit my resignation from my position at Falls Elementary School effective this coming school year.

This decision has been incredibly difficult for me, as I deeply value my role and the wonderful colleagues I have had the privilege of working with. Unfortunately, due to my medical challenges, I need to prioritize my health which necessitates my resignation and transition to disability.

I am profoundly grateful for the support, opportunities, and experiences I have had during my time at Falls Elementary. I have found my work to be immensely fulfilling and rewarding, and it breaks my heart to step away at this time. I hope that once my health improves, I might have the chance to return and contribute once again to the team.

Please let me know how I can assist in making this transition as smooth as possible. I am more than willing to help out on occasion by volunteering as my health allows.

Thank you for your understanding and support during this challenging time.

Sincerely,  
Ashley Kostiuik

July 30, 2024

Roxanne Skogstad-Ditsch  
Chair, ISD 361  
1515 11th Street  
International Falls, MN 56649

Dear Chair Skogstad-Ditsch,

I will be retiring from my position as an elementary school teacher for ISD 361. The effective date of my retirement will be October 9, 2024.

Thank you for all your support.

Sincerely,

A handwritten signature in blue ink that reads "Jill M. Katrin". The signature is written in a cursive style with a horizontal line extending from the end.

Jill M. Katrin

cc: Beth Shermoen, Superintendent  
Charles Anderson, ED MN Local 331 President

Resignation Letter

Sydney Bruess

Bronco Volleyball JV/Assistant Varsity Coach

To Whom It May Concern,

Please accept this letter as my notice of my formal resignation from the JV Volleyball coach position, effective immediately.

I sincerely apologize for the abrupt timing of this announcement, however, due to unforeseen circumstances, I have made the difficult decision to resign.

Thank you for the opportunity for growth and learning as this position. It has taught me many important lessons and prepared me for challenges I may face in the future. I am truly grateful for this opportunity and am saddened it has come to an end.

I wish you all the best moving forward.

Sincerely,

Sydney Bruess

<b>24/25 Milk Quote for ISD #361 International Falls MN</b>									
<b>Vendor</b>	US Foods Grand Forks								
<b>Delivery Day (s)</b>	Tuesday/Friday								
<b>Milk</b>	<b>Approximate Quantity</b>			<b>Price/Half Pint</b>					
Half Pint 1%	35000			\$ 0.46					
Half Pint Skim	6500			\$ 0.42					
Half Pint Choc 1% or Skim	110000			\$ 0.48					

**\*US Foods does not provide milk coolers.**

**\*\*Please note this pricing is not fixed.**

Pricing provided with this bid is priced with a cost-plus fixed fee per case program. Current fixed fee per case is at \$3.06. As a part of the renewal process, the fixed fee-per-case schedule will be reviewed annually and adjusted for key inflationary factors that affect the average case cost for K-12 participating members. The fixed fee does not change throughout the duration of the school year.

item num	desc	pack	price	portion cost					
762112	1% Milk	50/.5	22.82	0.4564					
762179	Skim Milk	50/.5	21.07	0.4214					
1434638	Choc Milk	50/.5	23.75	0.475					

24/25 Milk Quote for ISD #361 International Falls MN				
Vendor	Sandstroms (pricing Based of July 2024 Raw I			
Delivery Day (s)	Wednesday			
Milk	Approximate Quantity	Price/Half Pint		
Half Pint 1%	35000	\$0.35	#820470	
Half Pint Skim	6500	\$0.36	#820472	
Half Pint Choc 1% or Skim	110000	\$0.39	#820478	

24/25 Bread Quote for ISD #361 International Falls

Must meet whole grain-rich (WGR) criteria (at least 50% whole grain by weight, the rest enriched grain). Items that are not WGR must be enriched.

Vendor	PAN-O-GOLD BAKING CO.	
Delivery Days	Monday	
	Bread	Price
	School White Whole Grain Brd 1.5 LB	2.30
	School 60ct 4" White W Grain Bulk/Dbl Bun 7.5 LB	10.80
	School 12ct White W Grain Dinner Roll 1.11 LB	2.45
	WHITWH GRN HOT DOG 12CT	2.65

Thank you,

Jason Revere  
Vice President of Sales  
for Deeg

**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:

<b>Falls Rec Hockey</b>	<b>\$15,000</b>	<b>Arena Sound System donation</b>
-------------------------	-----------------	------------------------------------

Voting against:

**Whereupon**, the resolution was declared adopted.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION**

**BE IT RESOLVED** by the School Board of Independent School District No. 361, State of Minnesota, as follows:

1. It is necessary for the school district to hold its general election for the purpose of electing four (4) members for terms of four (4) years each.

The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 5th day of November 2024.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said election to be provided to the County Auditor of each county in which the school district is located, in whole or in part, at least eighty-four (84) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on Election Day. The sample ballot shall not be printed on the same color paper as

the official ballot. The sample ballot for a polling place must reflect the offices, candidates, and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on election day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

# SCHOOL DISTRICT BALLOT

## INDEPENDENT SCHOOL DISTRICT NO. 361 INTERNATIONAL FALLS GENERAL ELECTION NOVEMBER 5, 2024

---

### INSTRUCTIONS TO VOTERS

To vote, completely fill in the oval(s) next to your choice(s) like this:

SCHOOL BOARD MEMBER  
VOTE FOR UP TO FOUR

---

- Candidate S
- Candidate T
- Candidate U
- Candidate V
- \_\_\_\_\_  
write-in, if any

---

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

9. The individuals designated as judges for the state general election shall act as election judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general election.

10. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available

The motion for the adoption of the foregoing resolution was duly seconded by member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.

*FALLS HIGH SCHOOL  
STUDENT HANDBOOK  
2024-2025*



**INDEX (Needs to be updated and adjusted to the correct section)**

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	14	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	22	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	Suicide Lifeline	3
Dropping Classes	13	Suspension	8
Early Dismissal Schedule.....	6	Tardy Regulations	8
Electronic Devices.....	11	Technology/WIFI Use.....	17
Emergency Contact.....	16	Terroristic Threat	11
Extension List.....	4	Testing Plan & Procedures.....	51
Fees	18	Tobacco Violations	10
Fire & Tornado Drills	14	Transportation Safety Policy.....	43
Fundraising	17	Truancy	9
Grading System	19	Unpaid Meal Charges Policy.....	37
Grad. Requirements	18	Vandalism & Theft.....	10
Hall Passes	16	Visitors	16
Hazing	16	Walking/Biking to School Safely	22
Health Service	18	Weapons	11
Homebound Instruction	18	Weather Policy	22
Honor Policy.....	13	Weighted Grades.....	19
Honor Roll.....	19	Welcome	3

# 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**  
Beth Shermoen

**Falls High School Principal**  
Lisa West

**Dean of Students**  
Don Rolando

**Counselor**  
Thane Grewatz

**Athletic Director**  
Timm Ringhofer



## 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.

### 988 Suicide and Crisis Lifeline:

Anyone can dial or text 988 24 hours a day, seven days a week, to reach crisis support or to use an online chat feature to connect with crisis support. Dial 988 if you need help or if someone else needs crisis support.

Koochiching County Mobile Mental Health Crisis Response Services 1-844-772-4724

ISD #361 Phone Extension and Room Assignment **2023-2024 (Update needed)**

EXT	NAME	ROOM	EXT	NAME	ROOM	EXT	NAME	ROOM
1107	Anderson, Charlie	FHS 218	1194	Grover, Stacy	FHS BusOfc	1152	Rudolph, Jeanna	FHS 209
	Anselmo, Joe	FES 112B	1123	Hall Monitor	FHS 206A	1120	Sandberg, John	FHS 113
1282	Auran, Lisa	FES 106	1164	Hamers, Katie	FHS 217	1250	Scholler, Angela	FHS 118
1153	Awe, Will	FHS 210	1261	Hamilton, Jody	FES 103	1263	Schwartz, Angie	FES 4B
1231	Bacon, Leah - NURSE	FHS/FES	1257	Hayward, Laura	FES 100	1130	Sheasby, Molly	FHS 108
1281	Bacon, Leah	FHS 117	1169	Health Room	FHS 226	1125	Shermoen, Beth	FHS 202
1176	Balaski, Jenesa	FHS 116	1100	Heiss, Vicki	FHS Ofc	1127	Simon, Lisa	FHS 120
1147	Baron, Mandi	FES 2	1279	Hemstad, Chris	FHS 107	1275	Sinninghe, Samantha	FES Ofc
1149	Bennett, Kendra	FHS	1230	Hell, Jamie	FES Ofc	1189	Smith, Cory FHS Equip	FHS 163
1254	Bernard, Brittany	FES 101	1185	Holt, Tom	FHS Ofc	1186	Slatinski, Beth ComEd	FHS 118
1119	Blesi, Mike	FHS 221	1181	Hopkins, Michelle	FHS 156A	1148	Staples, Sarah	FHS 204
1175	Boiler Room	FHS 141	1128	Jaksa, Carol	FHS 121	1151	Stenberg, Casey	FHS 221
1312	Boyle, Jay	FHS 200	1183	Johnson, Barb	FHS Ofc	1124	Study Hall	FHS 114
1251	Boyle, Karli	FHS 203	1236	Johnson, Shawn	FES 108	1302	Sullivan, Anne	ALC
1103	Bright, Jordan	FES Ofc	1163	Kaviuk, Nick	FHS 104	1170	Swanson, Elsa	FHS 229/FES 109
1140	Casareto, Dominic	FHS 150A	1266	Kitchen FES	FES Caf	1264	Talmage, Julie	FES 107
1122	Casareto, Tony	FHS 102	1133	Kitchen FHS	FHS 135	1232	Tate, Melissa	FES Ofc
1231	Christensen, Cassidy NURSE	FHS/FES	1101	La Vigne, Kristie	FES 116	1268	Taylor, Jenny	FES 4
1271	Christianson, Ginger	FES Ofc	1160	Library-FHS	FHS LMC	1150	Telepresence Room	FHS 207
1161	Christianson, Rosa	FHS 213	1237	Library-FES	FES LMC	1191	Thompson, Heidi	FHS 101
1267	Christianson, Rosa	FES 112B	1105	Lindvall, JoDee	FHS Ofc	1172	True, Justin	FHS 24/FES
1186	Com Ed Activity Rm	FHS 224	1132	Line, Karla	FHS 130	1131	VanDamme, Tom	FHS 119
1001	Conf Room FHS	FHS Ofc	1247	Little, Jeanne	FES 200	1113	Vollom, Tom	FHS 214
1121	Copy Room FHS	FHS 133A	1154	Mannausau, Alex	FHS 212	1108	Walls, Missy	FES 1
1178	Copy Room WEE	FHS 100	1168	Mathews, Adam	FHS 205	1240	Wenberg, Jen	FES 206
1167	Cowman, Maria	FHS222	1245	McDonald, Kim	FES 115	1244	Wendt, Sara	FES 114
1265	Custodians FES	FES Cust	1166	McDonald, Michele	FHS 201	1243	Winkel, Katie	FES 113
1134	Custodians FHS	FHS 137	1273	McDonald, Tylyn	FES 207	1249	Wood, Nicci	FES 202
1193	Dowty, Derek	FHS 108	1259	Morrison, Jill	FES 102	1144	Wood, Norm	FHS 208
1262	Eldien, Brittany	FES 105	1238	Moss, Sasha	FES 203	1142	Wood Shop	FHS155shop
1102	Erickson, Jen	FHS Ofc	1270	Nelson, Rebecca	FES208B	1187	Wood Shop Ofc	FHS155ofc
1248	Erickson, Kevin	FES 201	1158	Nelson, Rebecca	FHS100A	1288	Youso, Laurie	FHS 112
1269	Ettestad, Seth	FES 208	1253	Nemec, Marci	FES 205	1255	Zahradka, Ariana	FES 104
1158	Ettestad, Seth	FHS 100A	1258	Ness, Chelsea	FES 108A	1252	Zika, Luke	FES 204
1104	Everson, Tim	FHS Ofc	1137	Olson, Dave	FHS 149			
1280	Faculty Lounge FES	FES Ofc	1139	Olson, Dave CaddRM	FHS 147			
1156	Faculty Lounge FHS	FHS 216	1283	OT/PT Sensory Rm	FES 3			
1118	Forsythe, Val	FHS 215	1239	Pavleck, Molly	FES 110			
1267	Forsythe, Val	FES 112B	1242	Peterson, Paul	FES 112			
1110	Glowack, Marc	FES 111	1135	Peterson, Sarah	FHS 140			
1106	Grewatz, Thane	FHS Ofc	1138	Ringhofer, TimmAI	FHS Ofc			
1112	Grover, Kevin	FHS Ofc	1126	Rolando, Don	FHS Ofc		updated 8/16/23	

**Special Numbers/Fax Numbers**

Bronco Arena: (218) 283-2571 ext. 1301 / 1303	ALC: (218) 283-2571 ext.1302	Falls High School Fax: (218) 283-2384
Bus Garage: (218) 283-2571 ext. 1300	Falls Elementary Fax: (218) 283-3133	Central Office Fax: (218) 283-8104

