Regular Meeting

Wednesday, July 8, 2026 5:30 PM
Northland High School Room C113, 316 Main St E, Remer, MN 56672

1. **Call to Order**

2. **Pledge of Allegiance**

3. **Mission Statement "Educate and inspire all learners to reach their full potential."**

4. **Adoption of Agenda**

5. **Recognitions**

6. **Audience Recognition**

7. **Consent items**

7.1. Approve meeting minutes from the Regular Meeting on June 10, 2026

7.2. Approve meeting minutes for the Work Session on June 17, 2026

7.3. Approve Treasurer's Report and bills from June 2026

7.4. Approve the resolution accepting gifts/donations to Northland Community Schools: Whereas the following; therefore, BE IT RESOLVED by the School Board of Northland Community Schools District 118, Remer, and State of Minnesota as follows: The Northland Community Schools - District 118 School Board does hereby accept the following gifts/donations; Marilyn and Candace Lilyquist (in memory of Rusty Lilyquist) - $1000 for Trap Team

8. **Reports**

8.1. **Business Manager Report**

8.2. **Elementary Principal Report**

8.3. **High School Principal Report**

8.4. **Student Activities Report**

8.5. **Facilities Report**

8.6. **Indian Education Report**

8.7. **CE Report**

9. **Superintendent Report**

10. **New Business**

10.1. Approve resolution relating to the election of School Board Members and calling for

School District General Election

10.2. Approve the Agreement for Services between Northland Community Schools and Deer River Public Schools for shared services of School Psychologist, Raina Heruth

10.3. Approve the Agreement for PSEO/CIS Services between Central Lakes College and Northland Community Schools for the 2026-2027 school year

10.4. Accept the bid for fuel oil from Best Oil for the 2026-2027 school year at $3.3942 per gallon

10.5. Accept the bid for propane from Ferrellgas for the 2026-2027 school year at $1.315 per gallon

10.6. Accept the bid for snow removal at the school site from Epic LLC for the 2026-2027 school year at $85 per hour. This motion, made by Bill Wake and seconded by Tyler Seifert, Passed.

10.7. Accept the bid for snow removal at the Longville bus garage from EPIC LLC for the 2026-2027 school year at $0.00

10.8. Accept the bid for milk from Sandstrom's Distributing for the 2026-2027 school year at $0.41 per carton for white milk and $0.44 per carton for chocolate milk

10.9. Approve the 2026-2027 Teacher Handbook

10.10. Approve the 2026-2027 Non-Licensed Handbook

10.11. Approve the 2026-2027 Student and Family Handbook

10.12. Approve the 2026-2027 Agreement for Law Enforcement Services between Cass County and ISD #118

10.13. **Approve the Resolution Stating the Intention of the School Board to Approve the FY28 LTFM Plan: Whereas the following; BE IT RESOLVED by the School Board of Independent School District No. 118, State of Minnesota, approves the district's Long-Term Facilities Maintenance Plan. The Board will follow the LTFM Legislation as follows:**
1. The district will maintain and implement a health and safety program that complies with regulations.
2. The district will maintain an indoor air quality management program.
3. As outlined in the LTFM plan, the district intends to use the dollars in a pay-as-you-go format.

11. **Personnel**

11.1. Approve the termination of Jessie Hancock, effective June 11, 2026

11.2. Approve the hire of Baylie Cummings as High School Special Education Teacher at BA, Step 1 of the NREM Master Agreement

11.3. Approve the hire of Amy Lego as Bus Driver, starting the 2026-2027 school year

12. **Other school business which can legally be brought before the Board**

13. **Next Meeting Dates:**
    - **Special Meeting, July 22, 2026, 5:30 p.m.**
    - **Regular Meeting, August 12, 2026, 5:30 p.m.**

14. **Adjournment**

Northland Community Schools - ISD #118
Regular Meeting Minutes Summary
Wednesday, June 10, 2026
Northland High School Room C113
316 Main St E
Remer, MN 56672

Aaron Ammerman: Present, Linda Knox: Present, Terri Nystrom: Present, Jason Perkins: Present, Marc Ruyak: Present, Tyler Seifert: Present, Bill Wake: Present.

1. **Call to Order**

Board Chair Ruyak called the meeting to order at 5:30 p.m.

2. **Pledge of Allegiance**

3. **Mission Statement "Educate and inspire all learners to reach their full potential."**

4. **Adoption of Agenda**

5. **Recognitions**

6. **Audience Recognition**

7. **Consent items**

7.1. Approve meeting minutes from the Regular Meeting on May 13, 2026

7.2. Approve Treasurer's Report and bills from May 2026

7.3. Approve the resolution accepting gifts/donations to Northland Community Schools: Whereas the following; therefore, BE IT RESOLVED by the School Board of Northland Community Schools District 118, Remer, and State of Minnesota as follows: The Northland Community Schools - District 118 School Board does hereby accept the following gifts/donations;
Dan Rogers- $25 for Band
Bill and Stacey Wake - $100 for High School Leadership
David and Sharon Grouse - $100 for Trap Team
Emily/Outing/50 Lakes Lions Club - $200 for Prom

8. **Reports**

8.1. **Business Manager Report**

8.2. **Elementary Principal Report**

8.3. **High School Principal Report**

8.4. **Student Activities Report**

8.5. **Facilities Report**

8.6. **Indian Education Report**

8.7. **CE Report**

9. **Superintendent Report**

10. **New Business**

10.1. Approve the FY27 Budget
Motion to approve the FY27 budget. This motion, made by Bill Wake and seconded by Linda Knox, Passed.
Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

10.2. Approve 1st National Bank of Walker as official depository for 2026-2027
Motion to approve 1st National Bank of Walker as official depository for 2026-2027. This motion, made by Linda Knox and seconded by Aaron Ammerman, Passed.
Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

10.3. Approve Pemberton, Sorlie, Rufer, Kerschner, PLLP, as school attorneys for 2026-2027
Approve Pemberton, Sorlie, Rufer, Kerschner, PLLP, as school attorneys for 2026-2027. This motion, made by Bill Wake and seconded by Tyler Seifert, Passed.
Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

10.4. Approve the 2026-2027 renewal contract from Weizenegger Engel Insurance
Motion to approve the 2026-2027 renewal contract from Weizenegger Engel Insurance. This motion, made by Linda Knox and seconded by Bill Wake, Passed.
Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

10.5. Approve the 2026-2027 Agreement for Services between Interquest Canines and ISD #118
Motion to approve the 2026-2027 Agreement for Services between Interquest Canines and ISD #118. This motion, made by Linda Knox and seconded by Bill Wake, Passed.
Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

10.6. Approve FY27 Lease Agreement between Little Sand Group Homes and ISD #118
Motion to approve the FY27 Lease Agreement between Little Sand Group Homes and ISD #118. This motion, made by Aaron Ammerman and seconded by Linda Knox, Passed.
Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

10.7. Approve renewing the 2026-2027 Early Childhood Service Agreement between North Homes and ISD #118

Motion to approve renewing the 2026-2027 Early Childhood Service Agreement between North Homes and ISD #118. This motion, made by Tyler Seifert and seconded by Aaron Ammerman, Passed.
Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

10.8. Approve the 2026-2027 Agreement for CTSS (Children's Therapeutic Services and Supports) between North Homes and ISD #118
Motion to approve the 2026-2027 Agreement for CTSS (Children's Therapeutic Services and Supports) between North Homes and ISD #118. This motion, made by Bill Wake and seconded by Jason Perkins, Passed.
Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

10.9. Approve the Early Childhood Collaborative Agreement between NECC (Family Center) and ISD #118.
Motion to approve the ongoing agreement for services between NECC (Family Center) and ISD #118. This motion, made by Tyler Seifert and seconded by Aaron Ammerman, Passed.
Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

10.10. Approve the 2026-2027 Agreement for Athletic Training Services between ISD #118 and Grand Itasca
Motion to approve the 2026-2027 Agreement for Athletic Training Services between ISD #118 and Grand Itasca. This motion, made by Bill Wake and seconded by Aaron Ammerman, Passed.
Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

10.11. Approve the 2026-2027 Contract for Services between ARCC and ISD #118
Motion to approve the 2026-2027 Contract for Services between ARCC and ISD #118. This motion, made by Linda Knox and seconded by Aaron Ammerman, Passed.
Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

10.12. Approve the Agreement for Services between Northland Community Schools and Hill City Public Schools for shared services of Social Worker Karissa Benoit, effective the 2026-2027 school year
Motion to approve the Agreement for Services between Northland Community Schools and Hill City Public Schools for shared services of Social Worker Karissa Benoit, effective the 2026-2027 school year. This motion, made by Bill Wake and seconded by Aaron Ammerman, Passed.
Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc

Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

10.13. Approve the 2026-2027 Resolution of Membership in MSHSL(MN State High School League)
Motion to approve the 2026-2027 Resolution of Membership in MSHSL (MN State High School League). This motion, made by Jason Perkins and seconded by Linda Knox, Passed.
Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

10.14. Approve the quote from Benham Electric for installation of LED lighting
Motion to approve the quote from Benham Electric for installation of LED lighting. This motion, made by Bill Wake and seconded by Tyler Seifert, Passed.
Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

10.15. Approve revisions to the Library Para job description
Motion to approve revisions to the Library Para job description. This motion, made by Bill Wake and seconded by Tyler Seifert, Passed.
Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

10.16. Approve the Elementary Social Studies Curriculum Proposal
Motion to approve the Elementary Social Studies Curriculum Proposal. This motion, made by Bill Wake and seconded by Linda Knox, Passed.
Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

10.17. Approve SEL Curriculum Resources Proposal
Motion to approve the Elementary Social Studies Curriculum Proposal. This motion, made by Bill Wake and seconded by Linda Knox, Passed.
Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

10.18. Approve High School Social Studies Curriculum Proposal
Motion to approve the High School Social Studies Curriculum Proposal. This motion, made by Linda Knox and seconded by Aaron Ammerman, Passed.
Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

10.19. Approve Science Curriculum Proposal for grades 6-8
Motion to approve Science Curriculum Proposal for grades 6-8. This motion, made by Bill Wake and seconded by Linda Knox, Passed.
Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc

Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

10.20. Approve Science Curriculum Proposal for grades 9-12
Motion to approve Science Curriculum Proposal for grades 9-12. This motion, made by Jason Perkins and seconded by Bill Wake, Passed.
Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

10.21. Approve resolution for the Designation of an Identified Official with Authority for Education Identity Access Management and for a proxy.

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board(PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties. The Superintendent recommends the Board authorize Mark Morrison, mmorrison@isd118.org, mark.morrison to act as the Identified Official with Authority (IOwA) for Northland Community Schools 0118-01 and for Tina Anderson, tina.anderson, to act as proxy for Northland Community Schools 0118-01.
Motion to approve resolution for the Designation of an Identified Official with Authority for Education Identity Access Management and for a proxy. This motion, made by Bill Wake and seconded by Linda Knox, Passed.
Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

10.22. Approve 2026-2027 UNLC lease agreement
Motion to approve the 2026-2027 UNLC lease agreement. This motion, made by Bill Wake and seconded by Tyler Seifert, Passed.
Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

11. **Personnel**

11.1. Approve non-renewal of contract with probationary teacher Kristen Panchyshyn, effective the last day of the 2025-2026 school year
WHEREAS, Kristen Panchyshyn is a probationary teacher in Independent School District No. 118. BE IT RESOLVED, by the School Board of Independent School District No. 118, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Kristen Panchyshyn, probationary teacher in Independent School District No. 118, is hereby

terminated at the close of the 2025-2026 school year. BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law
Motion to approve non-renewal of contract with probationary teacher Kristen Panchyshyn, effective the last day of the 2025-2026 school year. This motion, made by Bill Wake and seconded by Linda Knox, Passed.
Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

11.2. Approve Megan Beck's resignation as High School Special Education teacher effective the end of the 2026 school year
Motion to approve Megan Beck's resignation as High School Special Education teacher effective the end of the 2026 school year. This motion, made by Linda Knox and seconded by Aaron Ammerman, Passed.
Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

11.3. Accept Ken Grabinski's Intent to Retire, effective October 1, 2026
Motion to approve Ken Grabinski's Intent to Retire, effective October 1, 2026. This motion, made by Linda Knox and seconded by Aaron Ammerman, Passed.
Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

12. **Other school business which can legally be brought before the Board**

13. **Next Meeting Dates:**
- Work Session, June 17, 2026, 5:30 p.m.
- Regular Meeting, July 8, 2026, 5:30 p.m.

14. **Adjournment**
Board Chair Ruyak called for a motion to adjourn at 6:12 p.m. This motion, made by Aaron Ammerman and seconded by Tyler Seifert, Passed.
Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0
Visitors: Jacob Huser, Kyndra Johnson

Tina Anderson, Recording Secretary

Linda Knox, Board Clerk

Northland Community Schools - ISD #118
Work Session Minutes Summary
Wednesday, June 17, 2026
Northland High School Room C113
316 Main St E
Remer, MN 56672

1. **Call to Order**
Board Chair Ruyak called the meeting to order at 5:30 p.m.

2. Greetings, Pledge of Allegiance, Mission Statement
Mission Statement: *Educate and inspire all learners to reach their full potential*

3. Discussion Items

3.1.

- Instructional time
- Student learning opportunities
- Procedures/practices that impact classroom instruction
- Future recommendations or actions

Board members exchanged ideas and feedback on a variety of topics related to instructional time. Further discussion or action, if any, will be presented at future meetings

4. Next Meeting:

The next Regular Meeting of the School Board will be held on July 8, 2026, at 5:30 p.m.

Tina Anderson, Recording Secretary

Linda Knox, Board Clerk

Northland Community Schools
Finance Report 06/30/26

First National Bank

General Checking			**$258,174.73**
Money Market Account			$37,484.96
CD/Scholarship	Carpenter	Matures 6/17/27	$8,712.15
CD/Scholarship	Carpenter	Matures 6/17/27	$15,733.24
CD/Scholarship	Felton	Matures 12/10/26	$7,793.64
CD/Scholarship	Sepin	Matures 8/25/26	$3,598.37
Total Investments			**$73,322.36**
Total of all deposits at First National Bank			**$331,497.09**
MN Trust Account at PMA total Value			**$3,444,247.24**

Accounts Payable Checks/Wires and Deposits by Fund

Fund #	Fund Description	Deposits	A/P Checks
01	General Fund	$7,908.17	$134,646.05
02	Food Service Fund	$1,365.56	$6,767.91
03	Transportation Fund	$0.00	$22,772.57
04	Community Ed Fund	$58,552.41	$18,871.63
05	Capital Fund	$0.00	$2,650.00
06	Construction Fund	$0.00	$0.00
07	Debt Redemption Fund	$0.00	$0.00
18	Scholarship Fund	$0.00	$0.00
Total		**$67,826.14**	**$185,708.16**

June 2026 Payroll

	Monthly Total
Gross Payroll	$448,172.81
Employer Benefits	$89,435.42
Employer Taxes	$32,128.15
Total Cost of Payroll	**$569,736.38**

Includes Payrolls:

S202623	6/15/2026
S202623-1	6/30/2026
S202624	6/30/2026

ISD#118 Remer-Longville

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 06.01.2026-6/30/2026 Period: 202612-202612 Void Status: N

Bank	Check No	Code	Rcd	Vendor								Pmt/Void Date	Pmt Type		
chec	**108775**	**3296**		**AMAZON.COM**									**Check**		
			E	03	005	760	000	720	401	B0F6T98KSS TACOOL Small Fridge with Free		$186.99			
			E	03	005	760	000	720	401	B0FMXMZ6MJ Cyzena Office Chair-Executive		$132.99			
			E	03	005	760	000	720	401	Amazon Shipping Charge		$0.00			
PO#: 21502	**Voucher #:**		**78643**	Invoice			**Invoice No:**			1NGM-9H7F-1394	**6/4/2026**		**Paid Amt:**		**$319.98**
			E	01	010	203	202	000	430	B0013N2QU0 Post-it Super Sticky Notes, 3x3		$5.79			
			E	01	010	203	202	000	430	B003EH1GH2 Sterilite 6 Pack 66 Quart Clear\		$87.40			
			E	01	010	203	202	000	430	B006SOKT8A Sterilite 32 Qt ClearView Latch		$61.99			
			E	01	010	203	202	000	430	B01I4669QU Sterilite 6 Qt ClearView Latch St		$40.09			
			E	01	010	203	202	000	430	B07M9ZDYJ3 Classic Sand and Play Sand for		$49.99			
			E	01	010	203	202	000	430	Amazon Shipping Charge		$0.00			
PO#: 21482	**Voucher #:**		**78694**	Invoice			**Invoice No:**			1YF9-3LQV-KXVM	**6/4/2026**		**Paid Amt:**		**$245.26**
			E	01	020	211	000	000	401	B00Z3N86D2 Creative Ideas Tulle Fabric Roll		$5.94			
			E	01	020	211	000	000	401	B01M0K73AW BLESSUME Unisex Graduatio		$207.40			
			E	01	310	292	110	000	401	B06XCTP65H Homemory 24Pcs Flickering Fla		$9.99			
			E	01	020	211	000	000	401	B077SHWHX7 J-Rijzen Artificial Flowers 50PC		$22.48			
			E	01	310	292	110	000	401	Freight		($0.93)			
			E	01	020	211	000	000	401	Freight		($21.88)			
			E	01	310	292	110	000	401	B08F9SBC7Y 100 Pack White Small Coin Env		$0.00			
			E	01	310	292	110	000	401	B095PMD8JG Amazon Basics Reclosable Foc		$0.00			
			E	01	310	292	110	000	401	B0CCRKDW1K WIGENIUS 6 Pack White Tab		$0.00			
			E	01	020	211	000	000	401	Amazon Shipping Charge		$0.00			
PO#: 21496	**Voucher #:**		**78636**	Invoice			**Invoice No:**			1Q4Q-JLVT-494X	**6/4/2026**		**Paid Amt:**		**$223.00**
			E	01	020	211	000	000	401	B0002C0O02 Champion Sports Vinyl Tape, 1”		$4.05			
			E	01	020	211	000	000	401	B01M4MIIU5 Newrara Unisex Premium Matte		$29.96			
			E	01	020	211	000	000	401	B01M705YGM Newrara Unisex Premium Matt		$29.96			
			E	01	020	211	000	000	401	B01MCWZQPR Newrara Unisex Premium Ma		$14.98			
			E	01	020	211	000	000	401	B01MDPOKAE Newrara Unisex Premium Mat		$149.90			
			E	01	020	211	000	000	401	B01MFB33DZ Newrara Unisex Premium Matte		$44.94			
			E	04	500	582	000	344	401	B076MFWQHV Colorations Art Drying Rack, C		$200.85			
			E	01	020	258	000	318	430	B08GJKWG6M 50pcs 10 x 10 inch Multicolor (		$35.10			
			E	04	500	582	000	344	401	B0995QQLDV ZEQUAN Guillotine Paper Cutt		$23.99			
			E	01	020	211	000	000	401	B09FQ2CZGS BEADNOVA Floral Tape 1/2inc		$3.99			
			E	01	020	211	000	000	401	B0DHXM9L2P Waydress 30 Pairs Floral Boutc		$15.99			
			E	01	020	211	000	000	401	Amazon Shipping Charge		$0.00			
PO#: 21477	**Voucher #:**		**78635**	Invoice			**Invoice No:**			1NY1-7K6M-73WM	**6/4/2026**		**Paid Amt:**		**$553.71**
			E	01	020	258	000	318	430	B001B8P9LU 10 Strands of 8mm Round Beac		$56.04			

ISD#118 Remer-Longville

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 06.01.2026-6/30/2026 Period: 202612-202612 Void Status: N

Bank	Check No	Code	Rcd	Vendor								Pmt/Void Date	Pmt Type		
chec	108775	3296		AMAZON.COM									Check		
			E	01	020	258	000	318	430	B00XU47B5U John James Sharp Beading Ne		$26.97			
			E	01	020	258	000	318	430	B07GWG59QS 500pcs Craft Beads for Jewelr		$15.98			
			E	01	020	258	000	318	430	B095YQPXRB Hicarer 500 Pcs 8 mm Beads E		$13.98			
			E	01	020	258	000	318	430	Freight		$0.65			
PO#: 21478		Voucher #:	78641	Invoice						Invoice No: 13P1-PXXN-XRGH	6/4/2026		Paid Amt:	$113.62	
			E	01	310	298	114	301	402	B0C1Y3322D Wesiti 12 Pack Adjustable Poste		$89.99			
			E	01	310	298	114	301	402	B0CDB2H6GG VEVOR Pedestal Sign Holder,		$20.60			
			E	01	310	298	114	301	402	Amazon Shipping Charge		$6.99			
PO#: 21500		Voucher #:	78637	Invoice						Invoice No: 177V-YV1G-PHLL	6/4/2026		Paid Amt:	$117.58	
			E	01	005	810	000	000	410	B00HH9QGLY Kärcher Window Cleaner Tool,		$41.52			
			E	01	005	810	000	000	410	B0CYGWR3LF Lichamp 6 Rolls Vinyl Tape, P		$37.99			
			E	01	005	810	000	000	410	B0DRY8ZRTF DIYSELF Scraper Tool 5.4ft (65		$37.98			
			E	01	005	810	000	000	410	Amazon Shipping Charge		$6.99			
PO#: 21484		Voucher #:	78640	Invoice						Invoice No: 1QHL-44NM-CPVX	6/4/2026		Paid Amt:	$124.48	
			E	01	005	110	000	000	401	OFFICE SUPPLIES		$16.98			
PO#:		Voucher #:	78638	Invoice						Invoice No: 14MD-TTH6-3W31	6/4/2026		Paid Amt:	$16.98	
			E	01	020	407	000	740	433	0544336267 The Giver: A Story About Conforn		$6.34			
			E	01	020	407	000	740	433	1394204116 Real Estate License Exams For D		$16.05			
			E	01	020	407	000	740	433	1394258240 Success as a Real Estate Agent		$18.42			
			E	01	020	407	000	740	433	B0BSWQZTGL National Real Estate Salesper		$28.92			
			E	01	020	407	000	740	433	B0BZF584FQ Real Estate Term Dictionary: W		$18.99			
			E	01	020	407	000	740	433	B0C1236K7Z Real Estate Math Calculations: A		$18.99			
			E	01	020	407	000	740	433	Amazon Shipping Charge		$0.00			
PO#: 21452		Voucher #:	78634	Invoice						Invoice No: 1RQT-K1HJ-6LMP	6/4/2026		Paid Amt:	$107.71	
			E	01	310	298	069	301	402	B09NH2KN71 Tarpuglider Blue Tarp Pack of 4		$36.99			
			E	01	310	298	069	301	402	B0C2LHDQ6F ZURU Bunch O Balloons 465 F		$38.98			
			E	01	310	298	069	301	402	B0G35JJHW2 Dawn Ultra Original Dish Soap		$15.28			
PO#: 21459		Voucher #:	78639	Invoice						Invoice No: 1FVT-NKGX-43WQ	6/4/2026		Paid Amt:	$91.25	
			E	01	010	203	202	000	430	B0DJ7RPXF8 Wagon Carts Foldable 420LBS		$139.98			
			E	01	010	203	202	000	430	Amazon Shipping Charge		$0.00			
PO#: 21507		Voucher #:	78633	Invoice						Invoice No: 1PQD-NRYW-373G	6/4/2026		Paid Amt:	$139.98	
			E	01	010	203	202	000	430	B0FWR77Q14 5LB Natural Aquarium Gravel,		$15.19			
PO#: 21482		Voucher #:	78642	Invoice						Invoice No: 14CN-FD4L-44QH	6/4/2026		Paid Amt:	$15.19	
													Check Amount:		$2,068.74

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Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 06.01.2026-6/30/2026 Period: 202612-202612 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
chec	108776	3284	R	APPLE COMPUTER INC		Check

E	01	010	411	000	740	433	I PADS WI-FI 128GB Silver	$987.00			
PO#: 21494	**Voucher #:**	**78644**	Invoice	**Invoice No:** MC74419293	**6/4/2026**			**Paid Amt:**	**$987.00**		
								Check Amount:	**$987.00**		

chec	108777	4446		ARROWHEAD REGIONAL COMPUTING					Check		
E	01	005	110	000	000	391	L.Backlund (coding, mtgs, Title application)	$916.25			
PO#:	**Voucher #:**	**78645**	Invoice	**Invoice No:** 2400	**6/4/2026**			**Paid Amt:**	**$916.25**		
								Check Amount:	**$916.25**		

chec	108778	6759	REMIT	CENTURYLINK					Check		
E	01	005	810	000	000	320	May	$157.57			
PO#:	**Voucher #:**	**78655**	Invoice	**Invoice No:** 788270054	**6/4/2026**			**Paid Amt:**	**$157.57**		
								Check Amount:	**$157.57**		

chec	108779	6768		CHERYL A. WEMPNER					Check		
E	04	500	505	000	321	305	Consulting Fees	$46.00			
PO#:	**Voucher #:**	**78646**	Invoice	**Invoice No:** Plantago Class	**6/4/2026**			**Paid Amt:**	**$46.00**		
								Check Amount:	**$46.00**		

chec	108780	6700	REMIT	CM2 SUPPLY					Check		
E	03	005	760	000	720	350	cylinder rental	$12.26			
PO#:	**Voucher #:**	**78647**	Invoice	**Invoice No:** 0000501305	**6/4/2026**			**Paid Amt:**	**$12.26**		
E	03	005	760	000	720	350	cylinder rental	$57.83			
PO#:	**Voucher #:**	**78648**	Invoice	**Invoice No:** 0000501304	**6/4/2026**			**Paid Amt:**	**$57.83**		
								Check Amount:	**$70.09**		

chec	108781	5419		DSC COMMUNICATIONS					Check		
E	03	005	760	000	720	465	Bus Camera Service Labor	$2,281.50			
E	03	005	760	000	720	465	Bus Cameras	$5,790.00			
E	03	005	760	000	720	465	Shipping	$20.00			
PO#: 21376	**Voucher #:**	**78649**	Invoice	**Invoice No:** 2607542	**6/4/2026**			**Paid Amt:**	**$8,091.50**		
								Check Amount:	**$8,091.50**		

chec	108782	01052		HOLKERS DO IT BEST LUMBER					Check		
E	01	020	255	000	000	430	Open PO for supplies	$100.00			
E	01	020	255	000	000	430	Open Po for supplies	$100.00			
E	01	020	255	000	000	430	Open PO for supplies	$9.45			
PO#: 21474	**Voucher #:**	**78650**	Invoice	**Invoice No:** 2605-106705	**6/4/2026**			**Paid Amt:**	**$209.45**		
E	01	020	255	000	000	430	Open PO for supplies	$47.40			
PO#: 21474	**Voucher #:**	**78653**	Invoice	**Invoice No:** 2605-106212	**6/4/2026**			**Paid Amt:**	**$47.40**		