TUESDAY	AUGUST 27	TEACHER IN-SERVICE/WORK DAY
WEDNESDAY	AUGUST 28	TEACHER IN-SERVICE/WORK DAYGym
WEDNESDAY	AUGUST 29	FHS Meet the Teacher Night 5:30-7:30PM
THURSDAY	AUGUST 30	TEACHER IN-SERVICE/WORK DAY
TUESDAY	SEPTEMBER 3	FIRST DAY OF CLASSES
MONDAY	SEPTEMBER 23	NO CLASSES - TEACHER IN-SERVICE DAY
WEDNESDAY	OCTOBER 2	FHS MID-TERM REPORTS, 1 <sup>st</sup> Quarter Grades posted by 9:00 AM
<b>MONDAY</b>	<b>OCTOBER 7</b>	<b>NO CLASSES – IN-SERVICE DAY</b>
MONDAY	OCTOBER 7	FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.)
WEDNESDAY	OCTOBER 9	FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.)
<b>THURSDAY</b>	<b>OCTOBER 17</b>	<b>NO CLASSES-EDUCATION MINNESOTA BREAK</b>
<b>FRIDAY</b>	<b>OCTOBER 18</b>	<b>NO CLASSES-EDUCATION MINNESOTA BREAK</b>
<b>MONDAY</b>	<b>NOVEMBER 11</b>	<b>NO CLASSES</b>
WEDNESDAY	NOVEMBER 6	END OF FIRST QUARTER Grades Posted by 9:00 AM
<b>THURSDAY</b>	<b>NOVEMBER 28</b>	<b>NO CLASSES-THANKSGIVING RECESS</b>
<b>FRIDAY</b>	<b>NOVEMBER 29</b>	<b>NO CLASSES-THANKSGIVING RECESS</b>
WEDNESDAY	DECEMBER 11	FHS MID-TERM REPORTS, 2 <sup>nd</sup> Quarter Grades posted by 9:00 AM
WEDNESDAY	DECEMBER 18	FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.)
<b>MONDAY</b>	<b>DECEMBER 23</b>	<b>NO CLASSES – START OF WINTER BREAK</b>
THURSDAY	JANUARY 2	NO CLASSES
FRIDAY	JANUARY 3	NO CLASSES – <b>IN-SERVICE DAY</b>
WEDNESDAY	JANUARY 6	SCHOOL REOPENS
<b>MONDAY</b>	<b>JANUARY 15</b>	<b>NO CLASSES - TEACHER IN SERVICE</b>
MONDAY	JANUARY 20	END OF SECOND QUARTER/END OF FIRST SEMESTER Grades Posted by 9:00 AM
<b>MONDAY</b>	<b>FEBRUARY 17</b>	<b>NO CLASSES - PRESIDENTS DAY</b>
WEDNESDAY	FEBRUARY 26	FHS MID-TERM REPORTS, 3 <sup>rd</sup> Quarter Grades posted by 9:00 AM
WEDNESDAY	MARCH 5	FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.)
<b>MONDAY</b>	<b>MARCH 10 - 14</b>	<b>NO CLASSES – SPRING BREAK</b>
WEDNESDAY	APRIL 2	END OF THIRD QUARTER Grades posted by 9:00 AM
<b>FRIDAY</b>	<b>APRIL 18</b>	<b>NO CLASSES - GOOD FRIDAY</b>
WEDNESDAY	MAY 7	FHS MID-TERM REPORTS, 4 <sup>th</sup> Quarter Grades posted by 9:00 AM
<b>MONDAY</b>	<b>MAY 26</b>	<b>NO CLASSES - MEMORIAL DAY</b>
TUESDAY	MAY 27	LAST DAY OF CLASSES FOR SENIORS
WEDNESDAY	MAY 28	SENIOR GRADES DUE BY 3:50PM
THURSDAY	MAY29	LAST DAY OF CLASSES, END OF FOURTH QUARTER Grades posted by 9:00 AM
FRIDAY	MAY 30	TEACHER WORK DAY, LAST DAY FOR TEACHERS Grades posted prior to check-out
SUNDAY	JUNE 1	2025 GRADUATION–3:00 PM –FHS GYM

### 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.*

<b>Normal Drop-Off Time</b>	<b>"Early Out" Drop-Off Time</b>
<b>M, T, TH, F</b>	<b>Wednesdays</b>
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 **by 9:00 AM** with a recorded phone message of absences- 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 7<sup>th</sup> and all subsequent absences not considered exempt in a given period during the semester will be counted as truants. Students will face disciplinary actions from the district for each truant.
2. **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 children 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.

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 composed 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 absences.

**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, **PRIOR TO LEAVING**, 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 Juniors and Seniors 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.

### Suspension

Out-of-school suspension may be assigned when deemed necessary. Examples of behaviors that result in suspension are insubordination, 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 a minimum of 2 bathroom breaks. Students will eat lunch in the designated ISS location. Cell phones will be prohibited and ISS classroom rules will be implemented. ISS will be assigned by the Principal or Dean of Students after the incident has occurred. Students serving ISS will be required to engage in academic expectations.

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.**

### Detention

After-school detention is a disciplinary measure which is used as a deterrent to several *major* school rule infractions. When a student is assigned detention, they are expected to have the time served no later than 6 days from the infraction OR date specified by the Principal, or Dean of Students. 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 follow directions of the detention supervisor.

***Detention may be served from 7:40-8:20 am in the FHS office.***

***Detention may be served from 3:20-4:00 pm in the FHS Library.***

***If a student doesn't complete the specified hours of detention by the date due, a formal meeting will be held between the parent/guardian, student, and Principal or Dean of Students. Students who habitually do not serve detention may be assigned ISS. Further consequences will be at the discretion of administration.***

### Removal from Class

Majors that warrant removal from a classroom or school space processes and procedures:

- a. The initial right and responsibility for the removal of a student from class is that of the classroom teacher. The teacher and/or staff member will contact their site administrator who will escort the student to the office.
- b. The teacher/certified staff member involved will **call home** on the same day.
- c. In the event the parent/guardian cannot be reached via phone, a follow up **email** will be sent asking the parent/guardian to contact them with a brief explanation of the day's occurrence.
- d. A formal write up and communication documentation will be submitted by the teacher/certified staff member into Skyward by the end of the school day.
- e. Consequences will be at the discretion of the Principal or Dean of Students and may include a Restorative Conference, parent/guardian meeting, detention, ISS, etc.

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

*Second Offense:*

- A. The assailant will be excluded from high school for the remainder of the school year.
- B. The assailant will be referred to an alternative learning source.
- C. Defender must file charges 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, victimization of a student, or malicious and sadistic conduct inhibiting a student's 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.

*Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, sexual orientation, and sexual exploitation by a district or school staff member or student against another staff member or student is strictly forbidden. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.*

*First Offense:*

- A. Administrator and/or juvenile officer resolve.
- B. Detention or ISS (to be determined by administration)
- C. 2 game/2 week 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.
- C. 3 game/6 week suspension from extracurricular events (whichever is greater) whether participating or a spectator.

*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.** An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices.

*First Offense:*

- A. One half day of ISS and one half day of INDEPTH intervention training provided by the American Lung Association.
- B. Referral to the juvenile officer/confiscation of devices or products
- 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
- D. Meeting will be held with administration, the student, and the INDEPTH Program facilitator.

*Second Offense:*

- A. One day of ISS
- B. Referral to the juvenile officer/confiscation of devices or products
- C. Parent conference with INDEPTH facilitator and administration to provide parent education on addiction and resources to be used at home
- 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. Two days of ISS
- B. Referral to the juvenile officer/confiscation of devices or products
- C. Parent conference with INDEPTH facilitator and administration to provide parent education on addiction and resources to be used at home
- 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 (including but not limited to; Delta 8, Delta10, cannabis....) 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), firecrackers, 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 into the school to pick up the device.

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

**Fourth & Fifth Offense:** One day of ISS, parent/guardian must come into 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 an 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. Premeditated [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 and Cell Phone Policy**

**Purpose**

This policy aims to limit instructional distractions and provide reasonable access to cell phones and electronics.

**Grades 9-12:** The use of cell phones, earbuds, earphones, and other personal electronic devices on school grounds during the instructional day is restricted to promote an environment conducive to learning, **with the exception of before school, after school, lunch and passing times.**

**Grades 6-8:** The use of cell phones, earbuds, earphones, and other personal electronic devices on school grounds during the instructional day is restricted to promote an environment conducive to learning, **with the exception of before school, after school, and lunch.** They **may not** be used during passing times.

## **Cell Phone Use Policy**

---

### **Possession**

- Cell phones, earbuds, earphones, and electronic devices must be turned off and stored out of sight during all instructional time, from the start of class as indicated by the bell, to the end of class as indicated by the bell.
- Cell phones may not be used in locker rooms or restrooms at any time.
- Cell phones, earphones, and other electronic devices must be kept in lockers **or** turned off while in class.
- Taking photographs or recordings is strictly prohibited at all times without explicit teacher or administrative permission.
- Additionally, posting photographs or recordings to an online media site without administrative permission will result in disciplinary action at the discretion of administration, no matter when the posting occurred.
- 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.
- Exceptions to the headphones are administration approved, noise canceling headphones as per Individual Learning Plans

### **Consequences for Device Use in the Classroom**

---

**First Violation:** The teacher has a one-on-one conversation with the student, instructing them to turn off their device.

**Second Violation:** If the student is found using their device again, the teacher will confiscate the device for the remainder of the class period. Additionally, the teacher will call parents/guardians and will subsequently write this up as a Personal Tech Violation in Skyward. If a student refuses to give up the phone, see Administrative Procedures.

### **Administrative Procedures**

---

This behavior is considered “insubordination” and will be referred to administration.

#### **First Offense:**

- The administration will pick up the phone from the classroom.
- The teacher will write it up as a Personal Tech Violation in Skyward.
- The administration conferences with the student, and calls parents/guardians.
- The student may pick up the phone at the end of the day.

#### **Second Offense:**

- The student will be sent to the office with their phone.
- The student's device will be returned to a parent or guardian after an in-person conference with parents/guardians and student.

#### **Repeat or Severe Offenses**

Repeated or severe violations of this policy may result in the full revocation of cell phone privileges on campus and increasing consequences related to insubordination. An in-person parent meeting will take place. Consequences will be up to the discretion of administration.

### **Prohibited Uses**

---

Students may not use cell phones for any purposes prohibited by the student code of conduct, such as bullying, harassment, or academic dishonesty.

### **Liability**

---

The school is not responsible for lost, damaged, or stolen cell phones or other electronic devices.

## **XII Student Dress Code:**

Falls High School recognizes that the primary responsibility for a student's attire resides with the student and his/her parents or guardians. However, as part of the District's commitment to creating a safe and inclusive environment to learn, work, and succeed, a Dress Code is necessary for the following purposes:

1. To protect the health and safety of staff and students,
2. To ensure students are prepared to fully participate in the class or activity; and
3. To establish a respectful and positive school environment free of hostility, intimidation, marginalization, or oppression.

A student's clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. A student's dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others.

Generally, students should be given the most choice possible in how they dress for school for their own comfort and self-expression. Restrictions shall be made only to support the overall educational goals of the school and will be explained within the dress code. Dress code enforcement shall not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body maturity/type/size.

1. **Basic Principle:** Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, and nipples are fully covered with non-transparent (opaque) fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. **Students Must Wear\***, while following the Basic Principle:

- Shirt,
- Bottom (pants/sweatpants/shorts/skirt/dress/leggings), AND
- Shoes.

\*Certain courses may have additional requirements for attire in order for the student to fully participate in the curriculum for safety or assignment-specific reasons (for example, PE, lab sciences, tech ed, public speaking, field trips, etc).

3. **Students May Wear**, as long as these items do not violate the Basic Principle above or Section 4 below:

- Religious headwear
- Hats, bandanas, hoods, and other headwear as long as face and ears remain visible in the high school area **FHS has a NO HAT rule for grades 6-8 which does not allow head covering including hats, scarves, and hoods during school hours, 8:30am – 3:20pm**
- Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed
- Tank tops, including spaghetti straps
- Halter tops
- Athletic attire
- Midriff baring shirts
- Visible waistbands/straps on undergarments worn under other clothing
- Strapless shirts

4. **Students Cannot Wear:**

- Violent language or images.
- Images or language depicting or promoting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class.
- Visible undergarments. Visible waistbands or straps on undergarments worn under other clothing are not a violation.
- Swimsuits (except as required in class, in which case, one- or two-piece swimsuits are acceptable).
- Accessories that could be considered dangerous or could be used as a weapon.

Blankets or flags as coverings

*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:* Parent/guardian contacted 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 or 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**

One of the following consequences may occur when a violation occurs:

- A. Detention before or after school. Work supervised by assigning a teacher.
- B. Parent-teacher-student conference.
- C. Phone call to parents or note (referral) to the administrator.
- D. Meeting with school social worker or counselor
- E. Removal from class/Parent contacted
- F. Restorative Conference
- G. ISS

**Failure to comply, subjects the student to Level 2.**

#### **LEVEL 2**

Meeting of the teacher, student, parent/guardian, administrator, school social worker, counselor 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.

**Discipline Complaint Procedure:** If you have concerns that district policies on discipline are not being followed, information and necessary forms to report this are available in the FES and FHS offices.

### **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 ensure a safe and healthy learning environment for all concerned.

### Academic Honesty

International Falls students are responsible for doing their own work and maintaining academic integrity. All students must submit work that represents their original work, words, or ideas.

#### Cheating

1. Copying from another student or allowing another to copy your work.
2. Unauthorized collaborating on an assignment or examination.
3. Taking an examination for another student or allowing another person to take an examination for you.
4. Allowing others to research and complete assigned papers or projects.
5. Using information from another source without proper citation.
6. Using artificial intelligence (AI) to compose responses for short answer questions, essays, and papers.

#### Plagiarism

Plagiarism is the act of taking someone else's ideas, thoughts, or writings and claiming them for one's own.

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 teacher will contact the student's parent/guardian.** Repeated violation may result in loss of credit for the class.

### Student Journalism and Expression

Student journalists have the right to freedom of speech and freedom of the press in school-sponsored media with exceptions for speech that:

- is defamatory;
- is profane, harassing, threatening, or intimidating;
- constitutes an unwarranted invasion of privacy;
- violates federal or state law;
- causes a material and substantial disruption of school activities; or
- is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules.

In addition, a student journalist has the right to determine the news, opinion, feature, and advertising content of school sponsored media.