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Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 06.01.2026-6/30/2026 Period: 202612-202612 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
chec	108782	01052		HOLKERS DO IT BEST LUMBER		Check
			E	01 005 810 000 000 420 supplies	$10.38	
PO#: 20897	Voucher #:	78651	Invoice	Invoice No: 2605-105664	6/4/2026	Paid Amt: $10.38
			E	01 020 255 000 000 430 Open PO for supplies	$16.91	
PO#: 21474	Voucher #:	78654	Invoice	Invoice No: 2605-105960	6/4/2026	Paid Amt: $16.91
			E	01 005 810 000 000 420 supplies	$15.49	
PO#: 20897	Voucher #:	78652	Invoice	Invoice No: 2605-106121	6/4/2026	Paid Amt: $15.49
			E	01 005 810 000 000 420 supplies	$2.49	
PO#: 20897	Voucher #:	78695	Invoice	Invoice No: 2606-107092	6/4/2026	Paid Amt: $2.49
						Check Amount: $302.12
chec	108783	5358		L&M SUPPLY INC		Check
			E	01 005 810 000 000 420 supplies	$149.14	
PO#: 20895	Voucher #:	78657	Invoice	Invoice No: 0310065071	6/4/2026	Paid Amt: $149.14
			E	01 005 810 000 000 420 supplies	$5.19	
PO#: 20895	Voucher #:	78658	Invoice	Invoice No: 0910079188	6/4/2026	Paid Amt: $5.19
			E	01 020 255 000 000 430 Open P.O. For Supplies	$84.82	
PO#: 21390	Voucher #:	78656	Invoice	Invoice No: 0510074756	6/4/2026	Paid Amt: $84.82
						Check Amount: $239.15
chec	108784	2607		LAKELAND PROMOTIONS		Check
			E	01 310 298 093 301 402 senior class class hoodies/t-shirts	$930.62	
PO#:	Voucher #:	78660	Invoice	Invoice No: 00014273	6/4/2026	Paid Amt: $930.62
						Check Amount: $930.62
chec	108785	5700		LEFTY'S TENT AND PARTY RENTAL		Check
			E	01 310 298 114 301 402 Bouncy Houses for Elementary Carnival & Jun	$874.66	
			E	01 310 292 082 301 402 Bouncy Houses for Elementary Carnival & Jun	$500.00	
PO#: 21396	Voucher #:	78659	Invoice	Invoice No: 05262026	6/4/2026	Paid Amt: $1,374.66
						Check Amount: $1,374.66
chec	108786	5965		LOGAN MONROE		Check
			E	01 020 605 000 320 305 Drum Instruction	$800.00	
PO#:	Voucher #:	78661	Invoice	Invoice No: 5/14-5/29	6/4/2026	Paid Amt: $800.00
						Check Amount: $800.00
chec	108787	6613		MEDSURETY		Check
			E	01 005 110 000 000 299 HSA	$150.00	
			E	01 005 110 000 000 299 FSA	$25.00	
PO#:	Voucher #:	78664	Invoice	Invoice No: 52607	6/4/2026	Paid Amt: $175.00
						Check Amount: $175.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 06.01.2026-6/30/2026 Period: 202612-202612 Void Status: N

Bank	Check No	Code	Rcd	Vendor								Pmt/Void Date	Pmt Type	
chec	108788	05931		MN GRADUATE SERVICES LTD									Check	
			E	01	020	211	000	000	401	HONOR CORDS			$16.50	
			E	01	020	211	000	000	401	FREIGHT			$9.75	
PO#:		Voucher #:	78663	Invoice						Invoice No: 662		6/4/2026	Paid Amt:	$26.25
													Check Amount:	$26.25
chec	108789	5222		MRI Software LLC									Check	
			E	01	005	110	000	000	305	CORDELIA SHAUGOBAY			$20.00	
			E	01	005	110	000	000	305	KEITH YOUNG			$20.00	
PO#:		Voucher #:	78662	Invoice						Invoice No: MRIUS2799102		6/4/2026	Paid Amt:	$40.00
													Check Amount:	$40.00
chec	108790	4485		NORTHLAND FIRE PROTECTION									Check	
			E	05	005	865	000	363	305	EXHAUST CLENING OF KITCHEN HOOD SY			$2,650.00	
PO#:		Voucher #:	78666	Invoice						Invoice No: 68374		6/4/2026	Paid Amt:	$2,650.00
													Check Amount:	$2,650.00
chec	108791	5796		O'REILLY AUTO PARTS									Check	
			E	03	005	760	000	720	350	OE SPCT SHK			$139.80	
PO#:		Voucher #:	78696	Invoice						Invoice No: 1533-318386		6/4/2026	Paid Amt:	$139.80
			E	03	005	760	000	720	350	CALPR MT BLT			$8.28	
			E	03	005	760	000	720	350	ABS SENSOR			$69.38	
PO#:		Voucher #:	78667	Invoice						Invoice No: 1533-318246		6/4/2026	Paid Amt:	$77.66
			E	03	005	760	000	720	350	TRANS TANK			$668.27	
PO#:		Voucher #:	78668	Invoice						Invoice No: 1533-318313		6/4/2026	Paid Amt:	$668.27
													Check Amount:	$885.73
chec	108792	06636		PINE CONE PRESS CITIZEN									Check	
			E	01	005	110	000	000	380	MINUTES			$262.80	
PO#:		Voucher #:	78669	Invoice						Invoice No: STMT 5/2026		6/4/2026	Paid Amt:	$262.80
			E	04	500	505	000	321	380	CLASS SCHEDULE			$464.80	
PO#:		Voucher #:	78670	Invoice						Invoice No: COM.ED STMT 5/26		6/4/2026	Paid Amt:	$464.80
													Check Amount:	$727.60
chec	108793	6633		SHEP'S APPAREL									Check	
			E	01	310	298	069	000	401	T-Shirts			$300.00	
PO#: 21486		Voucher #:	78672	Invoice						Invoice No: T-SHIRTS -GREEN		6/4/2026	Paid Amt:	$300.00
			E	01	010	206	011	433	401	H.S. PBIS Student of Month long sleeve Shirt			$20.00	
			E	01	010	206	011	433	401	H.S. PBIS Student of Month long sleeve Shirt			$20.00	
			E	01	010	206	011	433	401	H.S. PBIS Student of Month long sleeve Shirt			$20.00	

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 06.01.2026-6/30/2026 Period: 202612-202612 Void Status: N

Bank	Check No	Code	Rcd	Vendor								Pmt/Void Date	Pmt Type	
chec	108793	6633		SHEP'S APPAREL									Check	
			E	01	010	206	011	433	401	H.S. PBIS Student of Month short sleeve Shirt	$18.00			
PO#: 21504		Voucher #:	78671	Invoice			Invoice No: APRIL					6/4/2026	Paid Amt:	$78.00
													Check Amount:	$378.00
chec	108794	6514		SYSCO WESTERN MINNESOTA, INC									Check	
			E	02	005	770	000	705	490	BREAKFAST	$134.74			
			E	02	005	770	000	701	490	LUNCH	$920.61			
			E	02	005	770	000	706	490	FRUIT & VEGGIE	$35.08			
PO#:		Voucher #:	78692	Invoice			Invoice No: 353191843					6/4/2026	Paid Amt:	$1,090.43
			E	02	005	770	000	701	490	LUNCH COMMODITIES	$13.08			
PO#:		Voucher #:	78693	Invoice			Invoice No: 353191844					6/4/2026	Paid Amt:	$13.08
													Check Amount:	$1,103.51
chec	108795	6146		TC's FOODS INC									Check	
			E	02	005	770	000	701	490	LUNCH	$2.45			
			E	02	005	770	000	701	401	SUPPLIES	$5.10			
PO#:		Voucher #:	78677	Invoice			Invoice No: 594					6/4/2026	Paid Amt:	$7.55
			E	02	005	770	000	701	490	LUNCH	$1.25			
PO#:		Voucher #:	78678	Invoice			Invoice No: 861					6/4/2026	Paid Amt:	$1.25
			E	02	005	770	000	701	490	LUNCH	$78.42			
PO#:		Voucher #:	78679	Invoice			Invoice No: 981					6/4/2026	Paid Amt:	$78.42
			E	02	005	770	000	701	401	SUPPLIES	$14.71			
PO#:		Voucher #:	78680	Invoice			Invoice No: 495					6/4/2026	Paid Amt:	$14.71
			E	02	005	770	000	701	490	LUNCH	$62.18			
PO#:		Voucher #:	78681	Invoice			Invoice No: 412					6/4/2026	Paid Amt:	$62.18
			E	02	005	770	000	701	490	Food	$23.08			
			E	02	005	770	000	701	490	SUPPLIES	$6.21			
PO#:		Voucher #:	78682	Invoice			Invoice No: 735					6/4/2026	Paid Amt:	$29.29
			E	02	005	770	000	701	490	LUNCH	$17.49			
PO#:		Voucher #:	78683	Invoice			Invoice No: 30					6/4/2026	Paid Amt:	$17.49
			E	02	005	770	000	701	490	LUNCH	$3.49			
PO#:		Voucher #:	78684	Invoice			Invoice No: 140					6/4/2026	Paid Amt:	$3.49
			E	02	005	770	000	701	490	LUNCH	$4.55			
PO#:		Voucher #:	78685	Invoice			Invoice No: 144					6/4/2026	Paid Amt:	$4.55
													Check Amount:	$218.93
chec	108796	5652	REMIT	TEACHER SYNERGY, LLC									Check	
			E	01	020	400	000	000	430	Instructional Supp	$218.39			
PO#:		Voucher #:	78687	Invoice			Invoice No: 218056079					6/4/2026	Paid Amt:	$218.39

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Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 06.01.2026-6/30/2026 Period: 202612-202612 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
chec	108796	5652	REMIT	TEACHER SYNERGY, LLC		Check

			E	01	020	400	000	000	430	Instructional Supp	$179.25	
PO#:	Voucher #:	78686	Invoice	Invoice No: 207105061	6/4/2026	Paid Amt:	$179.25					
			E	01	010	203	202	000	430	Elem Instructional Supp	$23.26	
PO#:	Voucher #:	78688	Invoice	Invoice No: 233175200	6/4/2026	Paid Amt:	$23.26					
			E	01	010	203	202	000	430	Elem Instructional Supp	$67.86	
PO#:	Voucher #:	78689	Invoice	Invoice No: 248215098	6/4/2026	Paid Amt:	$67.86					
											Check Amount:	$488.76

chec	108797	6420		TIMOTHY GOOSE		Check

			E	01	310	292	110	000	401	Student awards	$404.95	
PO#: 21454	Voucher #:	78676	Invoice	Invoice No: 2466	6/4/2026	Paid Amt:	$404.95					
											Check Amount:	$404.95

chec	108798	01099		UPPER LAKES FOODS, INC		Check

			E	02	005	770	000	705	490	BREAKFAST	$347.83	
			E	02	005	770	000	705	490	LUNCH	$456.48	
PO#:	Voucher #:	78690	Invoice	Invoice No: A41486-00	6/4/2026	Paid Amt:	$804.31					
			E	02	005	770	000	706	490	FRUIT & VEGGIE	$489.51	
PO#:	Voucher #:	78691	Invoice	Invoice No: A41492-00	6/4/2026	Paid Amt:	$489.51					
											Check Amount:	$1,293.82

chec	108799	6660	REMIT	VESTIS GROUP INC		Check

			E	01	005	810	000	000	401	CUSTODIAL SUPPLIES	$260.73	
PO#:	Voucher #:	78703	Invoice	Invoice No: 2630550128	6/4/2026	Paid Amt:	$260.73					
			E	02	005	770	000	701	401	APRON, MOP, OVEN MIT	$26.74	
PO#:	Voucher #:	78697	Invoice	Invoice No: 2630554786	6/4/2026	Paid Amt:	$26.74					
			E	01	005	810	000	000	401	CUSTODIAL SUPPLIES	$260.73	
PO#:	Voucher #:	78698	Invoice	Invoice No: 2630554787	6/4/2026	Paid Amt:	$260.73					
			E	03	005	760	000	720	350	BUS GARAGE SUPPLIES	$33.51	
PO#:	Voucher #:	78699	Invoice	Invoice No: 2630554788	6/4/2026	Paid Amt:	$33.51					
			E	01	310	292	110	000	401	White table cloths round	$45.00	
			E	01	310	292	110	000	401	white table cloths rectangle long	$25.00	
PO#: 21510	Voucher #:	78700	Invoice	Invoice No: 263013120	6/4/2026	Paid Amt:	$70.00					
			E	02	005	770	000	701	401	Aprons and linens	$26.74	
PO#: 20992	Voucher #:	78701	Invoice	Invoice No: 2630550127	6/4/2026	Paid Amt:	$26.74					
			E	03	005	760	000	720	350	BUS GARAGE SUPPLIES	$31.95	
PO#:	Voucher #:	78702	Invoice	Invoice No: 2630550129	6/4/2026	Paid Amt:	$31.95					
			E	02	005	770	000	701	401	Aprons and linens	$26.74	
PO#: 20992	Voucher #:	78704	Invoice	Invoice No: 2630552807	6/4/2026	Paid Amt:	$26.74					

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Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 06.01.2026-6/30/2026 Period: 202612-202612 Void Status: N

Bank	Check No	Code	Rcd	Vendor								Pmt/Void Date	Pmt Type	
chec	108799	6660	REMIT	VESTIS GROUP INC									Check	
			E	03	005	760	000	720	350	BUS GARAGE SUPPLIES		$31.56		
PO#:		Voucher #:	78705	Invoice		Invoice No: 2630552809					6/4/2026		Paid Amt:	$31.56
			E	01	005	810	000	000	401	CUSTODIAL SUPPLIES		$260.73		
PO#:		Voucher #:	78706	Invoice		Invoice No: 2630552808					6/4/2026		Paid Amt:	$260.73
													Check Amount:	$1,029.43
chec	108800	3296		AMAZON.COM									Check	
			E	01	020	258	000	318	430	B00147JK0Y Seed Beads 10/0 Czech Silver L		$14.95		
			E	01	020	258	000	318	430	B00GIIZ8CI The Beadsmith Fireline by Berkley		$58.88		
			E	01	020	258	000	318	430	B00JBKVN8S Brother Sewing Machine, XM27		$292.18		
			E	01	020	258	000	318	430	B011HMC77S Simthread 63 Colors Polyester		$91.98		
			E	01	020	258	000	318	430	B07DMMBY85 Anezus Jump Rings for Jewelry		$8.89		
			E	01	020	258	000	318	430	B081PT7N4Y 100PCS Premium Swivel Snap		$15.98		
			E	01	020	258	000	318	430	B08HMTKXD2 PH PandaHall 2160pcs 6mm C		$16.18		
			E	01	020	258	000	318	430	B08QZQ8CYG Honoson Mini Craft Iron Mini H		$9.99		
			E	01	020	258	000	318	430	B08YDP9Q67 YYCRAFT Stiff Felt Sheets Thic		$12.99		
			E	01	020	258	000	318	430	B09CDKB9HY DPDIAN Canvas Boards for Pa		$29.99		
			E	01	020	258	000	318	430	B09VPCKXHV OZXCHIXU 7PCS/lot Coffee S		$13.99		
			E	01	020	258	000	318	430	B0BS8TNVS6 Cridoz Faux Suede Leather Co		$56.97		
			E	01	020	258	000	318	430	B0BX5YFYL8 ReArt Natural Air-Dry Clay, Pott		$84.26		
			E	01	020	258	000	318	430	B0C6T19VSD Cridoz 20 Rolls Wax String for E		$19.99		
			E	01	020	258	000	318	430	B0CWLL32Q9 StiVerse 210 Pcs Prewound Bc		$34.28		
			E	01	020	258	000	318	430	B0D2RFXFPQ CZZXI 3PCS Thread Snips, Hig		$5.69		
			E	01	020	258	000	318	430	B0D8Y8XQF6 AD Beads Natural Gemstone 8r		$9.49		
			E	01	020	258	000	318	430	B0F13CY746 White Lightweight Fusible Interfa		$8.98		
			E	01	020	258	000	318	430	B0GR4GGXVQ Embroidery Machine Thread,		$39.98		
			E	01	020	258	000	318	430	Amazon Shipping Charge		$6.20		
			E	01	020	258	000	318	430	Freight		($10.91)		
PO#: 21479		Voucher #:	78714	Invoice		Invoice No: 1CY7-JDTR-MNWH					6/18/2026		Paid Amt:	$820.93
			E	01	020	258	000	318	430	B00147JK0Y Seed Beads 10/0 Czech Silver L		$14.95		
			E	01	020	258	000	318	430	B0167G9WZ4 10mm, 8mm & 6mm Cat's Eye		$3.45		
			E	01	020	258	000	318	430	B08B5RBV53 Seed Beads 10/0 Czech Cobalt		$13.95		
			E	01	020	258	000	318	430	B08XTGPDZL ThreadArt Premium Cotton Qui		$12.99		
			E	01	020	258	000	318	430	B08XW9XCK6 10 Yard Cut ThreadArt Premiur		$89.99		
			E	01	020	258	000	318	430	B098M16HB7 BeadExplosion Seed Beads 11/		$29.94		
			E	01	020	258	000	318	430	B0DRTKXJQS 2025 New Upgrade Sewing Sc		$47.96		

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 06.01.2026-6/30/2026 Period: 202612-202612 Void Status: N

Bank	Check No	Code	Rcd	Vendor								Pmt/Void Date	Pmt Type		
chec	108800	3296		AMAZON.COM									Check		
			E	01	020	258	000	318	430	Amazon Shipping Charge		$76.76			
PO#: 21480	**Voucher #:**		**78716**	Invoice			**Invoice No:**			1R39-NQPG-CRRH	**6/18/2026**		**Paid Amt:**		**$289.99**
			E	01	005	810	000	000	410	B09P8CLWKV LICHIFIT 2PCS Microfibre Mop		$23.28			
PO#: 21484	**Voucher #:**		**78718**	Invoice			**Invoice No:**			1VTC-3XCF-KFY6	**6/18/2026**		**Paid Amt:**		**$23.28**
			E	01	005	810	000	000	410	B09LDHP97G Victor M123SSR Quick-Kill Eas		$14.13			
			E	01	005	810	000	000	410	B0CQ8S545V Victor Humane Mouse Traps In		$113.67			
			E	02	005	770	000	701	350	B0D6VWZ18W BPSSDI 0-30 Psi Low Pressur		$22.47			
			E	02	005	770	000	701	350	Amazon Shipping Charge		$5.89			
PO#: 21511	**Voucher #:**		**78719**	Invoice			**Invoice No:**			1P1W-1DKD-VG7H	**6/18/2026**		**Paid Amt:**		**$156.16**
			E	01	020	258	000	318	430	B00B49VE74 Brother RLX3817 17-Stitch Sew		$176.38			
			E	01	020	258	000	318	430	B00OGGK5E0 Miyuki Delica Bead Bundle: Je		$14.48			
			E	01	020	258	000	318	430	B08XTGPDZL ThreadArt Premium Cotton Qui		$25.46			
			E	01	020	258	000	318	430	Freight		$5.03			
PO#: 21479	**Voucher #:**		**78715**	Invoice			**Invoice No:**			1CMT-XYDX-JW99	**6/18/2026**		**Paid Amt:**		**$221.35**
			E	01	005	720	000	000	401	B003F13FMQ Primacare DL-9223 Pack of 6 D		$7.95			
			E	01	005	720	000	000	401	B06XD7CF3L McKesson Pro Advantage P230		$32.22			
			E	01	005	720	000	000	401	B075XZM12W Dealmed Fabric Knuckle Flexib		$8.07			
			E	01	005	720	000	000	401	B0957ZX7WL Dealmed Fabric Fingertip Flexib		$8.26			
			E	01	005	720	000	000	401	B099S5CF9W High-Performance Elastic Banc		$9.49			
			E	01	005	720	000	000	401	B0B7RSTMY1 Supervitae 500 Pcs Adhesive E		$19.99			
			E	01	005	720	000	000	401	B0CDFWGNWR AZEN 16 Pack Self Adhesive		$7.98			
			E	01	005	720	000	000	401	B0F1Z56Z2G 50 Pack - Instant Cold Packs - I		$55.98			
			E	01	005	720	000	000	401	Amazon Shipping Charge		$6.99			
PO#: 21521	**Voucher #:**		**78720**	Invoice			**Invoice No:**			1MDM-19FT-9NWR	**6/18/2026**		**Paid Amt:**		**$156.93**
			E	01	005	720	000	000	401	B0DSK4B4HQ Pumtus 120 Pack Plastic Flea		$17.08			
			E	01	005	720	000	000	401	Amazon Shipping Charge		$6.99			
PO#: 21520	**Voucher #:**		**78709**	Invoice			**Invoice No:**			1HFC-9YN4-9LX4	**6/18/2026**		**Paid Amt:**		**$24.07**
			E	01	010	206	011	433	401	B0017L4PH0 Airheads Full-Size Bars, Six Ass		$9.20			
			E	01	010	206	011	433	401	B006YDEGNO Laffy Taffy Rope Candy, Strawl		$12.99			
			E	01	010	206	011	433	401	B00MODFULA Laffy Taffy Rope, Cherry, 0.81		$12.79			
			E	01	010	206	011	433	401	B01K85YZZW TIC TAC Box with 60 Mini Boxe		$21.50			
			E	01	010	206	011	433	401	B072R2LLVL Laffy Taffy Rope Blue Raspberry		$13.97			
			E	01	010	206	011	433	401	B07CY78RVR Ring Pop Candy, Easter Lollipo		$21.20			
			E	01	010	206	011	433	401	B08R1ZD1C1 TANSWEET 30,50,100,125 pcs		$5.68			
			E	01	010	206	011	433	401	B09JP2C53Z TIZZYT Hair Ties, 18 Count - Vir		$6.64			
			E	01	010	206	011	433	401	B09WDPSHLK 200Pcs Water Bottle Stickers		$7.99			

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 06.01.2026-6/30/2026 Period: 202612-202612 Void Status: N

Bank	Check No	Code	Rcd	Vendor								Pmt/Void Date		Pmt Type	
chec	108800	3296		AMAZON.COM										Check	
			E	01	010	206	011	433	401	B0B25SFM3W GADMEXILY 100pcs Cartoon I			$13.95		
			E	01	010	206	011	433	401	B0BCWDC411 Stickers for Water Bottles, 200			$6.99		
			E	01	010	206	011	433	401	B0C9CBYSPW Giliger 24 pack Mini Magnetic			$25.55		
			E	01	010	206	011	433	401	B0CBWGMSL4 Sisiaipu 12 Pcs Medium Hair			$9.99		
			E	01	010	206	011	433	401	B0CCVQJY19 Uzoxlsn 38 Pack Mini Stuffed A			$22.97		
			E	01	010	206	011	433	401	B0CGHC2BSR 80Pcs Party Favors for Kids 4-			$16.99		
			E	01	010	206	011	433	401	B0CSCL5SJZ HNSYYF Multicolor Pen in One			$24.99		
			E	01	010	206	011	433	401	B0CZ97KMMW 48 Pack Slow Rising Stress B			$29.44		
			E	01	010	206	011	433	401	B0DJVXSGHS 24PCS Tic Tac Toe Game Birth			$18.99		
			E	01	010	206	011	433	401	B0DL5R8JFK Fidget Toys Sensory Stone for K			$24.65		
			E	01	010	206	011	433	401	B0DNJN2GRQ KisSealed 20 Pcs Water Bottle			$33.99		
			E	01	010	206	011	433	401	B0DT4BHFMC Gibleitz 30pcs Random Differe			$10.99		
			E	01	010	206	011	433	401	B0DXFM7ZN5 LYDTICK 16 Pack Bulk Water I			$28.49		
			E	01	010	206	011	433	401	B0F133DLXC 32 Pads Cute Sticky Notes, Ani			$9.99		
			E	01	010	206	011	433	401	B0FG2C28G4 Fidget Rings Sensory Valentine			$11.96		
PO#: 21352	**Voucher #:**		**78710**	Invoice		**Invoice No:**	1MN6-F6YD-R4JH				**6/18/2026**			**Paid Amt:**	**$401.89**
			E	01	010	203	202	000	401	B0D2LCX5LH Saysurey 8 Pcs Mini 20-Bead W			$27.79		
			E	01	010	203	202	000	401	Amazon Shipping Charge			$0.00		
PO#: 21423	**Voucher #:**		**78711**	Invoice		**Invoice No:**	1THM-3VVT-4JG1				**6/18/2026**			**Paid Amt:**	**$27.79**
			E	01	020	258	000	318	430	B00B49VE74 Brother RLX3817 17-Stitch Sew			$94.99		
			E	01	020	258	000	318	430	Freight			$0.95		
PO#: 21480	**Voucher #:**		**78717**	Invoice		**Invoice No:**	1GQ7-XL7D-PNVC				**6/18/2026**			**Paid Amt:**	**$95.94**
			E	04	500	582	000	344	401	B076MFWQHV Colorations Art Drying Rack, C			$0.00		
			E	04	500	582	000	344	401	B09BVMZ5BQ ZEQUAN B3 Guillotine Paper C			$63.99		
PO#: 21433	**Voucher #:**		**78712**	Invoice		**Invoice No:**	1144-R3R4-RLWP				**6/18/2026**			**Paid Amt:**	**$63.99**
			E	01	310	298	114	301	402	B0015AWU7U Tootsie Roll Caramel Apple Po			$14.99		
			E	01	310	298	114	301	402	B006YDEGNO Laffy Taffy Rope Candy, Strawl			$12.99		
			E	01	310	298	114	301	402	B00J7KC3Z4 interbusiness BBstep Steel Tip D			$5.89		
			E	01	310	298	114	301	402	B072R2LLVL Laffy Taffy Rope Blue Raspberry			$13.73		
			E	01	310	298	114	301	402	B07CY78RVR Ring Pop Lollipops - Bulk Cand			$21.20		
			E	01	310	298	114	301	402	B07RN4QGW2 Loose Leaf Binder Office Book			$7.99		
			E	01	310	298	114	301	402	B08CRSGXDM Falling in Art Paint Brushes Se			$8.89		
			E	01	310	298	114	301	402	B093CTVM83 JOYIN 150 Pcs Sidewalk Chalk			$29.95		
			E	01	310	298	114	301	402	B096YJW78Y Charms Blow Pop Lollipops - In			$14.81		
			E	01	310	298	114	301	402	B09ZDP1J8J Harnya Lot of 30 50 100pcs Ran			$5.69		
			E	01	310	298	114	301	402	B0BLVJV2YG LEEZZIZZ 30Pcs Punch Balloo			$8.88		