### 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; 1<sup>st</sup> offense 2 weeks and 2<sup>nd</sup> 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 Dean of Students 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 11<sup>th</sup> 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 prior permission may be regarded as truant or skipping and will **face disciplinary action**. Habitual violators will be suspended. **Students called out for lunch by a parent/guardian must stop in the office before leaving the building to sign out and must sign back in upon returning.** Students are to remain in the cafeteria, lobby, gymnasium or KAPE room, during lunch period. Roaming the halls or in the parking lot is not allowed and may result in disciplinary action. Students may leave with a parent/guardian for lunch if notification is given prior to a student's lunch period.

#### **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 District's 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 echeck 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 District's Website under School Board – Policies - Students.

#### **Ala Carte:**

To purchase ala carte items a student must have money available in their meal account. Ala cart items are not included with the state funded free breakfast and lunch program. 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 2<sup>nd</sup> entrée or a 2<sup>nd</sup> 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:**

**Each student is entitled to one breakfast and one lunch at no charge each school day.**

Parents, families or guardians are asked to complete the MN Dept of Education Application for Educational Benefits even though a breakfast and a lunch are provided daily to each student by the state, free of charge. 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 and decreases sports/activities fees for qualifying students.

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 enters 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 a two-day 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.

**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.

### 2023-2024 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	PERIOD	MINUTES	START TIME	END TIME	MINUTES
1	8:30	9:20	1	50	8:30	9:14	44
2	9:25	10:15	2	50	9:19	10:03	44
3	10:20	11:10	3	50	10:08	10:52	44
4	11:15	12:05	4	50	10:57	11:41	44
5	12:10	1:29	5		11:46	1:00	
<b>1<sup>st</sup> Lunch</b>	<b>12:10</b>	<b>12:39</b>	<b>Lunch</b>	<b>29</b>	<b>11:46</b>	<b>12:15</b>	<b>29</b>
<b>2<sup>nd</sup> Lunch</b>	<b>12:35</b>	<b>1:04</b>	<b>Lunch</b>	<b>29</b>	<b>12:08</b>	<b>12:37</b>	<b>29</b>
<b>3<sup>rd</sup> Lunch</b>	<b>1:00</b>	<b>1:39</b>	<b>Lunch</b>	<b>29</b>	<b>12:31</b>	<b>1:00</b>	<b>29</b>
6	1:35	2:25	6	50	1:05	1:50	45
7	2:30	3:20	7	50	1:55	2:40	45

**2023-2024 STUDENT COUNCIL MEMBERS**  
**Advisor: Jenesa Balaski**  
**EXECUTIVE BOARD MEMBERS:**  
 President: Mitchell Erickson  
 Treasurer: Lachlan Reiners  
 Vice President: Lila Wood  
 Historian:

Karsen Korpi Secretary: Jillian Bilben

~Falls High Student Council Members~						
6 <sup>th</sup> GRADE	7 <sup>th</sup> GRADE	8 <sup>th</sup> GRADE	9 <sup>th</sup> GRADE Freshmen	10 <sup>th</sup> GRADE Sophomores	11 <sup>th</sup> GRADE Juniors	12 <sup>th</sup> GRADE Seniors
Joe Dunbar	Liam Minnick	Wesley Weyrauch	Max Youso	Chezznee Skrien	Lila Wood	Mitchell Erickson
Carly Morin	Gabriela Christianson	Leah Boe	Andy Davenport	Lachlan Reiners	Landan Snyder	Jillian Bilben
Sophie Krzoska	McKynlee Skrien	Mackenzie Minnick	Linnaea Yount	Olivia Spry	Emerald Estabrooks	Keira Hesseldahl
	Ava Gutormson	Savannah Lane	Alyana Koenig	Chezznee Skrin	Brendyn Scholler	Kelby Anderson
	Lauren Snyder		Neva Kokesh		Grace Flesland	Karsen Korpi
	Kelly Koerbitz		Cullen Erickson		William Ginter	Adley Deedrick
	Hunter Spry		Mariah Hostetter			
	Kayla Dowty		Brooklyne Dowty			

### 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](http://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 2<sup>nd</sup> 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.

**Graduation with Honors**

Graduating with honors requires a cumulative GPA of 3.85 or higher through their senior year in 2024 and a cumulative GPA of 3.80 or higher in 2025 and beyond.

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**

7<sup>th</sup> through 12<sup>th</sup> 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

**Academic Excellence Award**

All 9<sup>th</sup> – 12<sup>th</sup> graders with a cumulative GPA of 3.7 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 MSHSL 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 an 11<sup>th</sup> or 12<sup>th</sup> grade student. Out of town students may apply in advance to attend prom with a FHS student. Guests attending cannot 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. With a couple, one of the attendees must be an active student of FHS. Prom is an event that is a privilege to attend. Students who are serving or would qualify to be serving a Minnesota State High School League chemical violation suspension are not considered in good standing and will not be allowed to attend. Students on out-of-school suspension or expulsion are also not able to attend.

### 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 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.**

### **SAFE WALKING OR BIKING TO SCHOOL**

We encourage students to walk or ride their bikes to school when the weather permits. Walking and biking to school are healthy ways to get to and from school and can contribute to the recommended 60 minutes of physical activity kids need each day. We want our students to be careful and arrive at school safely when walking or biking.

Here are some tips for students to keep them safe as they walk to school:

- Plan your route and share it with your family.
- Walk facing traffic so you can react quickly.
- Always use sidewalks and off-road, multi use paths when possible.
- Stay off street and bike lanes when walking to avoid danger.
- Make sure you stick to a safe route to school and cross streets at marked crosswalks.
- If you need to cross any streets on the way to school, practice safe street crossing before the start of school.
- Teach yourself how to cross at designated intersections. Most pedestrian deaths happen mid-block, not at intersections.
- Ideally, walk together with at least one neighbor child or older sibling.
- Make sure you know how to say "no" if someone you don't know offers a ride, and that you yell and run for help if needed.

Here are some tips for students to keep them safe as they ride their bikes to school:

- Always wear a helmet.
- Check your bike before riding it.
- Ride on the right side of the road.
- Use hand signals when turning.
- Stop at all stop signs and obey traffic signals.
- Look left, right, and left again before entering an intersection.
- Ride in a straight line and don't swerve between parked cars.
- Make eye contact with drivers before crossing in front of them.

- Wear bright colors or reflective clothing if you're riding in the dark.

## 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 11<sup>th</sup> 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

413 HARASSMENT AND VIOLENCE

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

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.
- 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 Protected Class.

**III. DEFINITIONS**

- A. "Assault" is:
  - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
  - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
  - 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:
  - 1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
  - 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  - 3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
  - 1. "Disability" means, with respect to an individual, who:
    - a. has a physical, sensory, or mental impairment that materially limits one or more major life activities of such individual;
    - b. has a record of such an impairment; or
    - c. is regarded as having such an impairment.
  - 2. "Familial status" means the condition of one or more minors being domiciled with:
    - a. their parent or parents or the minor's legal guardian; or
    - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
  4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
  5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
  6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
  7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition
1. Sexual harassment includes 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 interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
  2. Sexual harassment may include, but is not limited to:
    - a. unwelcome verbal harassment or abuse;
    - b. unwelcome pressure for sexual activity;
    - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
    - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual’s employment or educational status;
    - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual’s employment or educational status; or
    - f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.
- G. Sexual Violence; Definition
1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another’s intimate parts, or forcing a person to touch any person’s intimate parts. Intimate parts, as defined in Minnesota Statutes section 609.341, 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;
    - b. coercing, forcing, or attempting to coerce or force the touching of anyone’s intimate parts;
    - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
    - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
- H. Violence; Definition  
Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to an individual’s Protected Class.

#### IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates Tim Everson, High School Principal, as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the Alternate, Melissa Tate, Falls Elementary School Principal.

Contact information is as follows:

- 1. Human Rights Officer: Tim Everson, Falls High School Principal  
Falls High School; 1515 11<sup>th</sup> Street; International Falls, MN 56649  
218-283-2571 ext. 1104 **or** Melissa Tate, Falls Elementary Principal (alternate) at 218-283-2571 ext. 1232.
- 2. Title IX Officer: Kevin Grover, Superintendent of Schools  
ISD #361 District Office; 1515 11<sup>th</sup> Street; International Falls, MN 56649  
218-283-2571 ext. 1112 **or** Tim Everson, Falls High School Principal at 218-283-2571 ext. 1104.
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

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

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

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

## V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

**VI. SCHOOL DISTRICT ACTION**

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

**VII. RETALIATION OR REPRISAL**

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

**VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights or another state or federal agency, 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 Minnesota Statutes, Chapter 260E may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

**X. DISSEMINATION OF POLICY AND TRAINING**

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

**Legal References:** Minn. Stat. § 120B.232 (Character Development Education)  
 Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)  
 Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
*Minn. Stat. §121A.031 (School Student Bullying Policy)*  
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
 Minn. Stat. § 609.341 (Definitions)  
 Minn. Stat. Ch. 260E (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 (Section 504 of the Rehabilitation Act of 1973.)
- 42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
- 42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
- 42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
- 42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

- Cross References:** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
- MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
  - MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
  - MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
  - MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
  - MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
  - MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
  - MSBA/MASA Model Policy 506 (Student Discipline)
  - MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
  - MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
  - MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
  - MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)
  - MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
  - MSBA/MASA Model Policy 525 (Violence Prevention)
  - MSBA/MASA Model Policy 526 (Hazing Prohibition)
  - MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Independent School District #361

International Falls, MN 56649

[www.isd361.k12.mn.us](http://www.isd361.k12.mn.us)

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

---

**HARASSMENT AND VIOLENCE REPORT FORM**

General Statement of Policy Prohibiting Harassment and Violence

Independent School District No. 361 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant \_\_\_\_\_

Home Address \_\_\_\_\_

Work Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of Alleged Incident(s) \_\_\_\_\_

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation, including gender identity and expression \ disability

Name of person you believe harassed or was violent toward you or another person or group.

---

If the alleged harassment or violence was toward another person or group, identify that person or group.

---

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

---

Where and when did the incident(s) occur?

---

List any witnesses that were present

---

This complaint is filed based on my honest belief that \_\_\_\_\_ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

---

(Complainant Signature)

---

(Date)

---

Received by

---

(Date)

*INTERNATIONAL FALLS PUBLIC SCHOOLS*  
**INDEPENDENT SCHOOL DISTRICT #361**  
**BOARD POLICY 514**  
**Bullying Prohibition Policy**

Adopted \_\_\_ By Reference \_\_\_  
Revised \_\_\_ July 2023 \_\_\_

**B. PURPOSE**

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

**C. GENERAL STATEMENT OF POLICY**

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.

D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.  
Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

- F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- H. False accusations or reports of bullying against another student are prohibited.
- I. A person who engages in an act of bullying, reprisal, retaliation or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with school district's policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
  1. The developmental ages and maturity levels of the parties involved;
  2. The levels of harm, surrounding circumstances, and nature of the behavior;
  3. Past incidences or past or continuing patterns of behavior;
  4. The relationship between the parties involved; and
  5. The context in which the alleged incidents occurred.

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

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

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

**D. 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, malicious and sadistic conduct, and sexual exploitation.
- 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. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- F. "On school premises, on school district property, at school related functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- G. "Prohibited conduct" means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.
- H. "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.
- I. "Student" means a student enrolled in a public school or a charter school.

## E. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
  - B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
  - C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to one of the following individuals:
    1. **Building Principals:**  
**Melissa Tate; Falls Elementary School; 218-283-2571 ext.1232**  
**Tim Everson, Head Principal: Falls High School; 218-283-2571 ext. 1104**  
**Don Rolando, Dean of Students: Falls High School; 218-283-2571 ext. 1126**
    2. **Title IX Officer: Kevin Grover, Superintendent of Schools ISD #361 District Office; 1515 11<sup>th</sup> Street; International Falls, MN 56649 218-283-2571 ext. 1112 or alternate Tim Everson, Falls High School Principal at 218-283-2571 ext. 1104.**
    3. **Human Rights Officers: Tim Everson, Falls High School Principal at 218-283-2571 ext. 1104 or alternate Melissa Tate, Falls Elementary School Principal at 218-283-2571 ext. 1232.**
- If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
  - E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
  - F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
  - G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## F. 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.

**G. RETALIATION OR REPRISAL**

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

**H. TRAINING AND EDUCATION**

- A. The school district shall discuss this policy with school personnel / 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 Minnesota Statutes § section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  - 4. The incidence and nature of cyberbullying; and
  - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct. .
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.  
The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.  
The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:
  - 1. Engage all students in creating a safe and supportive school environment;
  - 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
  - 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
  - 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
  - 5. Teach students to advocate for themselves and others;
  - 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  - 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

**I. 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. Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.
- G. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

**J. 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 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

**Legal References:**

- Minn. Stat.Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. § 121A.05 Subds. 9, 11, 13 and 17 (Definition of Public School)
- Minn. Stat. § 120B.232 (Character Development Education)
- Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
- Minn. Stat. § 121A.031 (School Student Bullying Policy)
- Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)
- Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
- Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.69 (Hazing Policy)
- Minn. Stat. § Ch. 124E (Charter School)
- Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
- 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
- 34 C.F.R. §§ 99.1 – 99.67 (Family Educational Rights and Privacy)

**Cross References:**

- MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
- MSBA/MASA Model Policy 413 (Harassment and Violence)
- MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
- MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
- MSBA/MASA Model Policy 423 (Employee-Student Relationships)
- MSBA/MASA Model Policy 501 (School Weapons Policy)
- MSBA/MASA Model Policy 506 (Student Discipline)
- MSBA/MASA Model Policy 507 (Corporal Punishment)
- MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
- MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
- MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy)
- MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
- MSBA/MASA Model Policy 525 (Violence Prevention)
- MSBA/MASA Model Policy 526 (Hazing Prohibition)
- MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
- MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
- MSBA/MASA Model Policy 711 (Video Recording on School Buses)
- MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

**INTERNATIONAL FALLS PUBLIC SCHOOLS  
INDEPENDENT SCHOOL DISTRICT #361  
BOARD POLICY 515  
Protection and Privacy of Pupil Records**

Adopted        By Reference         
Revised March 2023

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

**I. PURPOSE**

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

## II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 United States Code section 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 Code of Federal Regulations Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and Minnesota Rules Parts 1205.0100-1205.2000.

## III. DEFINITIONS

### A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).

### C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student’s attendance at a school or schools in the school district.

### D. Directory Information

“Directory information” means information contained in an education record of a student that 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, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student’s parent(s). Directory information does not include:

1. a student’s social security number
2. a student’s identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
3. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student’s identity, such as a PIN, password, or other factor known or possessed only by the student;
4. personally identifiable data which references religion, race, color, social position, or nationality; or
5. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student’s parent or guardian.

*[Note: This definition includes all of the types of information specifically referenced by state and federal law as directory information. A school district may choose not to designate some or all of the enumerated information as directory information. A school district also may add to the list of directory information, as long as the added data is not information that generally would be deemed as an invasion of privacy or information that references the student’s religion, race, color, social position, or nationality. [Federal law now allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. The identity of those parties and/or purposes should be identified. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. Designation of directory information is an important policy decision for the local school board who must balance not only the privacy interests of the student against public disclosure but also the additional administrative requirements such restrictions on disclosures will place on the school district.]*

### E. Education Records

1. What constitutes “education records.” Education records means those records that are: (1) directly related to a student; and (2) maintained by the school district or by a party acting for the school district.
2. What does not constitute education records. The term, “education records,” does not include:
  - a. Records of instructional personnel that are:
    - (1) kept in the sole possession of the maker of the record; ~~and~~
    - (2) used only as a personal memory aid;
    - (3) not accessible or revealed to any other individual except a temporary substitute teacher; and
    - (4) destroyed at the end of the school year.
  - b. Records of a law enforcement unit of the school district, provided education records maintained by the school

district are not disclosed to the unit, and the law enforcement records are:

- (1) maintained separately from education records;
- (2) maintained solely for law enforcement purposes; and
- (3) disclosed only to law enforcement officials of the same jurisdiction.

c. Records relating to an individual, including a student, who is employed by the school district which:

- (1) are made and maintained in the normal course of business;
- (2) relate exclusively to the individual in that individual's capacity as an employee; and
- (3) are not available for use for any other purpose.

However, records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student are education records.

d. Records relating to an eligible student, or a student attending an institution of post-secondary education that are:

- (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
- (2) made, maintained, or used only in connection with the provision of treatment to the student; and
- (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.

e. Records created or received by the school district after an individual is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

f. Grades on peer-related papers before the papers are collected and recorded by a teacher

F. Education Support Services Data

"Education support services data" means data on individuals collected, created, maintained, used, or disseminated relating to programs administered by a government entity or entity under contract with a government entity designed to eliminate disparities and advance equities in educational achievement for youth by coordinating services available to participants, regardless of the youth's involvement with other government services. Education support services data does not include welfare data under Minnesota Statutes section 13.46.

Unless otherwise provided by law, all education support services data are private data on individuals and must not be disclosed except according to Minnesota Statutes section 13.05 or a court order.

G. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

H. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

I. Legitimate Educational Interest

"Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

J. Parent

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

K. Personally Identifiable

"Personally identifiable" means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent or other family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security number or student number or biometric record; (e) other direct identifiers, such as the student's date of birth, place of birth, and mother's maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

L. Record

"Record" means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

M. Responsible Authority

"Responsible authority" means Superintendent of Schools, Beth Shermoen.

"Student" includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Students also include applicants for enrollment or registration at the

school district and individuals who receive shared time educational services from the school district.

O. School Official

“School official” includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

*[Note: School districts may wish to reference police liaison officers in the definition of a “school official.” Depending on the circumstances of the relationship, this may be added in subpart (d) of the definition or in a new subpart (e). Caution should be used to ensure that police liaison officers are considered “school officials” only when performing duties as a police liaison officer and that they are trained as to their obligations pursuant to this policy. Consultation with the school district’s legal counsel is recommended.]*

P. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

Q. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

#### IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

#### V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student’s education records;
2. The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI of this policy.

B. Eligible Students

All rights and protections given to parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an “eligible student.” However, the parents of an eligible student who is also a “dependent student” are entitled to gain access to the education records of such a student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 Code of Federal Regulations section 99.31(a).

C. Students with a Disability

The school district shall follow 34 Code of Federal Regulations sections 300.610-300.617 with regard to the privacy, notice, access, record keeping and accuracy of information related to students with a disability.

#### VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
  - a. a specification of the records to be disclosed;
  - b. the purpose or purposes of the disclosure;
  - c. the party or class of parties to whom the disclosure may be made;
  - d. the consequences of giving informed consent; and
  - e. if appropriate, a termination date for the consent.

3. When a disclosure is made under this subdivision:
    - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
    - b. If the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
  4. A signed and dated written consent may include a record and signature in electronic form that:
    - a. identifies and authenticates a particular person as the source of the electronic consent; and
    - b. indicates such a person's approval of the information contained in the electronic consent.
  5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
    - a. in plain language;
    - b. dated;
    - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
    - d. specific as to the nature of the information the subject is authorizing to be disclosed;
    - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
    - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
    - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or non-cancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.
  6. Eligible Student Consent  
Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.
- B. Prior Consent for Disclosure Not Required  
The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:
1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
  2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
    - a. performs an institutional service or function for which the school district would otherwise use employees;
    - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
    - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made
  3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (See Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act, 20 United State Code section 7917, and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minnesota Statutes section 260B.171, unless the data are required to be destroyed under Minnesota Statutes section 120A.22, subdivision 7(c) or section 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records that have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;
  4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
  5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
    - a. determine eligibility for the aid;
    - b. determine the amount of the aid;
    - c. determine conditions for the aid; or
    - d. enforce the terms and conditions of the aid.
 "Financial aid" for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution;
  6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:

- a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or
  - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers;
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be returned or destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;
  8. To accrediting organizations in order to carry out their accrediting functions;
  9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
  10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code section 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 United States Code section 2331 or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as a plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;
  11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
  12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
  13. Information the school district has designated as "directory information" pursuant to Section VII. of this policy;
  14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
  15. To the parent of a student who is not an eligible student or to the student himself or herself;
  16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
  17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;

18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
- a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
  - b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.
- The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;
19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minnesota Statutes section 260B.171, subdivision 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;
20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minnesota Statutes section 260B.171, subdivision 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.
- The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action;
21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements; or
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined 25 United States Code section 5304), who has the right to access a student's case plan, as defined and

determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

## VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents 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:

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
  - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
  - b. 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 and/or the parent as directory information; and
  - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.

***[Note: Federal law now allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the school district chooses to impose these limitations, it is advisable to add a new paragraph VII.C.1.d. that specifies that disclosures of directory information will be limited to specific parties and/or for specific purposes and identify those parties and/or purposes. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. This is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure, but also the additional administrative requirements such restrictions will place on the school district.]***

2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
  - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
  - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Non Disclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior

written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

## VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such a request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:

- a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
- b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
- c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
- d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
- e. whether the data concerns medical, dental, or other health services provided pursuant to Minnesota Statutes sections 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

D. Military-Connected Youth Identifier

When a school district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this section, a "military-connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

## IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minnesota Statutes Chapter 260E, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minnesota Statutes Chapter 260E.

Regardless of whether a written report is made under Minnesota Statutes Chapter 260E, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.

3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minnesota Statutes section 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
  - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
  - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
  - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A "pending civil legal action" for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

**X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING**

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes section 121A.40, *et seq.*

**XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS**

- A. The School District will release the names, addresses, electronic mail address (which shall be electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
  1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military;
  2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces; and
  3. copying fees shall not be imposed.
- C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the building principal in writing by September 30 each year. The written request must include the following information:
  1. Name of student and parent, as appropriate;
  2. Home address;
  3. Student's grade level;
  4. School presently attended by student;
  5. Parent's legal relationship to student, if applicable;
  6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
  7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, home phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

**XII. LIMITS ON REDISCLOSURE**

- A. Redisdisclosure

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisdisclosure Not Prohibited

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
  - a. The disclosures meet the requirements of Section VI. of this policy; and
  - b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.
2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 United States Code section 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

*[Note: 42 United States Code section 14071 was repealed. School districts should retain this statutory reference, however, as it remains a reference in FERPA and the Minnesota Government Data Practices Act and still may apply to individuals required to register prior to the repeal of this law.]*

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall, inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 Code of Federal Regulations section 99.31 (a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in section 99.31 (a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records, or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

### **XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING**

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
  - a. the parties who have requested or received personally identifiable information from the education records of the student;
  - b. the legitimate interests these parties had in requesting or obtaining the information; and
  - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B of this policy, the record of disclosure required under this section shall also include:
  - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
  - b. the legitimate interests under Section VI. Section VI. of this policy which each of the additional parties has in

- requesting or obtaining the information; and
- c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4 of this policy in accordance with 34 Code of Federal Regulations section 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI. Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. Section VII of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in United States Code section 2332b(g)(5)(B) or an act of domestic or international terrorism 2332b(g)(5)(B) or an act of domestic or international terrorism.
- [Note: While Section XIII.E.1. does not apply to requests for or disclosures of directory information under Section VII. of this policy, to the extent the school district chooses to limit the disclosure of directory information to specific parties, for specific purposes, or both, it is advisable that records be kept to identify the party to whom the disclosure was made and/or purpose for the disclosure.]*
4. The record of requests of disclosures may be inspected by:
- the parent of the student or the eligible student;
  - the school official or his or her assistants who are responsible for the custody of the records; and
  - the parties authorized by law to audit the record-keeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
- the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
  - the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

#### **XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS**

- A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student  
The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.
- B. Response to Request for Access  
The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.
- C. Right to Inspect and Review  
The right to inspect and review education records under Subdivision A. of this section includes:
- The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
  - If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
  - Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.
- D. Form of Request  
Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.
- E. Collection of Student Records  
If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.
- F. Records Containing Information on More Than One Student  
If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.
- G. Authority to Inspect or Review  
The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court

order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
  - a. the cost of materials, including paper, used to provide the copies;
  - b. the cost of the labor required to prepare the copies of documents;
  - c. any schedule of standard copying charges established by the school district in its normal course of operations;
  - d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
  - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

**XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA**

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
  - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
  - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minnesota Statutes Chapter 14 relating to contested cases.

**XVI. PROBLEMS ACCESSING DATA**

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding

- problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means School Social Worker, Laurie Youso.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

**XVII. COMPLAINTS FOR NONCOMPLIANCE**

- A. Where to File Complaints  
Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue S.W., Washington, D.C. 20202-8520.
- B. Content of Complaint  
A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

**XVIII. WAIVER**

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

**XIX. ANNUAL NOTIFICATION OF RIGHTS**

- A. Contents of Notice  
The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:
  1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
  2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
  3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
  4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
  5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
  6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.
- B. Notification to Parents of Students Having a Primary Home Language Other Than English  
The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.
- C. Notification to Parents or Eligible Students Who are Disabled  
The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

**XX. DESTRUCTION AND RETENTION OF RECORDS**

Destruction and retention of records by the school district shall be controlled by state and federal law.

**XXI. COPIES OF POLICY**

Copies of this policy may be obtained by parents and eligible students at the superintendent's office.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. § 13.393 (Attorneys)

Minn. Stat. Ch. 14 (Administrative Procedures Act)

Minn. Stat. § 120A.22 (Compulsory Instruction)

Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)

Minn. Stat. § 121A.75 (Receipt of Records; Sharing)

Minn. Stat. § 127A.852 (Military-Connected Youth Identifier) Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)

Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)

Minn. Stat. Ch. 256L (MinnesotaCare)

Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)

Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

Minn. Stat. § 363A.42 (Public Records; Accessibility)

Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)

Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)

10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)  
 18 U.S.C. § 2331 (Definitions)  
 18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)  
 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)  
 20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)  
 20 U.S.C. § 7908 (Armed Forces Recruiting Information)  
 20 U.S.C. § 7917 (Transfer of School Disciplinary Records)  
 20 U.S.C. § 5304 (Definitions – Tribal Organization)  
 26 U.S.C. §§ 151 and 152 (Internal Revenue Code)  
 42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)  
 42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)  
 34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)  
 34 C.F.R. § 300.610-300.627 (Confidentiality of Information)  
 42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)

*Gonzaga University v. Doe*, 536 U.S. 273, 309 (2002) Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)

**Cross References:** MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
 MSBA/MASA Model Policy 417 (Chemical Use and Abuse)

MSBA/MASA Model Policy 506 (Student Discipline)  
 MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)  
 MSBA/MASA Model Policy 520 (Student Surveys)  
 MSBA/MASA Model Policy 711 (Videotaping on School Buses)  
 MSBA/MASA Model Policy 722 (Public Data Requests)  
 MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)  
 MSBA School Law Bulletin “I” (School Records – Privacy – Access to Data)

**INTERNATIONAL FALLS PUBLIC SCHOOLS  
 INDEPENDENT SCHOOL DISTRICT #361  
 BOARD POLICY 534  
 School Meals Policy  
 Adopted \_\_\_ By Reference \_\_\_  
 Revised: July 2023**

*[Note: In 2021, the Minnesota legislature amended Minnesota Statutes section 124D.111, ~~that now states~~ to require that Minnesota school districts that participate in the national school lunch program must adopt a school meals policy. In 2023, the Minnesota legislature amended the statute to create the free school meals program.]*

*[Note: This MSBA/MASA model policy is drafted to be consistent for all grade levels. However, local school districts may vary the meal charge policy for elementary, middle, and high schools.]*

*[Note: School districts must follow appropriate debt collection practices when attempting to recover unpaid a la carte items or second meal charges.]*

**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 a la carte items or second ~~school~~ meals as well as to maintain the financial integrity of the school nutrition program.