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Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 06.01.2026-6/30/2026 Period: 202612-202612 Void Status: N

Bank	Check No	Code	Rcd	Vendor								Pmt/Void Date	Pmt Type
chec	108800	3296		AMAZON.COM									Check
			E	01	310	298	114	301	402	B0BXMY44NY Slow Rising Stress Ball 24 Pac		$91.92	
			E	01	310	298	114	301	402	B0C8NC1LD2 Fancy Land 24 Pads Cute Stick		$8.79	
			E	01	310	298	114	301	402	B0CSCL5SJZ HNSYYF 60-Pack Multicolor Pe		$23.99	
			E	01	310	298	114	301	402	B0DG1VR4X2 400 Pack Rainbow Balloons 12		$21.19	
			E	01	310	298	114	301	402	B0DMT7G9FR 350 pcs Punch Cards for Kids		$41.94	
			E	01	310	298	114	301	402	B0DNJF2L82 Shemira 48 Pack Bubble Wands		$29.99	
			E	01	310	298	114	301	402	B0F12CCNVN 180 PCS Pop Fidget Keychain,		$25.98	
			E	01	310	298	114	301	402	B0FL7DF9HC Fancy Land 24 Pads Cute Stick		$7.29	
			E	01	310	298	114	301	402	B0FQPCR9ND Party Favors Kids Sunglasses		$23.17	
			E	01	310	298	114	301	402	B0FRMXZYL7 Facilife 24 Inch Prize Wheel Sp		$49.99	
			E	01	310	298	114	301	402	B0FX8JRPMZ ANZNKU 50 PCS Multicolor Pa		$31.96	
			E	01	310	298	114	301	402	Amazon Shipping Charge		($8.44)	
PO#: 21410		**Voucher #:**	**78713**	Invoice		**Invoice No:**	1PNR-V964-9VXX				**6/18/2026**		**Paid Amt:** **$492.78**
			E	01	010	206	011	433	401	PBIS Incentives		$453.59	
PO#:		**Voucher #:**	**78766**	Invoice		**Invoice No:**	1DXK-6J4J-C9M4				**6/18/2026**		**Paid Amt:** **$453.59**
													Check Amount: **$3,228.69**
chec	108801	04084		AMERICAN DISPOSAL									Check
			E	01	005	810	000	000	331	May		$1,249.68	
PO#:		**Voucher #:**	**78708**	Invoice		**Invoice No:**	540510859				**6/18/2026**		**Paid Amt:** **$1,249.68**
													Check Amount: **$1,249.68**
chec	108802	1357		AMERICAN EAGLE SEC SYS INC									Check
			E	01	005	810	000	000	350	Axis 180 Degree Panoramic Camera, Surface		$2,575.00	
			E	01	005	810	000	000	350	Labor for Installation and Configuration		$300.00	
			E	01	005	810	000	000	350	Dell Slim PC- Ultra 7-265 processor (20 Cores		$1,475.00	
			E	01	005	810	000	000	350	Keyscan Aurora Software		$1,150.00	
			E	01	005	810	000	000	350	Asure ID Badging Design Software		$300.00	
			E	01	005	810	000	000	350	Labor for Installation and Configuration		$450.00	
			E	01	005	810	000	000	350	Exacqvision A Series NVR- 36TB, 150 IP Input		$9,875.00	
			E	01	005	810	000	000	350	Exacqvision Updates & Transfer Licenses		$950.00	
			E	01	005	810	000	000	350	Setup, Programming and Training		$1,200.00	
PO#: 21280		**Voucher #:**	**78707**	Invoice		**Invoice No:**	27894				**6/18/2026**		**Paid Amt:** **$18,275.00**
													Check Amount: **$18,275.00**
chec	108803	1482		CASS COUNTY SHERIFF'S DEPT									Check
			E	01	005	810	000	000	820	Radio Usage Fee		$502.17	
PO#:		**Voucher #:**	**78721**	Invoice		**Invoice No:**	2601126				**6/18/2026**		**Paid Amt:** **$502.17**

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Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 06.01.2026-6/30/2026 Period: 202612-202612 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
chec	108803	1482		CASS COUNTY SHERIFF'S DEPT		Check

			E	01	005	715	000	000	310	SRO Deputy Travis	$56,357.55	
PO#:	Voucher #:	78722	Invoice	Invoice No: 2026 SRO	6/18/2026						Paid Amt:	$56,357.55
											Check Amount:	$56,859.72

chec	108804	5509		DAN MARTIN SNOWPLOWS SALES AND SERVICE							Check	
			E	01	005	810	000	000	401	belts for mower	$265.98	
PO#: 21464	Voucher #:	78776	Invoice	Invoice No: 42708	6/18/2026						Paid Amt:	$265.98
											Check Amount:	$265.98

chec	108805	5209		ERICA RADEL							Check	
			E	04	500	505	000	321	305	Consulting Fees	$72.00	
PO#:	Voucher #:	78787	Invoice	Invoice No: REFUND	6/18/2026						Paid Amt:	$72.00
											Check Amount:	$72.00

chec	108806	06679		FERRELLGAS, LP							Check	
			E	01	005	810	000	000	442	Boiler Room	$326.12	
PO#:	Voucher #:	78723	Invoice	Invoice No: 1133851322	6/18/2026						Paid Amt:	$326.12
			E	01	005	810	000	000	442	ECFE Building	$431.19	
PO#:	Voucher #:	78724	Invoice	Invoice No: 227427	6/18/2026						Paid Amt:	$431.19
											Check Amount:	$757.31

chec	108807	01052		HOLKERS DO IT BEST LUMBER							Check	
			E	01	005	810	000	000	420	supplies	$21.98	
PO#: 20897	Voucher #:	78770	Invoice	Invoice No: 2606-107554	6/18/2026						Paid Amt:	$21.98
			E	01	005	810	000	000	420	supplies	$17.97	
PO#: 20897	Voucher #:	78768	Invoice	Invoice No: 2604-104997	6/18/2026						Paid Amt:	$17.97
			E	01	020	255	000	000	401	General Supplies	$3.00	
			E	01	020	255	000	000	401	Finance Charge	$3.05	
PO#:	Voucher #:	78777	Invoice	Invoice No: 2602-102912	6/18/2026						Paid Amt:	$6.05
			E	01	005	810	000	000	420	supplies	$6.36	
PO#: 20897	Voucher #:	78769	Invoice	Invoice No: 2606-107879	6/18/2026						Paid Amt:	$6.36
			E	01	020	255	000	000	430	Open PO for supplies	$17.98	
			E	01	020	255	000	000	430	Open Po for supplies	$0.00	
PO#: 21474	Voucher #:	78779	Invoice	Invoice No: 2604-104486	6/18/2026						Paid Amt:	$17.98
			E	01	005	810	000	000	420	supplies	$95.93	
PO#: 20897	Voucher #:	78771	Invoice	Invoice No: 2606-107580	6/18/2026						Paid Amt:	$95.93
											Check Amount:	$166.27

chec	108808	4163		IASC							Check	
			E	04	500	582	000	338	394	FY26 EC Admin Support Services	$5,625.00	

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Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 06.01.2026-6/30/2026 Period: 202612-202612 Void Status: N

Bank	Check No	Code	Rcd	Vendor								Pmt/Void Date	Pmt Type		
chec	108808	4163		IASC									Check		
			E	04	500	582	000	337	394	FY26 EC Admin Support Services		$3,375.00			
			E	04	500	580	000	325	394	FY26 EC Admin Support Services		$2,250.00			
			E	04	500	507	000	000	394	FY26 EC Admin Support Services		$6,750.00			
PO#:		Voucher #:	78725	Invoice						Invoice No: 4029	6/18/2026		Paid Amt:	$18,000.00	
													Check Amount:		$18,000.00
chec	108809	6355		INTERQUEST DETECTION CANINES									Check		
			E	01	005	716	000	342	311	Other Contracted Security		$400.00			
PO#:		Voucher #:	78726	Invoice						Invoice No: May 2026	6/18/2026		Paid Amt:	$400.00	
													Check Amount:		$400.00
chec	108810	6797	REMIT	JEFFS RESTROOM TRAILER RENTALS LLC									Check		
			E	01	310	292	110	000	401	mAY 7-28TH		$150.00			
PO#:		Voucher #:	78727	Invoice						Invoice No: 2941	6/18/2026		Paid Amt:	$150.00	
			E	01	310	292	110	000	401	5/12-6/2 (BASEBALL FIELD)		$140.00			
PO#:		Voucher #:	78728	Invoice						Invoice No: 2940	6/18/2026		Paid Amt:	$140.00	
			E	01	310	292	110	000	401	4/9-4/30-2 RENTALS		$150.00			
			E	01	310	292	110	000	401	DELIVER		$65.00			
PO#:		Voucher #:	78729	Invoice						Invoice No: 2939	6/18/2026		Paid Amt:	$215.00	
													Check Amount:		$505.00
chec	108811	4594		KITTELSON MARKETING CO INC									Check		
			E	01	310	292	192	000	402	PROM FUNDRAISER		$2,342.40			
PO#:		Voucher #:	78731	Invoice						Invoice No: 125030076 R1	6/18/2026		Paid Amt:	$2,342.40	
													Check Amount:		$2,342.40
chec	108812	01095		LAKE COUNTRY POWER									Check		
			E	01	005	810	000	000	332	Football Lights		$72.00			
PO#:		Voucher #:	78785	Invoice						Invoice No: 10000175-6/1/2026	6/18/2026		Paid Amt:	$72.00	
			E	01	005	810	000	000	332	Main School		$14,376.00			
PO#:		Voucher #:	78783	Invoice						Invoice No: 90000203-6/2026	6/18/2026		Paid Amt:	$14,376.00	
			E	01	005	810	000	000	332	Boiler House		$8,229.00			
PO#:		Voucher #:	78786	Invoice						Invoice No: 90000204/205-6/2026	6/18/2026		Paid Amt:	$8,229.00	
			E	01	005	810	000	000	332	ECFE Building		$881.00			
PO#:		Voucher #:	78782	Invoice						Invoice No: 90000206-6/1/26	6/18/2026		Paid Amt:	$881.00	
			E	01	005	810	000	000	332	Football Lights		$100.00			
PO#:		Voucher #:	78784	Invoice						Invoice No: 10000176-6/1/26	6/18/2026		Paid Amt:	$100.00	
													Check Amount:		$23,658.00