**II. PAYMENT OF MEALS**

**A. All a la carte items or second 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/guardian's 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](http://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) Recurring 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 recurring payments go to ISD 361 web store:  
Log into a personal account then set up recurring payments for each student. At the end of the school year remove the recurring payment option on your account.
    - c) **If parent(s) or guardian(s) do not have a web store account setup they can contact the school office to have this setup.**
- If the school district participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage below the federal percentage determined for all meals to be reimbursed at the free rate via the Community Eligibility Provision must participate in the free school meals program.
- D. A school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.
- E. Each school that participates in the free school meals program must:
- (1) participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and
  - (2) provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.
- F. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.
- G. **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.**
- H. **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. 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.**

## II. MEAL ACCOUNT PURCHASES

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

**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](mailto:mhopkins@isd361.org)

**Second Meal Purchases: Any second (2<sup>nd</sup>) 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 (2<sup>nd</sup>) meal.**

III. 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

A meal statement will be sent requesting payment within 30 days. Invoices will be sent electronically to the parent(s) or guardian(s) guardians email address on file. If no email address is on file an invoice will be mailed to the address on file.

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

A meal statement will be sent requesting payment within 30 days. Invoices will be sent electronically to the parent(s) or guardian(s) guardians email address on file. If no email address is on file an invoice will be mailed to the address on file.

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 -\$100 or more

When a student's meal account balance reaches negative -\$100 the parent/guardian will receive a final notification from the Districts Business Manager to make payment to resolve the outstanding balance due to the District within 10 days. If this notification does not result in a consistent payment plan by the parent(s) or guardian(s) any amounts owed at negative -\$100 or more will be sent to collections. 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.

IV. 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 meal statements will be sent monthly to families with unpaid balances due to non-payment of meal charges, 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. Meal statements will be sent electronically to the parent(s) or guardian(s) email account on file. If no email account is on file meal statements will be mailed. Invoices will request payment within 30 days.

At the end of the school year, regardless if the meal account is "stale" or not, unpaid meal account balances will be sent meal statement requesting payment within 10 days. If no payment is made after 10 days, accounts that owe \$50 or more will be referred to the District's collection agency.

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.

V. 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 require a payroll deduction form be on file with payroll, and maintain a positive account balance. Staff with negative meal account balances will be refused service.
- B. The district provides a recurring 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 district’s meal donation account.

VI. COMMUNICATION OF POLICY

- A. 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.
- B. The school district will post the policy on the school district’s website, in addition to providing the required written notification described above.
- C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meals policy. The school district will ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district’s school meals policy.

**Legal References:** Minn. Stat. § 123B.37 (Prohibited Fees)  
 Minn. Stat. § 124D.111, (School Meals Policies; Lunch Aid; Food Service Accounting)  
 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  
**Cross References:** None

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

**Distribution of Non-school-Sponsored Materials on School Premises by Students and Employees**  
**Adopted \_\_\_ By Reference \_\_\_**  
**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**

Adopted \_\_\_ By Reference \_\_\_  
Revised \_\_\_ July 2023 \_\_\_

**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 School Bus Safety 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 Minnesota Statutes chapter 169.446, subdivision 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 shall adopt and make available for public review a curriculum for transportation safety education.
9. 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.

C. Active Transportation Safety Training

1. Training required
  - a. The school district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.
  - b. The school district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include
    - (1) pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique; and
    - (2) bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques.
2. Deadlines.
  - a. Students under subdivision 1, paragraph (a), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the third week of school.
  - b. Students under subdivision 1, paragraph (b), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the sixth week of school.
  - c. Students under subdivision 1, paragraph (a) or (b), who enroll in a school after the second week of school and have not received the appropriate active transportation safety training in their previous school district must undergo the training or receive active transportation safety instructional materials within four weeks of the first day of attendance.
  - d. The school district and a nonpublic school may provide kindergarten pupils with active transportation safety training before the first day of school.
3. Instruction
  - a. The school district may provide active transportation safety training through distance learning.
  - b. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.

**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 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 INVOLVEMEN**

- 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 1<sup>st</sup> 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-1" 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.
  7. driving a commercial vehicle without the proper class of commercial driver's license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;
  8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and
  9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.
- 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.
- 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.

**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.
- 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.
- 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 Minnesota Statutes section 169.011 subdivision 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.

Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, Code of Federal Regulations, title 49, part 571.

4. 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.
5. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.
6. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
7. Type III vehicles must be equipped with mirrors as required by law.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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 Minnesota Statutes section 122A.18, subdivision 8, or Minnesota Statutes section 123B.03 for school district employees; Minnesota Statutes section 144.057 or Minnesota Statutes chapter 245C for day care employees; or Minnesota Statutes section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.
  - d. Operators shall submit to a physical examination as required by Minnesota Statutes section 171.321, subdivision 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 Minnesota Statutes section 181.951, Subdivisions 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 Minnesota Statutes section 171.321, subdivision 5.
  - g. A person who sustains a conviction, as defined under Minnesota Statutes section 609.02, of violating Minnesota Statutes sections 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 Minnesota Statutes sections 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 Minnesota Statutes section 171.3215, subdivision 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 Minnesota Statutes section 609.02, of a moving offense in violation Minnesota Statutes chapter 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 Minnesota Statutes section 123B.90, subdivision 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 Minnesota Statutes section 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 Minnesota Statutes section 171.321, subdivision 2.
  - e. The operator has a valid driver’s license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statutes section 171.02,- subdivisions 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).
- 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 Minnesota Statutes section 171.321, subdivision 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 Instruction 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. § 123B.935 \(Active Transportation Safety Training\)](#)

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 (Safety of School Children; Training and Education Rules)  
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 (Notice of Violation by Commercial Driver)  
Minn. Stat. § 171.169 (Notice of Commercial License Suspension)  
Minn. Stat. § 171.321 (Qualifications of School Bus and Type III Vehicle Drivers)  
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. Part 383 (Commercial Driver’s License Standards; Requirements and Penalties)  
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)  
49 C.F.R. § 383.51 (Disqualification of Drivers)  
[49 C.F.R. Part 571 \(Federal Motor Vehicle Safety Standards\)](#)

**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**  
**Adopted \_\_\_ By Reference \_\_\_**  
**Revised \_\_\_ December 2022 \_\_\_**

**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 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 available on the Minnesota PearsonAccess Next website-see Cross References for website address.]*
  - 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.
  - j. 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. 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.
3. Address invalidations and test or accountability codes.
4. 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 the 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.
4.
  - 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.
3. Responsibilities after testing.
  - a. Ensure that all paper test materials are kept locked and secure and security checklists completed.
  - b. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
  - c. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the closing of the testing window.
  - d. Return secure test materials as outlined in applicable manuals and resources.
  - e. Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.

- f. 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. 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.
    - b. During the test.
      - (1) Administer each task to each student and record the score.

- (2) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.
  - (3) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
  - (4) Document and report any unusual circumstances to district or school assessment coordinator.
  - c. 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: This form is available on the Minnesota PearsonAccess Next website-see Cross References for website address]*
- 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 for Reviewing Curriculum Instruction, and Student Achievement; Striving for the World's Best Workforce))  
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)  
Minn. Stat. § 120B.36, Subd. 2 (School Accountability)  
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 3501.082 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

*Cross References:* MSBA/MASA Model Policy 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)  
Minnesota PearsonAccess Next Resources and Forms:  
<http://minnesota.pearsonaccessnext.com/policies-and-procedures/>



**Bronco**

**PRIDE**

Falls Elementary School

Principal: Melissa Tate

Student Handbook

2024-2025

PK-5

Dear Students, Parents, and Guardians:

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

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

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

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

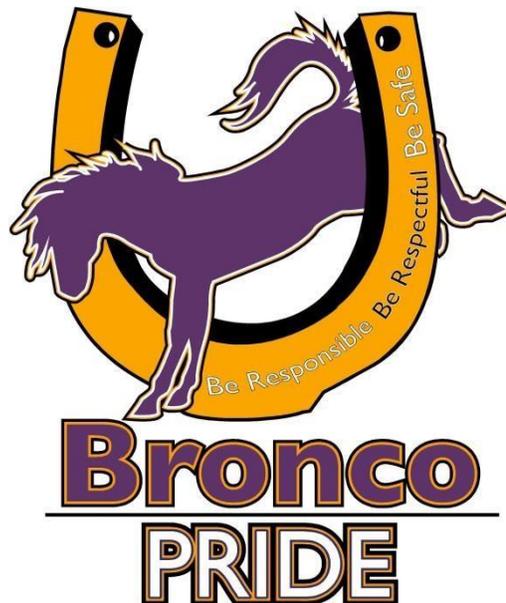
**Being Respectful, Being Responsible and Being Safe**

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

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

Sincerely,

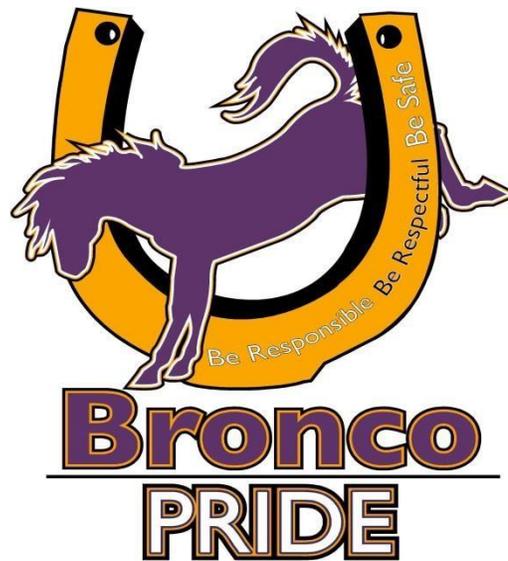
Falls Elementary School Staff



# International Falls School District

## Mission Statement:

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



## Vision:

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

# 2024/25 School Calendar

## Version B

August 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

mth	T	S	Jan	22	21
Aug	3	0	Feb	19	19
Sep	20	20	Mar	21	20
Oct	21	20	Ap	20	20
Nov	19	18	May	21	20
Dec	15	15	June	0	0
			Tot	181	173

	Holiday		1st & last days
	Inservice		Exchange days
	No school		

**Fall Conferences**

Wed, Oct. 11: 4:00-8:00p

Thurs, Oct. 12: 4:00-8:00p

**Spring Conferences**

Wed, Feb. 28: 4:00-8:00p

Independent School District 361  
School/Home Compact  
Falls Elementary

Dear Parent/Guardian:

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

**STUDENT AGREEMENT:** As a student I pledge to:

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

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

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

**TEACHER AGREEMENT:** As a teacher I pledge to:

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

**PRINCIPAL AGREEMENT:** As a principal I pledge to:

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

# Bronco Pride

August, 2024

Dear Parents, Guardians and Students,

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

Falls Elementary School has high expectations for all students, staff and families. This handbook plays a key role in ensuring we create a positive, safe and welcoming environment for all students, staff and families. In order to provide high quality instruction, we believe in and follow these expectations:

## **BE SAFE, RESPECTFUL, RESPONSIBLE**

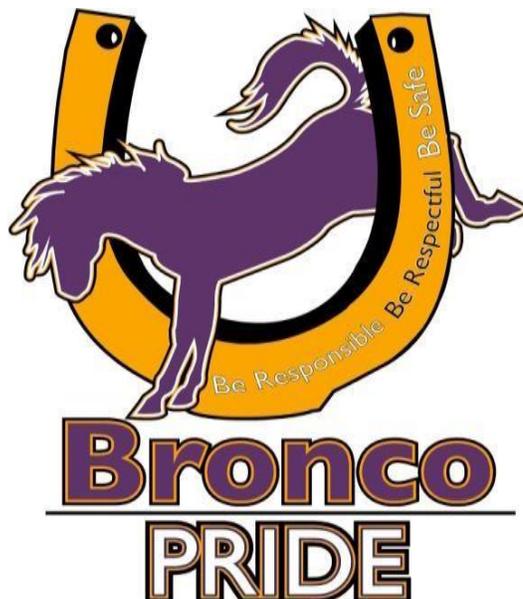
Our goal is to continue to utilize the PBIS program to recognize positive behaviors. This year we will continue to focus on teaching behavioral expectations, recognizing positive student behaviors and addressing negative behaviors in a consistent, clear manner.

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

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

Sincerely,

Falls Elementary Staff



# Bronco Pride Matrix

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

# **FALLS ELEMENTARY INFORMATION AND POLICIES:**

## **HOMEWORK:**

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

## **ACCIDENTS:**

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

## **TOBACCO FREE SCHOOLS**

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco related devices, or electronic delivery devices in a public school, on school grounds, in any school owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices" policy, see [www.isd361.org](http://www.isd361.org). Contact the building principal if you have questions or wish to report violations.

Note: A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district property as part of a traditional Indian spiritual or cultural ceremony. In addition An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices.

## **EMERGENCY RESPONSE DRILLS**

Emergency response drills are held to teach students and keep them familiar with emergency response protocols should a crisis event happen on school property or in the immediate vicinity of the school. Throughout the school year we will hold a variety of emergency response drills that may include evacuation drills lockdown drills, fire drills and tornado drills. State law requires a minimum of 5 school lock down, and 5 fire drills each year.

## **FIRE DRILLS**

The fire alarm is an emergency warning system. They are not to be set off by anyone unless there is a real emergency. Tampering with the alarm system is a violation of federal law, and violators will be reported to the proper legal authorities.

Fire drills will be held periodically to keep students familiar with procedures of evacuation. There will be a minimum of 5 fire drills per year.

Students should discontinue immediately whatever they are doing and walk out of the building.

The following directives will be observed during a fire drill:

- 1.) No books or personal belongings should be taken along.
- 2.) Students must be quiet in case any special instructions are given.
- 3.) Walk out in single file.
- 4.) Once outside, move away from the building to the designated area.
- 5.) Re-enter the building only after the all-clear signal has been given by the principal/designee.