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Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 06.01.2026-6/30/2026 Period: 202612-202612 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
chec	108813	5700		LEFTY'S TENT AND PARTY RENTAL		Check
			E	01 310 298 069 301 402 Water Slip N Slide Bouncy House	$482.14	
PO#: 21457	Voucher #:	78730	Invoice	Invoice No: 6/4/2026	6/18/2026	Paid Amt: $482.14
						Check Amount: $482.14
chec	108814	1095		MARCO TECHNOLOGIES LLC		Check
			E	01 010 203 202 000 580 Elem. Copier	$582.07	
			E	01 020 211 000 000 580 Sec. Copier	$582.06	
			E	01 005 110 371 000 580 District Copier	$582.06	
PO#:	Voucher #:	78781	Invoice	Invoice No: 583891726	6/18/2026	Paid Amt: $1,746.19
						Check Amount: $1,746.19
chec	108815	6057		MICHAEL STAPLES		Check
			E	01 310 298 096 301 402 DRUM & DANCE CONSULTANT	$150.00	
PO#:	Voucher #:	78737	Invoice	Invoice No: 6/5 CONSULTANT	6/18/2026	Paid Amt: $150.00
						Check Amount: $150.00
chec	108816	4225		MIDWEST BUS PARTS INC		Check
			E	03 005 760 000 720 350 parts for stock	$139.70	
PO#: 21401	Voucher #:	78738	Invoice	Invoice No: INV29781	6/18/2026	Paid Amt: $139.70
						Check Amount: $139.70
chec	108817	6097		NORTHERN DRUG SCREENING INC		Check
			E	03 005 760 000 720 290 D.Bye DOT	$70.00	
			E	03 005 760 000 720 290 P.Ingalls DOT	$70.00	
PO#:	Voucher #:	78767	Invoice	Invoice No: 17395	6/18/2026	Paid Amt: $140.00
						Check Amount: $140.00
chec	108818	4065		NORTHERN STAR COOPERATIVE		Check
			E	03 005 760 000 720 441 Gasoline	$3,783.33	
			E	03 005 760 000 720 444 Diesel	$8,794.44	
PO#:	Voucher #:	78772	Invoice	Invoice No: STMT 5/31/26	6/18/2026	Paid Amt: $12,577.77
						Check Amount: $12,577.77
chec	108819	1066		NORTHLAND AREA FAMILY CENTER		Check
			E	01 010 640 000 316 305 TEACHING STRATEGIES	$918.00	
PO#:	Voucher #:	78734	Invoice	Invoice No: 4-2026/330	6/18/2026	Paid Amt: $918.00
						Check Amount: $918.00
chec	108820	5796		O'REILLY AUTO PARTS		Check
			E	03 005 760 000 720 350 TRANSFER PUMP	$393.13	
			E	03 005 760 000 720 350 HOSE	$56.92	

ISD#118 Remer-Longville

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 06.01.2026-6/30/2026 Period: 202612-202612 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
chec	108820	5796		O'REILLY AUTO PARTS		Check		
			E 03 005 760 000 720 350	FRT		$8.50		
PO#:	Voucher #:	78732	Invoice	Invoice No: 1533-318925	6/18/2026		Paid Amt:	$458.55
			E 03 005 760 000 720 350	NOZZLE		$51.99		
PO#:	Voucher #:	78733	Invoice	Invoice No: 1533-318929	6/18/2026		Paid Amt:	$51.99
			E 03 005 760 000 720 350	RETURN		$219.24		
PO#:	Voucher #:	78735	Credit	Invoice No: 1533-288660	6/18/2026		Paid Amt:	($219.24)
			E 03 005 760 000 720 350	sway link kit		$94.80		
PO#:	Voucher #:	78760	Invoice	Invoice No: 1533-317574	6/18/2026		Paid Amt:	$94.80
							Check Amount:	$386.10
chec	108821	05304		SANDSTROM'S		Check		
			E 02 005 770 000 705 495	BREAKFAST MILK		$60.00		
			E 02 005 770 000 701 495	LUNCH MILK		$64.50		
PO#:	Voucher #:	78748	Invoice	Invoice No: 586540	6/18/2026		Paid Amt:	$124.50
			E 02 005 770 000 701 495	LUNCH		$66.00		
PO#:	Voucher #:	78752	Invoice	Invoice No: 588304	6/18/2026		Paid Amt:	$66.00
			E 02 005 770 000 705 495	BREAKFAST MILK		$61.50		
			E 02 005 770 000 701 495	LUNCH MILK		$66.00		
PO#:	Voucher #:	78751	Invoice	Invoice No: 587883	6/18/2026		Paid Amt:	$127.50
			E 02 005 770 000 705 495	BREAKFAST MILK		$120.00		
			E 02 005 770 000 701 495	LUNCH MILK		$129.00		
PO#:	Voucher #:	78750	Invoice	Invoice No: 587374	6/18/2026		Paid Amt:	$249.00
			E 02 005 770 000 705 495	BREAKFAST MILK		$160.00		
			E 02 005 770 000 701 495	LUNCH MILK		$172.00		
PO#:	Voucher #:	78749	Invoice	Invoice No: 587073	6/18/2026		Paid Amt:	$332.00
							Check Amount:	$899.00
chec	108822	6514		SYSCO WESTERN MINNESOTA, INC		Check		
			E 02 005 770 000 705 490	BREAKFAST		$257.67		
			E 02 005 770 000 701 490	LUNCH		$425.19		
			E 02 005 770 000 701 401	SUPPLIES		$33.33		
PO#:	Voucher #:	78745	Invoice	Invoice No: 353196688	6/18/2026		Paid Amt:	$716.19
			E 02 005 770 000 701 490	LUNCH		$553.46		
PO#:	Voucher #:	78746	Invoice	Invoice No: 353199028	6/18/2026		Paid Amt:	$553.46
			E 02 005 770 000 701 490	LUNCH		$113.56		
PO#:	Voucher #:	78747	Invoice	Invoice No: 353202668	6/18/2026		Paid Amt:	$113.56
							Check Amount:	$1,383.21

ISD#118 Remer-Longville

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 06.01.2026-6/30/2026 Period: 202612-202612 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
chec	108823	6146		TC's FOODS INC		Check		
			E 02 005 770 000 701 490	LUNCH		$22.71		
PO#:	Voucher #:	78739	Invoice	Invoice No: 5/20	6/18/2026		Paid Amt:	$22.71
			E 02 005 770 000 701 490	LUNCH		$6.48		
PO#:	Voucher #:	78740	Invoice	Invoice No: 301	6/18/2026		Paid Amt:	$6.48
			E 02 005 770 000 701 490	LUNCH		$2.69		
PO#:	Voucher #:	78741	Invoice	Invoice No: 948	6/18/2026		Paid Amt:	$2.69
			E 02 005 770 000 701 490	LUNCH		$107.89		
PO#:	Voucher #:	78742	Invoice	Invoice No: 232	6/18/2026		Paid Amt:	$107.89
							Check Amount:	$139.77
chec	108824	06131		TREASURE BAY PRINTING		Check		
			E 01 020 211 200 000 380	RETRACTABLE BANNER - SOURCEWELL R		$1,027.00		
PO#:	Voucher #:	78753	Invoice	Invoice No: 282241	6/18/2026		Paid Amt:	$1,027.00
							Check Amount:	$1,027.00
chec	108825	01099		UPPER LAKES FOODS, INC		Check		
			E 02 005 770 000 701 490	LUNCH		$136.00		
PO#:	Voucher #:	78743	Invoice	Invoice No: A44879-00	6/18/2026		Paid Amt:	$136.00
			E 02 005 770 000 706 490	FRUIT & VEGGIE		$886.05		
PO#:	Voucher #:	78744	Invoice	Invoice No: A44877-00	6/18/2026		Paid Amt:	$886.05
							Check Amount:	$1,022.05
chec	108826	5581		US FOODS INC		Check		
			E 02 005 770 000 701 490	Food		$6.05		
PO#:	Voucher #:	78773	Credit	Invoice No: 5978687	6/18/2026		Paid Amt:	($6.05)
			E 02 005 770 000 705 490	Breakfast		$255.02		
			E 02 005 770 000 701 490	Lunch		$385.91		
			E 02 005 770 000 701 401	Supplies		$58.92		
PO#:	Voucher #:	78775	Invoice	Invoice No: 4652242	6/18/2026		Paid Amt:	$699.85
			E 02 005 770 000 701 490	Food		$6.95		
PO#:	Voucher #:	78778	Credit	Invoice No: 5990332	6/18/2026		Paid Amt:	($6.95)
							Check Amount:	$686.85
chec	108827	6660	REMIT	VESTIS GROUP INC		Check		
			E 03 005 760 000 720 350	Bus Garage Supplies		$31.56		
PO#:	Voucher #:	78761	Invoice	Invoice No: 2630559423	6/18/2026		Paid Amt:	$31.56
			E 01 005 810 000 000 401	Custodial Supplies		$260.73		
PO#:	Voucher #:	78762	Invoice	Invoice No: 2630559422	6/18/2026		Paid Amt:	$260.73
			E 02 005 770 000 701 401	Aprons and linens		$26.74		
PO#: 20992	Voucher #:	78763	Invoice	Invoice No: 2630557110	6/18/2026		Paid Amt:	$26.74

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Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 06.01.2026-6/30/2026 Period: 202612-202612 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
chec	108827	6660	REMIT	VESTIS GROUP INC		Check

E	03	005	760	000	720	350	Bus Garage Supplies	$33.12			
PO#:	Voucher #:	78764	Invoice	Invoice No: 2630557112	6/18/2026	Paid Amt:	$33.12				
E	01	005	810	000	000	401	Custodial Supplies	$260.73			
PO#:	Voucher #:	78765	Invoice	Invoice No: 2630557111	6/18/2026	Paid Amt:	$260.73				

Check Amount: $612.88

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
chec	108828	6145		VIDCOM TECHNOLOGY, LLC		Check

E	01	020	399	000	628	466	Lenovo Thinkpad X9 Aura Series	$2,200.00			
PO#:	Voucher #:	78828	Invoice	Invoice No: 12829	6/24/2026	Paid Amt:	$2,200.00				

Check Amount: $2,200.00

Report Total: $175,696.39

Northland Community Schools ISD# 118
FY 2026 Through June 2026

EXPENDITURES Fund	Actual 2024-25 Expenses	Adopted Budget 2025-26 Expenses	YTD June 2024-2025 Expenses	YTD June 2025-2026 Expenses	% of 2024-25 Budget	June FY '25 vs JUne FY '26 Difference	% of 2025-26 Budget
General Fund (01)	7,319,969	7,718,581	7,300,563	7,391,438	99.7%	90,875	95.8%
Administrative & Support Svc	760,790	740,985	760,790	686,895	100.0%	(73,895)	92.7%
Regular Instruction	3,351,296	3,339,425	3,291,316	3,212,461	98.2%	(78,855)	96.2%
Vocational Instruction	109,735	114,060	109,324	118,165	99.6%	8,841	103.6%
Special Education Inst	1,441,097	1,659,075	1,482,083	1,875,490	102.8%	393,407	113.0%
Instructional Support	417,458	387,987	417,458	365,903	100.0%	(51,555)	94.3%
Pupil Support	396,129	387,578	396,129	277,855	100.0%	(118,273)	71.7%
Sites & Buildings	771,036	1,013,471	771,036	778,183	100.0%	7,147	76.8%
Fiscal & Other Fixed Costs	72,428	76,000	72,428	76,485	100.0%	4,057	100.6%
Food Service (02)	368,762	412,020	351,164	309,990	95.2%	(41,175)	75.2%
Transportation (03)	818,925	676,498	837,522	613,455	102.3%	(224,067)	90.7%
Community Service (04)	252,508	299,274	252,508	282,733	100.0%	30,224	94.5%
Capital Outlay (05)	133,308	105,000	133,308	30,867	100.0%	(102,441)	29.4%
Construction (06)	69,779	80,000	69,779	(221)	100.0%	(70,000)	-0.3%
Debt Service (07)	1,760,024	1,761,107	1,760,024	1,760,631	100.0%	608	100.0%
Total	10,723,274	11,052,480	10,704,868	10,388,892	99.8%	(315,976)	94.0%
Total Funds 01, 03 & 05	**8,272,201**	**8,500,079**	**8,271,393**	**8,035,760**	**100.0%**	**(235,633)**	**94.5%**

REVENUE Fund	Actual 2024-25 Revenue	Budgeted 2025-26 Revenue	YTD June 2024-2025 Revenue	YTD June 2025-2026 Revenue	% of 2024-25 Budget	June FY '25 vs JUne FY '26 Difference	% of 2025-26 Budget
General Fund (01)	7,679,805	7,671,754	9,632,050	9,384,659	125.4%	(247,390)	122.3%
Food Service (02)	330,227	267,700	276,820	293,511	83.8%	16,691	109.6%
Transportation (03)	315,626	395,891	(4,921)	3,183	-1.6%	8,103	0.8%
Community Service (04)	327,628	282,175	230,496	131,130	70.4%	(99,367)	46.5%
Capital Outlay (05)	170,556	148,880	-	-	0.0%	-	0.0%
Construction (06)				-	#DIV/0!	-	#DIV/0!
Debt Service (07) & (47)	1,763,689	1,796,963	65,909	60,745	3.7%	(5,164)	3.4%
Trust (08) & (25) & (10) & (18)	54	60	54	55	100.0%	1	92.2%
Total	10,587,585	10,563,423	10,200,409	9,873,283	96.3%	(327,126)	93.5%
Total Funds 01, 03 & 05	**8,165,987**	**8,216,525**	**9,627,129**	**9,387,842**	**117.9%**	**(239,287)**	**114.3%**

ISD#118 Remer-Longville

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16588	0118	chec														
Red Cross-A.Schwarz			23548	Credit	A	06/03/26	11510	Check	1	Miscellaneous Customer						
						0118 R 01 005 000 801 340 096				Carpenter / Other Scholarshi					500.00	0.00
														Receipt Total:	$500.00	$0.00
			23549	Credit	A	06/03/26	11511	Check	1	MSEA						
						0118 B 01 115 000					2151	05/12/26	Invoice	278.66	278.60	0.00
														Receipt Total:	$278.60	$0.00
			23550	Credit	A	06/03/26	11512	Check	1	NORTHLAND INDIAN EDU						
						0118 R 01 310 298 096 301 096				Indian Ed Activity					400.00	0.00
														Receipt Total:	$400.00	$0.00
Ole&Lena fundraiser			23551	Credit	A	06/03/26	11513	Check	1	NORTHLAND STUDENT L						
						0118 R 01 310 298 069 301 096				Student PBIS Leadership Act					1,589.00	0.00
														Receipt Total:	$1,589.00	$0.00
Awards Banquet			23552	Credit	A	06/03/26	11514	Check	1	AF ACTIVITY FEES						
						0118 R 01 310 292 110 000 050				Activity Fees					115.00	0.00
														Receipt Total:	$115.00	$0.00
			23553	Credit	A	06/03/26	11515	Cash	1	Food Service						
						0118 B 02 230 001				Deferred Revenue					25.45	0.00
														Receipt Total:	$25.45	$0.00
			23554	Credit	A	06/03/26	11516	Cash	1	Food Service						
						0118 B 02 230 001				Deferred Revenue					13.05	0.00
														Receipt Total:	$13.05	$0.00
50lks area lions - prom			23555	Credit	A	06/03/26	11517	Check	1	EAGLES NEST						
						0118 R 01 310 298 192 301 096				Eagles Nest Actvity					200.00	0.00
														Receipt Total:	$200.00	$0.00
Gurstel Law Firm			23556	Credit	A	06/03/26	11518	Check	1	Miscellaneous Customer						
						0118 R 01 005 000 000 000 099				Misc Revenue					15.00	0.00
														Receipt Total:	$15.00	$0.00
			23557	Credit	A	06/03/26	11519	Check	1	Food Service						
						0118 B 02 230 001				Deferred Revenue					174.00	0.00
														Receipt Total:	$174.00	$0.00

ISD#118 Remer-Longville
Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16588	0118	chec														
S.Daugherty Dental			23558	Credit	A	06/03/26	11520	Check	1	RETIRE/DEDUCT:						
						0118 E 01 020 211 000 000 291				Retired Emp Benefit					53.38	0.00
														Receipt Total:	$53.38	$0.00
			23559	Credit	A	06/03/26	11521	Check	1	COMMUNITY EDUATION						
						0118 R 04 500 505 305 321 040				Tuition fm Patrons					288.00	0.00
														Receipt Total:	$288.00	$0.00
			23560	Credit	A	06/03/26	11522	Check	1	Food Service						
						0118 B 02 230 001				Deferred Revenue					151.50	0.00
														Receipt Total:	$151.50	$0.00
Fundraiser - Instaraise			23561	Credit	A	06/03/26	11523	Check	1	BAND I						
						0118 R 01 310 298 410 301 096				Band Activity					960.00	0.00
														Receipt Total:	$960.00	$0.00
S.Weyh Lost Book			23562	Credit	A	06/03/26	11524	Cash	1	Miscellaneous Customer						
						0118 R 01 005 000 000 000 099				Misc Revenue					10.00	0.00
														Receipt Total:	$10.00	$0.00
			23563	Credit	A	06/03/26	11525	Cash	1	Food Service						
						0118 B 02 230 001				Deferred Revenue					149.95	0.00
														Receipt Total:	$149.95	$0.00
			23564	Credit	A	06/03/26	11511	Check	1	MSEA						
						0118 B 01 115 000					2151	05/12/26	Invoice	278.66	0.06	0.00
														Receipt Total:	$0.06	$0.00
														Deposit Total:	**$4,922.99**	**$0.00**
16596	0118	chec														
			23572	Credit	A	06/18/26	11526	Check	1	TRUE NORTH STARS PEI						
						0118 B 01 115 000					2148	05/05/26	Invoice	518.85	518.85	0.00
														Receipt Total:	$518.85	$0.00
Fundraiser w/Shep's apparel			23573	Credit	A	06/18/26	11527	Check	1	NORTHLAND STUDENT C						
						0118 R 01 310 298 114 301 096				Elem Student Activity					200.00	0.00
														Receipt Total:	$200.00	$0.00
			23574	Credit	A	06/18/26	11528	Cash	1	Food Service						
						0118 B 02 230 001				Deferred Revenue					124.10	0.00
														Receipt Total:	$124.10	$0.00

ISD#118 Remer-Longville
Receipt Listing Report with Detail by Deposit

Deposit	Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16596	0118	chec															
				23575	Credit	A	06/18/26	11529	Cash	1	Food Service						
							0118 B 02 230 001				Deferred Revenue					3.50	0.00
															Receipt Total:	$3.50	$0.00
R.Anderson Charger replacemen				23576	Credit	A	06/18/26	11530	Cash	1	Miscellaneous Customer						
							0118 R 01 005 000 000 000 099				Misc Revenue					35.00	0.00
															Receipt Total:	$35.00	$0.00
				23577	Credit	A	06/18/26	11531	Check	1	CASS COUNTY/LEECH LA						
							0118 B 01 115 000					2152	05/18/26	Invoice	40,000.00	40,000.00	0.00
															Receipt Total:	$40,000.00	$0.00
Consession Stand				23578	Credit	A	06/18/26	11532	Cash	1	CONCESSIONS - FOOD S						
							0118 R 01 310 292 125 000 096				CONCESSIONS DISTRICT					30.25	0.00
															Receipt Total:	$30.25	$0.00
Staff Payments				23579	Credit	A	06/18/26	11533	Check	1	Food Service						
							0118 B 02 230 001				Deferred Revenue					363.70	0.00
															Receipt Total:	$363.70	$0.00
				23580	Credit	A	06/18/26	11534	Check	1	LEECH LAKE BAND OF O						
							0118 B 04 115 000					2147	04/22/26	Invoice	57,375.00	57,375.00	0.00
															Receipt Total:	$57,375.00	$0.00
															Deposit Total:	**$98,650.40**	**$0.00**
16597	0118	chec															
June Food Srvice wire deposit				23581	Credit	A	06/30/26	06/30/26	Wire	1	Food Service						
							0118 B 02 230 001				Deferred Revenue					360.31	0.00
															Receipt Total:	$360.31	$0.00
															Deposit Total:	**$360.31**	**$0.00**
16598	0118	chec															
Ind Ed Title VII				23582	Credit	A	06/29/26	06292026	Wire	1	Minn Dept of ED						
							0118 R 01 005 000 000 510 500				TITLE VII INDIAN ED					15,765.00	0.00
															Receipt Total:	$15,765.00	$0.00
															Deposit Total:	**$15,765.00**	**$0.00**

ISD#118 Remer-Longville

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16599	0118	chec														
Pathway I			23583	Credit	A	06/12/26	06122026	Wire	1	Miscellaneous Customer						
						0118 R 04 500 582 000 338 300				Pathways I					889.41	0.00
														Receipt Total:	$889.41	$0.00
														Deposit Total:	**$889.41**	**$0.00**
16600	0118	chec														
2nd Payment 50% Advance			23584	Credit	A	06/05/26	06052026	Wire	1	Miscellaneous Customer						
						0118 R 01 005 000 000 000 001				Taxes					730,194.02	0.00
														Receipt Total:	$730,194.02	$0.00
														Deposit Total:	**$730,194.02**	**$0.00**
16601	0118	2														
Pathways II			23585	Credit	A	06/30/26	06042026	Wire	1	Miscellaneous Customer						
						0118 R 04 500 582 000 337 300				Pathways II					1,927.06	0.00
														Receipt Total:	$1,927.06	$0.00
														Deposit Total:	**$1,927.06**	**$0.00**
16602	0118	2														
Title FIN 433 & 424			23586	Credit	A	06/11/26	Title	Wire	1	Minn Dept of ED						
						0118 R 01 005 000 011 433 400				Title IV part A, Prior Year					1,023.06	0.00
						0118 R 01 005 000 000 433 400				Title IV					1,863.22	0.00
						0118 R 01 005 000 000 424 400				TITLE VI PART B REAP					708.16	0.00
														Receipt Total:	$3,594.44	$0.00
														Deposit Total:	**$3,594.44**	**$0.00**
16603	0118	2														
Food Service Reimbursement			23587	Credit	A	06/17/26	06172026	Wire	1	Minn Dept of ED						
						0118 R 02 005 770 000 703 300				STATE SPECIAL MILK					67.00	0.00
						0118 R 02 005 770 000 701 300				STATE SCH LUNCH					560.37	0.00
						0118 R 02 005 770 000 706 300				FRESH FRUIT/VEG GRANT					1,976.25	0.00
						0118 R 02 005 770 000 705 476				Federal Breakfast					9,416.82	0.00
						0118 R 02 005 770 000 701 471				Federal Lunch Aid					2,062.18	0.00
						0118 R 02 005 770 000 701 471				Federal Lunch Aid					403.47	0.00
						0118 R 02 005 770 000 701 400				Federal Aids & Grant					18,649.28	0.00
														Receipt Total:	$33,135.37	$0.00
														Deposit Total:	**$33,135.37**	**$0.00**

ISD#118 Remer-Longville

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16604	0118	2														
Pathways II & IDEAS PMT			23588	Credit	A	06/18/26	06172026	Check	1	Minn Dept of ED						
						0118 R 04 500 582 000 337 300				Pathways II					1,927.02	0.00
						0118 R 01 005 000 000 343 300				School Library Aid					65.72	0.00
						0118 R 01 005 000 000 000 234				Hmstd/Ag Market Value Crec					541.33	0.00
						0118 R 04 500 505 000 321 234				Hmstd/Ag Market Value Crec					121.89	0.00
						0118 R 01 005 000 000 740 360				Special Ed Aid					111,648.07	0.00
						0118 R 01 005 000 000 320 300				SUCCESS F/T FUTURE					86,850.00	0.00
						0118 R 01 005 000 000 312 300				State Aids - Literacy					15,271.13	0.00
						0118 R 01 005 000 000 313 300				A&I Initial Aid Aid					14,802.76	0.00
						0118 R 01 005 000 000 343 300				School Library Aid					14,035.92	0.00
						0118 R 01 005 000 000 314 300				State Aids - Para Training					1,032.78	0.00
						0118 R 01 005 000 000 373 300				Student Support State Aid					11,796.27	0.00
						0118 R 01 005 000 000 374 300				State Aids					11,796.27	0.00
														Receipt Total:	$269,889.16	$0.00
														Deposit Total:	**$269,889.16**	**$0.00**
														Report Total:	$1,159,328.16	$0.00

DEPARTMENT OF EDUCATION

Division of School Finance
400 NE Stinson Blvd
Minneapolis, MN 55413

Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - *Fund 01 and Fund 06 Projects Only*

ED - 02478-12

Instructions: Enter estimated, allowable LTFM expenditures *(Fund 01 and/or Fund 06 only)* under Minnesota Statutes 2025, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.	(REQUIRED) Enter Information	District Info.	(REQUIRED) Enter Information
District Name:	**Northland Community Schools**	Date:	**7/7/2026**
District Number:	**0118**	Email:	jerpelding@isd118.org
District Contact Name:	**Julie Erpelding**		
Contact Phone #	**218-566-2351 ext. 32105**		