### **988 SUICIDE AND CRISIS LIFELINE:**

Anyone can dial or text 988 24 hours a day, seven days a week, to reach crisis support or to use an online chat feature to connect with crisis support (***Koochiching Mobile Crisis Unit***). Dial 988 if you need help or if someone else needs crisis support. You can also dial 1-844-772-4724.

### **ARRIVAL:**

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

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

### **DISMISSAL:**

Students who are being picked up will be dismissed at 3:10 p.m. (Wednesday dismissal is 2:30). In order to increase student safety, all students will be picked up at the staff parking lot. Parents/guardians must have their provided name card for their child visible in their car window. When you approach the door, staff will bring your child out to your car.

### **VISITOR-CHECK-IN-POLICY:**

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

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

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

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

## **RELEASE OF STUDENT:**

Early dismissal from school is discouraged.

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

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

## **AFTER SCHOOL PICK-UP: Falls Elementary School**

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

## **AFTER SCHOOL ACTIVITIES:**

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

## **ATTENDANCE POLICY:**

Schools are responsible for teaching your child but we can't do our job if your child is absent. A child who misses a day of school also misses a day of learning that might never be replaced. **You can help by making school a top priority.** Build the habit of good daily attendance and you will help your child see that school is important. When you help your kids to build good attendance habits at school you are helping them to build good habits that will follow them through college and work later in life.

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

## **Reporting an Absence**

If your child will be absent or tardy for any reason, please report the absence by calling, and leaving a detailed message, the school office attendance hotline at 218-283-2571 option 2, then option (0) before 10:00a.m. (Or within 3 school days of the absence). You may also send a note with your child when they return to school. We will be checking the messages throughout the morning. Please do not call your child's teacher to report the absence, all absences will be run through our office by this hotline. **All absences must be cleared within 3 school days; those not cleared within 3 school days will become truant and will count towards your child's total number of unexcused absences.**

## **Excused Absences/Tardies**

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

- Absence where the parent has notified the school prior to 10:00 a.m. on the day of the absence or the student brings in a note to the office signed by a parent or guardian upon return to school. **Absences not cleared within 3 school days will remain as truant.**
- Serious illness that results in the student to remain home or to be sent home by the school nurse.
- Serious illness in the student's immediate family
- A death in the student's immediate family or of a close friend or relative
- Medical, dental or orthodontic treatment, or counseling appointment
- Court appearances occasioned by family or personal action
- Religious instruction not to exceed three hours in any week ▪ Physical emergency conditions such as fire, flood, storm, etc.
- Official school field trip or other school-sponsored outing
- Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- Family emergencies
- Active duty in any military branch of the United States
- Vacations with family with prior approval from the office

### **Unexcused Absences/Tardies**

Students who arrive to school after 8:30 are considered tardy. Students who arrive after 9:00 will be considered absent. The following are examples of absences/tardies that will not be excused:

- Absences/tardies that are unreported will be considered unexcused
- Personal transportation problems
- Missing the school bus
- Shopping
- Oversleeping or overtired
- Skipping school or class
- Caring for siblings, family, or friends
- Truancy. An absence by a student which was not approved by the parent and /or the school district.
- Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures. **Parents have up to 3 school days from the date of absence to report the reason for absence. The absence will remain unexcused without notice after 3 school days.**
- Work at home or a business, except under a school-sponsored work release program
- Any other absence not included under the attendance procedures set out in this policy

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

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

- 1) **After three (3) unexcused absences, administration may request a meeting with the family, students, school representative, school social worker, and possibly county or tribal social services in order to identify barriers to good attendance and develop a plan to improve attendance.**

- 2) After a student accumulates six (6) illnesses in a quarter, the student and family may be required to submit medical documentation for future absences in order to be excused. If no medical documentation is provided, the student may be referred to the Koochiching County Truancy Team.

### **Exempt Absences:**

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

### **BREAKFAST AND LUNCH:**

Breakfast is available to students from 7:45-8:25. Recently the governor approved universal free meals for all students for both breakfast and lunch. Students in Pre-K- Grade 12 are eligible for one free breakfast and one free lunch. **We encourage all families to complete and turn in a free and reduced-priced lunch form despite the approval for universal free meals. The free and reduced meal forms determine how much funding Falls Elementary school will get for certain areas, without this funding we are not able to provide additional supplemental services for students who need them most.**

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

- Compensatory Services
- Title I Funds

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

By filling out this form:

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

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

### **BUS SERVICE:**

Bus transportation is provided for all eligible students. The bus schedule and routes are available by contacting the Director of Transportation at 218-283-2571, ext. 1185.

Students are expected to be at the bus stop 5 minutes prior to the pick-up time. Any student in preschool or kindergarten must have an adult present at the bus drop off. **The bus driver will not release a preschool or kindergarten student without seeing an adult present.** If there is no adult present, the bus driver may contact law enforcement (i.e. school or county social worker) for assistance.

School bus safety is the highest priority for our Transportation Department. Behaviors that take the bus drivers attention off the road endanger the safety of all staff and students on the bus. The school bus is considered an extension of the school environment and as a result, students are expected to follow the same expectations:

BE SAFE, BE RESPECTFUL, BE RESPONSIBLE

### **School Bus Safety Expectations:**

1. Immediately follow the directions of the driver.
2. Sit in your assigned seat facing forward.
3. Talk quietly and use appropriate language.

4. Keep all parts of your body inside the bus seats.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, intimidation, or horseplay.
7. Do not throw any object.
8. No eating, drinking, or use of tobacco or drugs, including e-cigarettes.
9. Do not bring any weapon or dangerous objects on the school bus.
10. Refrain from vandalism or damaging the school bus.
11. Students should report all problems to the driver or principal.

### **Consequences for Bus Violations:**

Riding the bus to school is a privilege, not a right. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or district policies, or for violation of any other law governing student conduct. Consequences for school bus/stop misconduct apply to all routes, including co-curricular and extra-curricular events (i.e. field trips, activities/athletics). Parents or guardians will be notified of any suspension of bus privileges. Consequences are based on the severity of the offense and may be paired with restorative action to prevent future violations.

The following outlines an example of progressive discipline for continued violation of school bus expectations. Assigned seating may be used at the full discretion of the driver or school administration. Refusal to comply with assigned seating may result in immediate loss of riding privileges.

- **1<sup>st</sup> Offense:** Verbal conference with student by the driver and call to the parent.
- **2<sup>nd</sup> Offense:** Written referral to building administrator/transportation department from driver; (may include meeting with student, driver, parent and administration).
- **3<sup>rd</sup> Offense:** Possible consequences include, but not limited to-Detention, ISS, OSS, up to 3-5 days suspension from the bus; suspension from riding the bus will require a parent/student meeting to return to full bus privileges.

**Further Offenses:** Individually considered. Students may be suspended for longer periods of time (5-10 days), up to and including the remainder of the school year.

Serious misconduct may result in police action. Student use of electronic devices to take pictures or video of anyone on the bus or school grounds is strictly prohibited. Drivers need to be notified regarding any specific student behavior plans.

Examples of behaviors that may result in immediate bus suspension include vandalism, assault/fighting, harassment/bullying, and drugs/weapons violation.

### **COMMUNICATION:**

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

- You want your child to stay in during recess, or to miss physical education class, which requires a doctor's note.
- Your child will leave school early, or will leave and return during the day.

- Please note: With 400+ students it is difficult to disseminate information. **Please notify the school office of any changes in pickup/drop off before 1:00p.m., after 1:00p.m. We cannot guarantee your child will receive the message.**

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

### **CONNECTING WITH YOUR CLASSROOM TEACHER:**

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

### **FIELD TRIPS:**

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

### **DATA PRIVACY:**

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

### **CONFERENCES AND REPORT CARDS:**

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

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

### **MINNESOTA COMPREHENSIVE ASSESSMENT (MCA) REFUSAL TO PARTICIPATE**

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

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

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

### **RETENTION AND PROMOTION POLICY:**

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

standardized test scores, social observations, strategies used to aid the student and the results, work samples.

Recommendations for retention will be based on the following criteria:

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

### **Exemptions:**

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

### **DISCIPLINE:**

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

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

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

The goal of school discipline is to assist all students in functioning in their educational and social environments as well as to protect the school community and public property. Discipline aims to promote positive behavior change. School staff will use a wide array of behavioral interventions to support students that are having behavioral difficulties that are not a direct threat to the safety of students and staff. Administrative and staff actions and interventions should be designed to address student behavior, reinforce school and classroom expectations for appropriate behavior, and prevent future behavioral issues. Disciplinary actions should ensure time out of the classroom is minimal to avoid missing key instruction needed for making academic progress.

Below is an outline of general guidelines that represent the majority of behavioral violations that occur in schools, but other violations may occur that would result in disciplinary action. Within these general guidelines of behavioral violations there is also an array of possible disciplinary interventions that may be implemented for each violation.

The principal's discretion regarding enforcement of policy will be used when age, culture, and development/ability are factors in behavioral matters.

<u>Behavior</u>	<u>Definition</u>	<u>Possible Consequences</u>
<b>Disruption - minor</b>	Any behavior (verbal, Physical, etc.) that disrupts the classroom lesson or classroom activity.	Take a break, Buddy room, individualized instruction, student conference, review classroom expectations, parent phone call, temporary loss of privileges
<b>Disruption - major</b>	Any repeated disruptive behavior (verbal, physical, etc.) that disrupts the classroom lesson or classroom activity; behavior may be unsafe or intentional in nature	Parent phone call or meeting, individual instruction, possible detention, referral to School Social Worker, temporary loss of privileges
<b>Teasing/Taunting - minor</b>	Making fun of someone, or provoking them, in a manner more playful than malicious	Classroom teacher mediates altercation, students take a break, Buddy room, temporary loss of student privileges, Parent phone call
<b>Harassment: Sexual/Racial - major</b>	Any unwanted physical advance or verbal confrontation of a sexual or racial nature taking place between two or more individuals	Parent phone call, individualized instruction, possible out of school suspension, possible referral to School Social Worker, Parent/Student/Staff conference
<b>Property Misuse - minor</b>	Using an object in a manner other than directed; in a manner that may cause harm to self, others, or property	Loss of privilege relating to the item being misused, take a break, re-teaching or modeling desired behavior, recognize or reward appropriate behavior, student conference, written apology, detention

<b>Vandalism - major</b>	Defacing either school, or another individual's property	Student cleans mess, student pays restitutions, loss of privilege, Parent phone call, Student/Parent/Staff conference, detention, possible out of school suspension, possible referral to School Social Worker, possible referral to Law Enforcement
<b>Property Damage - major</b>	Damaging either school, or another individual's property	Student cleans mess, student pays restitution, loss of privilege, parent phone call, Student/Parent/Staff conference, detention, possible out of school suspension, possible referral to School Social Worker or Home Interventionist, possible referral to Law Enforcement
<b>Physical Contact - minor</b>	Horseplay, "roughhousing", or intentionally disrespectful or harmful contact with another student/staff member	Take a break, Buddy room, loss of privilege, student conference, detention, Parent phone call
<b>Fighting/Physical Aggression - major</b>	Fighting with students or staff, using one's body to intentionally harm another person	Loss of privilege, mediation between students, re-teaching desired behavior, detention, possible out of school suspension, Parent phone call, Student/Parent/ Staff conference, conflict resolution
<b>Inappropriate Language - minor</b>	Using inappropriate slang terms/using words out of context to create an inappropriate or disrespectful environment	Individualized instruction with student, loss of privilege, conference with student and/or Parent phone call

<b>Abusive/Inappropriate Language</b> - major	Swearing, using slurs, or using derogatory terms or slang, etc.	Loss of privilege, individualized instruction with student, re-teach Bronco Pride expectations, detention, student/staff/parent conference, possible out of school suspension, referral to School Social Worker
<b>Dress Code Violation</b> - minor	Wearing clothes that displays offensive images or verbiage	Change clothing, conference with student, individualized instruction, phone call home
<b>Non-Compliance</b> - minor	Refusing to follow adult directions	Loss of privilege, individualized instruction with student, re-teach Bronco Pride expectations, Parent phone call, Student/Staff/Parent conference
<b>Insubordination/Defiance</b> - major	Consciously and purposely defying adult directions or school rules and guidelines	Phone Call, referral to Home School Interventionist or School Social Worker, possible out of school suspension, Behavior Intervention Plan if necessary, IEP referral if appropriate
<b>Disrespect</b> - minor	Showing intentional and brash contempt or rudeness towards a staff member or fellow student	Parent phone call, loss of privilege, conference with student, review Bronco Pride expectations on matrix, possible referral to School Social Worker
<b>Disrespect</b> - major	Showing repeated or intentionally malicious contempt or rudeness towards a staff member or fellow student	Parent phone call, loss of privilege, conference with student, review Bronco Pride expectations on matrix, Students/Staff/Parent conference, detention, possible referral to School Social Worker

<b>Skipping Class/Truancy - major</b>	Any instance where a student is independently responsible for missing class or not being present at the time they were directed to be present	Parent phone call, individualized instruction, student conference, referral to Home School Interventionist
<b>Weapons - major</b>	Bringing to school any object identified as a weapon per the student handbook	Parent phone call, referral to Law Enforcement, out of school suspension, loss of privilege, could result in expulsion
<b>Lying/Cheating - major</b>	Intentionally misinforming an adult when questioned about an incident	Parent phone call, individualized instruction, conference with student, detention, Student/Staff/Parent conference
<b>Theft - major</b>	Claiming another's property as one's own	Parent phone call, individualized instruction, conference with student, detention possible OSS, Student/Staff/Parent conference
<b>Forged Note - major</b>	Presenting a false document in an attempt to achieve permission to participate in an activity	Parent phone call, individualized instruction, conference with student and family, detention
<b>Bullying - minor/major</b>	Behavior that is aggressive in nature and includes a perceived imbalance of power; the behavior is repetitive and happens many times over a given period of time	Parent phone call, individualized instruction, conference with student, loss of privilege, detention, eventually OSS, possible referral to School Social Worker, Student/Staff/Parent conference

<b>Possession of Illegal Substance - major</b>	Possessing any substance that is either illegal or disallowed per the school handbook	Parent phone call, referral to Law Enforcement, individualized instruction, conference with student, loss of privilege, detention, eventually OSS
--	---	---

**Discipline Complaint Procedure:**

If you have concerns that district policies on discipline are not being followed, information and necessary forms to report this are available in the FES and FHS offices.

**GENERAL SCHOOL RULES WHILE ON SCHOOL GROUNDS:**

Listed below you will find general school rules to assist in promoting a safe and positive experience for all students while on campus. Please review the rules below with your children to ensure they understand the expectations while at school.

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

**LUNCHROOM GUIDELINES:**

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

**PLAYGROUND RULES:**

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

# All Playgrounds:

- Students will come down slides feet first.
- No electronics on the school playground.
- Students will not slide down the supporting poles.
- Staff may choose to keep students off the equipment when it is wet or icy.
- Wall ball is only permitted on the north wall
- Only tennis balls or soft pucks are permitted for hockey

## Spider Web Playground:

### Boundaries:

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

### Spider web:

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

### Zip line/Monkey Bars:

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

## Back Playground:

- No Sliding on Ice

### Boundaries:

- Do not go past the tree line.

### Spinners:

- Hands and feet stay on spinners at all times.

### Monkey Bars/Climbing Wall:

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

## Preschool and Kindergarten Playground:

### Boundaries:

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

## **General Rules:**

- Sliding down hills only, do not play on the back of the snow hills.
- No sliding on the ice at any time.
- Sand toys need to stay in the sandbox.
- No throwing wood chips.
- No sitting on top of the monkey bars.
- No standing on top of the bus or ambulance bars.

## **Miscellaneous:**

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

## **Snow:**

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

## **PLEDGE OF ALLEGIANCE:**

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

## **BULLYING PROHIBITION:**

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

For further information on our bullying policy and procedures refer to ISD 361 Policy #514. ISD 361 policy information can be found at [www.isd361.org](http://www.isd361.org)

### **BULLYING DEFINITION:**

Bullying is aggressive behavior that involves unwanted, negative actions.

Bullying involves a pattern of behavior repeated over time.

Bullying involves an imbalance of power or strength.

#### **Recognizing the Difference**

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

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

### **HARASSMENT AND VIOLENCE PROHIBITION:**

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, 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, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Detailed information on the school district's "Harassment and Violence Prohibition" policy is included on our website. ISD 361 policy information can be found at [www.isd361.org](http://www.isd361.org)

### **ASSAULT: DANGEROUS THREATS:**

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

### **PHYSICAL ASSAULT (FIGHTING):**

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

**Physical assault by students against staff members or students is considered to be Bottom Line behavior and the principal or staff member must take immediate action to halt such behavior. In reacting to**

**incidents of assault, staff members may be required to use reasonable physical force to prevent or minimize injury to students or staff.**

### **VERBAL ASSAULT:**

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

### **DANGEROUS WEAPONS AND ARTICLES:**

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

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

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

### **DRESS/CLOTHING:**

The School District of International Falls recognizes that the primary responsibility for a student's attire resides with the student and his/her parents or guardians. However, as part of the District's commitment to creating a safe and inclusive environment to learn, work, and succeed, a Dress Code is necessary for the following purposes:

- 1.) To protect the health and safety of staff and students,
- 2.) To ensure students are prepared to fully participate in the class or activity; and
- 3.) To establish a respectful and positive school environment free of hostility, intimidation, marginalization, or oppression.

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

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

Generally, students should be given the most choice possible in how they dress for school for their own comfort and self-expression. Restrictions shall be made only to support the overall educational goals of the school and will be explained within the dress code.

- 1.) **Basic Principle:** Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, and nipples are fully covered with non-transparent (opaque) fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.
- 2.) **Students Must wear**, while following the basic principle:
  - a. Shirt
  - b. Bottom (pants/sweatpants/shorts/skirt/dress/leggings), AND
  - c. Shoes
- 3.) **Students May Wear**, as long as these item do not violate the Basic Principle above or Section 4 below:
  - a. Religious headwear

- b. Hats, as long as face and ears remain visible (classroom teachers may choose not to allow hats in classrooms).
- c. Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- d. Pajamas
- e. Ripped jeans, as long as underwear and buttocks are not exposed
- f. Tank tops, including spaghetti straps
- g. Halter Tops
- h. Athletic Attire
- i. Midriff baring shirts
- j. Visible waistbands/straps on undergarments worn under clothing
- k. Strapless shirts

#### 4.) **Students Cannot Wear:**

- a. Violent language or images
- b. Images or language depicting or promoting drugs or alcohol (or any illegal item or activity).
- c. Hate speech, profanity, pornography.
- d. Images or language that creates a hostile or intimidating environment based on any protected class.
- e. Visible undergarments. Visible waistbands or straps on undergarments worn under other clothing are not a violation.
- f. Swimsuits (except as required in class, in which case, one-or two piece swimsuits are acceptable).
- g. Accessories that could be considered dangerous or could be used as a weapon.

### **PERSONAL LISTENING DEVICES AND CELL PHONES:**

Cell phones, iPods, Air pods, headphones, MP3 players, etc., are prohibited in classrooms, hallways, playgrounds, buses, etc., except where a student has special permission under special circumstances. **If a student has a cell phone or electronic device with them at school it should be stored in their backpack, inside their locker during school hours.** Student use of electronic devices to take pictures or video of anyone while on school grounds is strictly prohibited. The school office is set up to fully communicate with every student should they need to be reached in case of an emergency. Students in violation of this policy will fall under the elementary discipline process.

**\*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. Consequences will be at the discretion of Administration.**

**\*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. Consequences will be at the discretion of Administration.**

### **WEATHER POLICY:**

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

### **VOLUNTEERS:**

Volunteers are truly a gift to our schools! Volunteers are invaluable members of the school-home-community team dedicated to enriching public education. Please check with your child’s teacher to see how you can help in your child’s classroom. If you come to volunteer, please check in at the office. You will be required to check in through our Raptor system.

## **CONFIDENTIALITY:**

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

## **MANDATED REPORTING:**

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

## **MEDICATION POLICY:**

If your child takes a medication at school, a signed doctor's order, parent signature and the original prescription bottle or container for this medication are all necessary. Medicine in envelopes or baggies will not be accepted.

Aspirin or other over the counter drugs cannot be given to a child without written permission from a doctor. A Medication Authorization Form for both prescription and over the counter medication is included in this handbook. If you need additional forms, please contact your school nurse.

## **IMMUNIZATION:**

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

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

A notarized statement that immunization goes against personal beliefs.

## **ILLNESS AT SCHOOL:**

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

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

## **SPECIAL EDUCATION:**

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

## **STUDENT REGISTRATION:**

Each spring our school conducts a kindergarten registration drive for the next year's kindergarten classes. Your child may enroll in kindergarten if he/she will be five years old as of September 1 of the school year in

which you are registering for. You will need to provide a birth certificate and an updated immunization record at the time of registration. Pre-school screening is also required.

### **EMERGENCY PHONE NUMBER:**

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

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

### **LOST AND FOUND:**

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

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

### **PERSONAL PROPERTY:**

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

If it is necessary to send money to school, please put it in a sealed envelope with the child's name, date, and purpose of the money written on the envelope. Any payments should be brought to the office before classes begin each morning.

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

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

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

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

## **Independent School District No. 361**

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

### **Section 504 Officer (Gr. K-5)**

Melissa Tate  
1414 15th Avenue; International Falls, MN 56649

218-283-2571 ext. 1100

**Alternative:** Don Rolando,  
Dean of Students Gr. 6-12

### **Section 504 Officer (Gr. 7-12)**

Don Rolando, Dean of Students  
1515 11<sup>th</sup> Street; International Falls, MN 56649

218-283-2571 ext. 1157

**Alternative:** Melissa Tate,  
Elementary Principal

### **Title IX Officer (District-wide)**

Beth Shermoen, Superintendent of Schools  
1515 11<sup>th</sup> Street; International Falls, MN 56649

218-283-2571 ext. 1112

### **Title IX Officer (Alternate)**

Lisa West, FHS Principal  
1515 11<sup>th</sup> Street; International Falls, MN 56649

218-283-2571 ext. 1104

### **Human Rights Officer**

Lisa West, FHS Principal  
1515 11<sup>th</sup> Street; International Falls, MN 56649

218-283-2571 ext. 1104

### **Human Rights Officer (Alternate)**

Melissa Tate, FES Principal  
1414 15<sup>th</sup> Avenue; International Falls, MN 56649

218-283-2571 ext. 1232

## 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.

Explore the  
Statewide  
Testing page  
for more  
information.

[education.mn.gov](http://education.mn.gov) > [Students and Families](#) > [Programs and Initiatives](#) > [Statewide Testing](#)

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

### 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.)



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.

## Statewide Assessment: Parent/Guardian Decision Not to Participate

### 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.



# FALLS SCHOOLS

(218) 283-2571 ~ FAX (218) 283-8104 1515 - 11<sup>th</sup> Street ~ International Falls, MN  
Nurse ext. 1231

## Medication Permit Form

Student's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Grade: \_\_\_\_\_

School Year: \_\_\_\_\_ Teacher: \_\_\_\_\_

Parents of students requesting prescription medication to be given to their child during school hours by school personnel are **required** to provide the school with the following information:

1. Written doctor's order
2. Written parent's consent
3. Medication **must** be supplied in the **original** pharmacy-labeled bottle; ask for prescription medication to be divided into two bottles completely labeled—one for home and one for at school.

All medication must be provided by the parent/guardian. All medications should be delivered to the school by the parent/guardian or parent/guardian-designated responsible adult. Medication **should not** be sent on the school bus.

*Please have your physician complete this part of this form and return it to the health office.*

### PHYSICIAN ORDER

I have prescribed the following medication for this child and request this dosage be given during school hours.

Medication	Dosage	Time	Route	Possible side effects

Diagnosis: \_\_\_\_\_

Other medications student is taking: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_ (All authorizations expire at end of school year.)

- \_\_\_\_\_ Student is knowledgeable about the medication(s) and how to self administer
- \_\_\_\_\_ Student may self-administer the medication(s). (Not applicable for controlled substances).

Special Instructions: \_\_\_\_\_

Physician signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print or Type Name of Physician or Licensed Provider: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Health Care Facility Name and Address: \_\_\_\_\_

**PARENTS: PLEASE READ AND SIGN BACK OF THIS FORM**

## PARENT REQUEST FOR ADMINISTRATION OF MEDICATION

Parents please complete this area of form and return to health office.

1.  I request that the above medication(s) be given during school hours as ordered by this student's physician/ licensed health care provider.
2. I release school personnel from liability in the event adverse reactions result from taking medication(s).
3. I will notify the school nurse of any changes in medication(s) such as dosage changes, time changes, discontinuations, etc. and obtain the appropriate health care provider order.
4. I give permission for the school nurse to communicate with the student's teachers, coaches, and necessary school staff about the student's health care condition(s) and the action and side effect of the medication(s).
5. I give permission for the school nurse to consult with the above-named student's physician/ licensed prescriber and/or pharmacist regarding questions that arise with regard to the medication(s) or medical condition(s) being treated by the medication.
6. I give permission for the medications(s) to be given designated school personnel as delegated by the school nurse.
7. Field trips and Extra Curricular Activities. I give permission for the assigned teacher or other responsible adult to dispense the medication(s) on a field trip and/or extracurricular activity as arranged by the school nurse.
8. I agree to provide the medication(s) in a container labeled by the pharmacy or physician/health care provider with current prescription number and date or in the original over the counter medication bottle.
9.  I request that my child be allowed to carry and self-administer asthma treatment medication(s) as ordered by the physician and arranged with the school nurse.
10.  I request that my child be allowed to carry and self-administer \_\_\_\_\_ medication(s) as arranged with the school nurse. (Applicable to high school students for over the counter pain medications only).

Name of medication \_\_\_\_\_ Dosage: \_\_\_\_\_ How often: \_\_\_\_\_

Parent/ Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone number: \_\_\_\_\_



# FALLS SCHOOLS

(218) 283-2571 ~ FAX (218) 283-8104  
Nurse ext. 1231

1515 – 11<sup>th</sup> Street ~ International Falls, MN

## Over the Counter Medication Authorization Form

Tim Everson - FHS Principal

Melissa Tate - FES Principal

Kevin Grover - Superintendent

Leah Bacon- School Nurse

\_\_\_\_\_ has my permission to take \_\_\_\_\_  
(student's name) (medication and dosage)

while at school. The reason this student is to take the above listed medication is \_\_\_\_\_

\_\_\_\_\_

He/she understands that the medication will be locked in the nurse's cabinet and that he/she may come and request it for the above stated reason only. The school nurse or staff will assess the student and based on her judgment, may choose not to allow the student access to the medication.

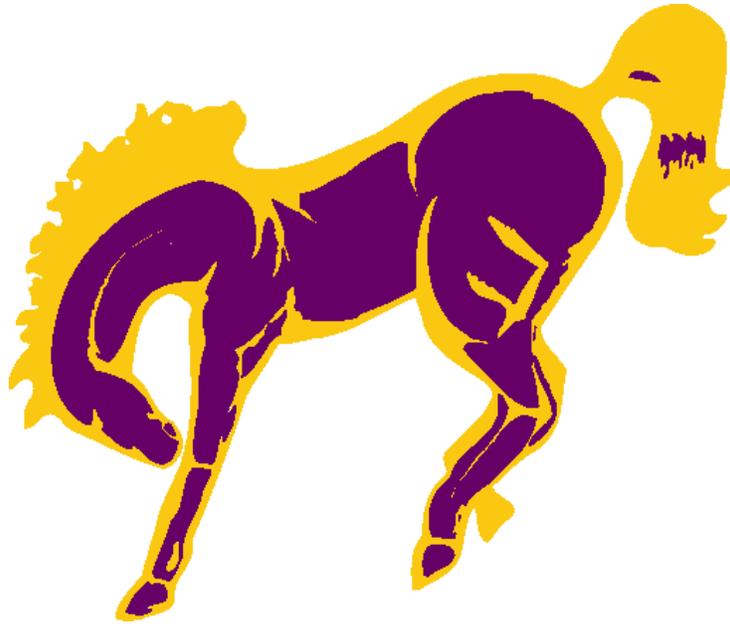
\_\_\_\_\_  
(parent or guardian's signature)

\_\_\_\_\_  
(phone number)

\_\_\_\_\_  
(date)

**INDEPENDENT SCHOOL  
DISTRICT 361**

**INTERNATIONAL FALLS HIGH SCHOOL**



**2024 – 2025  
BRONCO ACTIVITIES  
HANDBOOK**

# Bronco Activities Handbook

## Table of Contents

I.	THE ADMINISTRATION OF INTERSCHOLASTIC ATHLETES	1
	Statement of Philosophy	1
	Objectives	1
	Affiliations	1
II.	TITLE IX (ELIMINATION OF SEX DISCRIMINATION IN ACTIVITIES PROGRAMS)	1-2
	Intramural, Club, and Interscholastic Activities	1
	Codes of Conduct (including dress codes) and Other Regulations Governing the Students	1
	Honors and Awards	2
	Employment	2
III.	STAFF RESPONSIBILITIES	2-11
	Superintendent	2
	High School Principal	3
	Activities Director	3
	Requirements for Coaching	4
	Coaching Expectations and Responsibilities	6
	End of Seasonal Obligations	9
	Coaches Area of Responsibility	9
	Evaluations	10
IV.	BUSINESS POLICIES PURSUANT TO ACTIVITIES	11-19
	Annual Equipment Budgets	11
	Purchasing	11
	Medical Policy	11
	Injury Insurance Protection	12
	Transportation of Player Personnel	12
	Transportation of Spectators	13
	Inclement Weather Policy/Athletics	13
	Use of School Vehicles	14
	Tournament Play	14
	Ticket Information	14
	Awards Programs	14
	The School Letter - Varsity Competition	14
	Activity Practices and Games	16
	Cost for Activity Meals and Lodging	17
	Scheduling of Events	17
	Officials Hiring Practice	17
	Behavioral Expectations of Athletes	17
	Suspension Procedure	18
	Use of Activity Facilities	18
	Coach's Annual Report	18
	Coach's State Tournament Policy with a Team or Individual Athletes Qualifying	18
	School Attendance of Athletes	19
	Letter Jacket Policy	19

V.	NON-ATHLETIC ACTIVITIES	19-24
	Cheerleaders	19
	Band, Pep Band	21
	Junior/Senior Prom	21
	Figure Skating	22
	Speech	22
	Student Council	23
	Knowledge Bowl	23
	Minnesota Honor Society	24
	One Act Play	24
VI.	MEDIA POLICY	24-25
	Newspaper	24
	Radio	24
	Television	25
VII.	WEIGHT ROOM AND WHIRLPOOL POLICY	25
VIII.	CHAPERONE DUTIES	25
IX.	SCHOOL POLICY REGARDING STUDENT COMPETITION AT THE NATIONAL LEVEL	26
X.	ACTIVITY FEE SCHEDULE	26
XI.	EXTRA-CURRICULAR SALARIES	27
XII.	EXTRA-CURRICULAR AND CO-CURRICULAR ACADEMIC ELIGIBILITY POLICY	27
XIII.	DIRECTORY OF ACTIVITIES AND PERSONNEL	27-28
XIV.	SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY	28-29
	General Statements of Policy	28
	Sexual Harassment/Sexual Violence Defined	28
	Reporting Procedures	29

# BRONCO ACTIVITIES HANDBOOK

## I. THE ADMINISTRATION OF INTERSCHOLASTIC ACTIVITIES

### A. *Statement of Philosophy*

The Athletic Department's aim is to provide a well-balanced competitive activities 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 participant's own efforts.

### B. *Objectives*

1. To provide the participants with a program in which they are coached by qualified personnel whenever and wherever possible.
2. To expose participants 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 participants 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. *Affiliations*

1. Minnesota State High School League (MSHSL)
2. Northeast District ~ Football only
3. Iron Range Conference
4. Arrowhead Conference
5. East Range Conference - Golf only

## 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)*

Information found on the school website under BOARD POLICY 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

### 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 in cooperation with the Business Office.
6. Makes all personnel arrangements for 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. Completes such reports as needed for the activities program.
12. Advises the Administration and Board of Education on activity matters.
13. Advises the Superintendent and Principal on staffing needs.
14. 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.
15. Is responsible for evaluating all new candidates for original appointments and shall be a member of the selection committee. 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.
16. Resolves conflicts that may develop from time to time within the ranks of the activities department.
17. Seeks and finds ways for supporting and financing the activity programs.
18. Receives equipment requests from authorized coaches, evaluates such requests and approves appropriate orders.
19. Attends home activity contests and/or arranges for proper supervision of home activity contests by administrative personnel.
20. Acts as tournament manager for all league and tournament playoff activities that are assigned to the school district.
21. Sends reminders of upcoming events to schools and officials.
22. Maintains a permanent file of players, medical examinations, insurance forms, records, parent consent forms, payments, etc.
23. Maintains permanent records for each sport, such as wins and losses, outstanding records, letter persons, etc, in cooperation with head coaches.

24. Maintains a file of all activity suspensions and expulsions from teams in regard to giving each student "due process."
25. 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.
26. Coordinates with the administration on attendance at clinics, state tournaments.
27. Works with the principal, cheerleading advisors and coaches involved in scheduling all activity assemblies and pep rallies.
28. Coordinates the use of all activity facilities with the respective building principals by groups outside the school.
29. 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.
30. Arrange for appropriate medical personnel at athletic activities.
31. 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.
32. 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, in collaboration with transportation and administration.
33. Assumes responsibility for assignment of keys to activity facilities and gymnasium, including physical education facilities.
34. Represents the school in all activity business at league, conference and state meetings.
35. Works out a reasonable and equitable program for the utilization of the concession stand.
36. Responsible for the operation and organization of the press box.
37. Assists the administration in the preparation and the distribution of complimentary passes for the school district.
38. Maintains an active program that promotes sportsmanship and welcomes the competing teams and guests.
39. Develop an Activity Handbook.
40. Responsible for the annual review of the athletic/activity handbook.
41. Constantly evaluates the program, always seeking ways of improving interscholastic activities.
42. Presents recommendations for changes in activity policies to the superintendent. These recommendations shall be acted upon by the Board of Education.
43. Recommend new sports and changes in old ones.
44. Approve half-time performances.
45. Represent the school and activity department in public forums.
46. Handle discipline problems resulting from activity contests in cooperation with the Principal.
47. Orient new coaches and officials.
48. Authorize coach's travel.

D. *Requirements for Coaching*

1. Certification -- The Board of Education believes that each activity coaching assignment normally should be under the supervision of a qualified and duly-appointed certified faculty member. However, there may be situations in which certified and qualified faculty members are not available to supervise/coach the activity. After an effort has been made to secure the

services of a qualified and certified faculty member, a qualified non-faculty individual may be employed, and if such an individual is not available, a qualified non-certified individual may be employed.

2. Coaching qualifications – To qualify for employment as a coach, the applicant should adhere to Minnesota State Statutes and the Minnesota State High School League regarding coaching requirements. Individuals who wish to serve as a head coach in a Minnesota public high school and do not have a Minnesota Teaching and Coaching License issued by the Department of Education may meet the Head Coach requirement of MS122A.33 in one of three ways.
  - a. Coaching Minor or Equivalency – One college credit in coaching theory or methods AND Six college credits in Care and Prevention of Athletic Injuries.
  - b. American Sports Education Program (Prior to 2010)
  - c. MN Head Coaches Course – Coaches who attend the in-person MN Head Coaches Course and complete two on-line modules; Fundamentals of Coaching and Safety and First Aid, will meet the requirements of MS122A.33 – Head Coach Licensure
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/summer 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. Seasonal AD Meeting – All head coaches will meet with the AD prior to the start of their activity seasons. Assistant coach attendance is optional.
6. Non-faculty 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.
  - (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 and activity director.
- 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 participants 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 activity is not the only activity; 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/advisors 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 head varsity, head junior varsity and head 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 or have the parent or guardian contact the Activities Director by phone, text or email.
  - 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 without prior approval of administration.
  - 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 or the cheer advisor will transport the cheerleaders in a school vehicle.
  - 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 Athletic Director's and coach's discretion, and with consideration for coach and 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 in session 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.

#### 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 19 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) Earn 70 or more individual points in a season or by the following individual event time or point standards.
  - (2) The athlete meets one of the standards below in a varsity meet.
- 2:15.00–200 Freestyle  
 2:45.00–200 Individual Medley  
 0:27.00–50 freestyle  
 Diving: score 140 points in a 6 dive meet or  
 240 points in an 11 dive meet  
 1:15.00–100 Butterfly  
 1:00.00–100 freestyle  
 6:30.00–500 freestyle  
 1:15.00–100 Backstroke  
 1:20.00–100 Breaststroke
- (3) Place top 8 at section 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 the 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 enroute to an event should incorporate the time needed into their departure and game site arrival times. Eating a team meal in town prior to departure is not allowed. If a coach feels there are special circumstances making this necessary, permission must be received from the High School Principal.

O. *Scheduling of Events*

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

P. *Officials Hiring Practices*

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

Q. *Behavioral Expectations of Athletes*

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

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 when traveling with the sport teams:
  - Football**=9 maximum    **Basketball**=9 maximum    **Hockey**=8 maximum
- c. The "A" and "B" squads will consist of students in grades 9, 10, 11, 12.
- 2. Cheerleader Practice and Game Policies
  - a. Practice days and times will be set by the advisors.
  - b. Football cheerleader practice starts 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 cheer advisors will collaborate to determine tryout practices and dates.
  - 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 activities department.

#### E. 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 Speech Meets/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 waive 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 waive 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.

## F. Student Council

1. Elections – Elections for student council members will be held in the spring of each year.
2. Meetings – The Student Council advisor will set dates for meetings.

## G. 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.
    - (5) 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 Knowledge Bowl 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.

## H. Minnesota Honor Society

### I. One Act Play

#### 1. Lettering Requirements:

- a. Participants must attend at least 75% of rehearsals
- b. Be present for all performances

## 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

<u>ACTIVITIES</u>	<u>Junior High/7-8<sup>th</sup></u>	<u>Varsity/Junior Varsity 9th-12th</u>
FOOTBALL	\$50	\$87.50
VOLLEYBALL	\$50	\$75
CROSS COUNTRY	\$75	\$75
SWIMMING	\$75	\$75
BASKETBALL	\$50	\$87.50
HOCKEY	\$87.50 (girls)	\$87.50
BASEBALL	\$50	\$75
GOLF	\$50	\$75
SOFTBALL	\$50	\$75
TRACK & FIELD	\$50	\$75
CHEERLEADING	NA	\$37.50
SPEECH	\$37.50	\$37.50

ONE ACT PLAY	\$37.50	\$37.50
KNOWLEDGE BOWL	\$25	\$37.50
MHS Induction Fee	NA	\$25
Math Team	NA	\$37.50
Bowling Club	fee set by Bowling Club	fee set by Bowling Club
Trap Club	fee set by Trap Club	fee set by Trap Club
Managers for Sports	no fee	no fee

**Fees are paid to ISD #361**

Fees must be paid before the first scheduled contest. Fees can be paid online through Skyward or in the FHS office. Maximum fee paid by any one family with more than one child in varsity activities will be \$275.

REFUNDS will be made for the following reasons:

1. Injury or illness approved with a physician's statement.
2. Moving out of the school district.
3. Cut from squad by the coaches.

Full refunds will be made up until the time of the first contest. After the first contest, refunds of 50% will be made up until the mid-season of each activity. There will be NO REFUNDS made after the activity has passed the mid-season point. Refunds will NOT be made to those who quit or are dismissed from an activity for discipline or rule 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 clubs and extra/co-curricular activities, in grades 7-12 according to Article I, Section 10, of the MSHSL rules and the following criteria:

- 1. In order to be scholastically eligible, a student must be passing all their classes. Falls High School eligibility will be based upon Quarter 1, Semester 1, Quarter 3 and Semester 2 grades. Scholastic eligibility can be regained by following steps 3 through 12 below.**
2. If a student is ruled ineligible because of a failing grade, s/he 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 ALL classes in the second week of the semester. A student not passing after the 2 weeks or 2 games penalty will remain ineligible until passing all classes.
3. 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.
4. 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.
5. Students who are assigned to Special Education classes shall be eligible as long as they are making satisfactory progress towards their Individual Education Plan (IEP) goals.
6. Official school records constitute the basis for determining scholastic eligibility.
7. 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.
8. Medical excuses and other emergencies will be considered on an individual basis.
9. 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.
10. 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.
11. A student may appeal his/her ineligibility status. The appeal will be heard by a panel of the Principal, 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.

12. 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)**

XIII. DIRECTORY OF ACTIVITIES AND PERSONNEL

A. *Administration*

1. Superintendent, Kevin Grover
2. High School Principal, Tim Everson
3. Director of Activities, Timm Ringhofer
4. Dean of Students, Don Rolando
5. High School Counselor, Thane Grewatz
6. Director of Maintenance & 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 of 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.

# 2024/25 School Calendar

MOU Version - 8/1/24

August 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

mth	T	S	Jan	22	19
Aug	3	0	Feb	19	19
Sep	20	19	Mar	16	16
Oct	21	20	Ap	21	21
Nov	19	18	May	21	20
Dec	15	15	June	0	0
			Tot	177	167

	Holiday		1st & last days
	Inservice		Exchange days
	No school		