Expenditure Categories		Fiscal Year (FY) Ending June 30										
		2026 (base year)	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Health and Safety - this section excludes project costs in Category 2 of $100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.												
Finance Code	**Category (1)**											
347	Physical Hazards	$10,000	$12,000	$12,000	$15,000	$15,000	$15,000	$15,000	$15,000	$15,000	$15,000	$15,000
349	Other Hazardous Materials	$6,000	$2,000	$2,000	$3,000	$3,000	$3,000	$3,000	$3,000	$3,000	$3,000	$3,000
352	Environmental Health and Safety Management	$8,000	$10,000	$10,000	$12,000	$12,000	$12,000	$12,000	$12,000	$12,000	$12,000	$12,000
358	Asbestos Removal and Encapsulation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
363	Fire Safety	$15,000	$15,000	$15,000	$15,000	$15,000	$15,000	$15,000	$15,000	$15,000	$15,000	$15,000
366	Indoor Air Quality	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Health and Safety Capital Projects - Category (1)	$39,000	$39,000	$39,000	$45,000	$45,000	$45,000	$45,000	$45,000	$45,000	$45,000	$45,000
Health and Safety - Projects Costing $100,000 or more per Project/Site/Year - Additional Revenue												
Finance Code	**Category (2)**											
358	Asbestos Removal and Encapsulation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
363	Fire Safety	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
366	Indoor Air Quality	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Health and Safety Capital Projects $100,000 or More - Category (2)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151												
Finance Code	**Category 3 (a)**											
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Remodeling for Approved Voluntary Pre-K Projects - Category 3(a)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Remodeling for Gender-Neutral Single-User Restrooms												
Finance/Course Codes	***Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025 and Beyond***											
Finance Code 384 and Course Code 684 MUST USE BOTH	Remodeling for gender-neutral single user restroom per site.	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Remodeling for Gender-Neutral Single User Projects - Category 3(b)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Accessibility												
Finance Code	**Category (4)**											
367	Accessibility	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Accessibility Projects - Category (4)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Deferred Capital Expenditures and Maintenance Projects												
Finance Code	**Category (5)**											
368	Building Envelope	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
369	Building Hardware and Equipment	$10,000	$10,000	$14,000	$14,000	$14,000	$14,000	$14,000	$14,000	$14,000	$14,000	$14,000
370	Electrical	$14,000	$35,000	$15,000	$15,000	$15,000	$15,000	$15,000	$15,000	$15,000	$15,000	$15,000
379	Interior Surfaces	$14,000	$14,000	$15,000	$15,000	$15,000	$15,000	$15,000	$15,000	$15,000	$15,000	$15,000
380	Mechanical Systems	$12,000	$40,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000
381	Plumbing	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
382	Professional Services and Salary	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
383	**Roof Systems (normally below $100,000 unless the school chooses not to receive additional revenue for $100K or more roofing project/site/year - pending 2025 Legislation)**	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
384	Site Projects	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Deferred Capital Expenditures and Maintenance Projects - Category (5)	$50,000	$99,000	$64,000	$64,000	$64,000	$64,000	$64,000	$64,000	$64,000	$64,000	$64,000
Deferred Capital Expenditures for Roofing Projects - Additional Revenue for $100,000 or more project/site/year			**EFFECTIVE FY 2027**									
Finance Code	**Category (6)**											
383	**Roofing Systems - Additional Revenue**			$0	$0	$0	$0	$0	$0	$0	$0	$0
		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Annual 10-Year Plan Expenditures	$89,000	$138,000	$103,000	$109,000	$109,000	$109,000	$109,000	$109,000	$109,000	$109,000	$109,000
Fund Balance Section												
	Fund 01	**FY 26 and 27 Revenue Projection Model Revenue**		**FY 28 Revenue Projection Ten-Year Spreadsheet**								
	Beginning Fund Balance 01-467-XX	$246,204	$287,296	$315,612	$287,615	$253,345	$224,189	$197,019	$176,352	$151,547	$127,995	$105,695
	LTFM Fiscal Year Revenue - **Levy**	$72,092	$67,316	$75,003	$74,729	$79,844	$81,830	$88,333	$84,196	$85,448	$86,700	$135,202
	LTFM Fiscal Year Revenue - **AID if Applicable**	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Fiscal Year Revenue Other	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
LEVY Page 10, Line 422	***LTFM Deduction for applicable Cooperative/Intermediate Member District Levy***	$0	$0	$0	**$0**	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer OUT if applicable - Special Legislation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Estimated Fiscal Year Expenditures	$31,000	$39,000	$103,000	$109,000	$109,000	$109,000	$109,000	$109,000	$109,000	$109,000	$109,000
	Ending Fiscal Year Fund Balance 01-467-XX	$287,296	$315,612	$287,615	$253,345	$224,189	$197,019	$176,352	$151,547	$127,995	$105,695	$131,897
	Fund 06											
	Beginning Fund Balance 06-467-XX	$99,767	$99,767	$767	($0)	($0)	($0)	($0)	($0)	($0)	($0)	($0)
	LTFM Fiscal Year Bonded Revenue	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Fiscal Year Revenue Other	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Other Transfers	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Estimated Fiscal Year Expenditures	$0	$99,000	$767	$0	$0	$0	$0	$0	$0	$0	$0
	Ending Fiscal Year Fund Balance 06-467-XX	**$99,767**	**$767**	**($0)**	**($0)**	**($0)**	**($0)**	**($0)**	**($0)**	**($0)**	**($0)**	**($0)**

End of worksheet

FY 28 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection

5/20/2026

118 <= Type in School District Number

NORTHLAND

	Calculations for Ten Year Projection	Pay 26 LLC #	Change only if requiring levy adjustments FY 2026	Payable 2026 LLC Certification FY 2027	Current Estimate FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035	FY 2036
1	**Type your district number in cell A2 (Minneapolis = 1.2)**													
2	**Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b, 16s, 18, 18r, 20b, 21, 26, 27 and 50b**													
3	**Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33**													
4	**Look-up data from following tabs**													
5	**Initial Formula Revenue**													
6	Current year APU	57		347.40	347.94	355.79	355.79	355.79	355.79	355.79	355.79	355.79	355.79	355.79
6a	Additional Pre-K Pupil Units (see line 16 of Pre-K application for details)				-	-	-	-	-	-	-	-	-	-
6b	Total Adjusted Pupil Units = (6) + (6a)				347.94	355.79	355.79	355.79	355.79	355.79	355.79	355.79	355.79	355.79
7	District average building age (uncapped)	401		31.81	31.81	32.81	33.81	34.81	35.81	36.81	37.81	38.81	39.81	40.81
8	Formula allowance			$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00
9	Building age ratio = (Lesser of 1 or (7) / 35)	402			0.90886	0.93743	0.96600	0.99457	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
10	Initial revenue = (6) * (8) * (9)	403		119,980	120,168	126,742	130,605	134,468	135,202	135,202	135,202	135,202	135,202	135,202
11	**Added Revenue for Eligible H&S Proj and/or Roofing > $100,000 / site**													
12	Debt Service for Existing Alt Facilities H&S Bonds (1B) - Gross before Debt Excess - Projects > $500,000 per site	701			-	-	-	-	-	-	-	-	-	-
13	Debt Excess related to Debt Service for Existing Alt Facilities H&S Bonds (1B)	755			-	-	-	-	-	-	-	-	-	-
14	Debt Service for Portion of Existing Alt Facilities Bonds from line (22) attributable to Eligible H&S Projects > $100,000 per site (1A)				-	-	-	-	-	-	-	-	-	-
15	Debt Excess related to Debt Service for Portion of Existing Alt Facilities Bonds attributable to Eligible H&S Projects > $100,000 per site (1A)				-	-	-	-	-	-	-	-	-	-
16a	Existing Net Debt Service for LTFM Bonds for Eligible New H&S Projects > $100,000 / site = (principal + interest)*1.05 - Portion of Bond Paid by Initial Revenue from "IAQFAA Bonds" tab				-	-	-	-	-	-	-	-	-	-
16b	New Debt Service for LTFM Bonds for Eligible New H&S Projects > $100,000 / site = (principal + interest)*1.05 - Portion of Bond Paid by Initial Revenue				-	-	-	-	-	-	-	-	-	-
16r	Existing Debt Service for LTFM Bonds for Eligible New Roofing Projects > $100,000 / site = (principal + interest)*1.05		beginning FY27		-	-	-	-	-	-	-	-	-	-
16s	New Debt Service for LTFM Bonds for Eligible New Roofing Projects > $100,000 / site = (principal + interest)*1.05				-	-	-	-	-	-	-	-	-	-
17	Net Debt Service for LTFM Bonds for Eligible New H&S Projects & Roofing Projects > $100,000 / site = (principal + interest)*1.05 - Portion of Bond Paid by Initial Revenue = (16a) + (16b) + (16r) + (16s)				-	-	-	-	-	-	-	-	-	-
18	Pay as you Go Revenue for Eligible New H&S Projects > $100,000 / site (corresponds to Category 2 on the expenditures spreadsheet)	405	-		-	-	-	-	-	-	-	-	-	-
18r	Pay as you Go Revenue for Eligible New Roofing Projects > $100,000 / site (corresponds to Category 6 on the expenditures spreadsheet)	406	beginning FY27		-	-	-	-	-	-	-	-	-	-
19	Total Additional Revenue for Eligible Projects >$100,000 / site (12) - (13) + (14) -(15) + (16a) + (16b) + (16r) + (16s) + (18) +(18r)	407		-	-	-	-	-	-	-	-	-	-	-
	Added Revenue for Pre-K Remodeling (for VPK approvals only)													
20a	Net Debt Service for Bonds Approved for Pre-K Remodeling	768			-	-	-	-	-	-	-	-	-	-
20b	Pay as you Go for Projects Approved for Pre-K Remodeling	408			-	-	-	-	-	-	-	-	-	-
20c	Total Pre-K Revenue				-	-	-	-	-	-	-	-	-	-
20d	**Total New Law Revenue (10) + (19) + (20c)**	409			120,168	126,742	130,605	134,468	135,202	135,202	135,202	135,202	135,202	135,202

FY 28 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection

5/20/2026

118 <= Type in School District Number

NORTHLAND

	Calculations for Ten Year Projection	Pay 26 LLC #	Change only if requiring levy adjustments FY 2026	Payable 2026 LLC Certification FY 2027	Current Estimate FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035	FY 2036
	Old Formula Revenue													
21	Old Formula Health & Safety Revenue (should match amounts entered into the Health & Safety Data Submission System through FY 2028) (corresponds to Category 1 on the expenditures spreadsheet)	410		39,000	39,000	39,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000
22	Old Formula Alt Facilities Debt Revenue (1A) - gross before Debt Excess	700			-	-	-	-	-	-	-	-	-	-
23	Debt Excess allocated to Alt Facilities Debt Service (1A) on line 22	754			-	-	-	-	-	-	-	-	-	-
24	Old Formula Alt Facilities Debt Revenue (1A) less Debt Excess	765			-	-	-	-	-	-	-	-	-	-
25	Old Formula Alt Facilities Net Debt Revenue (1B) = (12) - (13)	766			-	-	-	-	-	-	-	-	-	-
26	Old Formula Alt Facilities Pay as you Go Revenue (1A)	411	-		-	-	-	-	-	-	-	-	-	-
26b	Pay as you Go Revenue for Projects > $100,000 per site				-	-	-	-	-	-	-	-	-	-
27	Old Formula Alt Facilities Pay as you Go Revenue (1B) > $500,000 (should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2028)	412			-	-	-	-	-	-	-	-	-	-
27a	LTFM ">100K per site" Bonds				-	-	-	-	-	-	-	-	-	-
27b	LTFM "Other" Bonds for 1A Hold Harmless	414			-	-	-	-	-	-	-	-	-	-
28	Old Formula Deferred Maintenance Revenue = (if (22) + (26) = 0, (10) * ($64 / formula allowance))	417			20,239	21,346	21,997	22,647	22,771	22,771	22,771	22,771	22,771	22,771
29	Total Old Formula Revenue = (21)+(24)+(25)+(26)+(26b)+(27)+(27a)+(27b)+(28)	418		20,207	59,239	60,346	66,997	67,647	67,771	67,771	67,771	67,771	67,771	67,771
30	**Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]**	**419**		119,980	120,168	126,742	130,605	134,468	135,202	135,202	135,202	135,202	135,202	135,202
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as Positive Number	420		-	-	-	-	-	-	-	-	-	-	-
32	**District LTFM Revenue (30) - (31)**	**421**		119,980	120,168	126,742	130,605	134,468	135,202	135,202	135,202	135,202	135,202	135,202
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	422		-	-	-	-	-	-	-	-	-	-	-
34	**Grand Total LTFM Revenue (32) + (33)**	**423**		119,980	120,168	126,742	130,605	134,468	135,202	135,202	135,202	135,202	135,202	135,202
	Aid and Levy Shares of Total Revenue													
35	For ANTC & APU - Three Year Prior Date			2024	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
36	Three Year Prior Ag Modified ANTC	35		32,407,914	32,407,914	34,537,751	35,919,261	37,356,031	38,850,272	40,404,283	42,020,455	43,701,273	45,449,324	47,267,297
37	Three Year Prior Adjusted Pupil Units (APU)	54		338.85	338.85	333.05	334.00	347.94	355.79	355.79	355.79	355.79	355.79	355.79
38	ANTC / APU = (36) / (37)	425		95,640.89	95,640.32	103,700.15	107,542.42	107,362.08	109,193.03	113,560.75	118,103.19	122,827.31	127,740.40	132,850.02
39	State Average ANTC / APU with Ag Value Adjustment	426		13,658.30	13,658.30	14,248.69	14,899.31	15,697.71	16,326.00	16,979.00	17,658.00	18,364.00	19,099.00	19,863.00
40	Equalizing Factor = 125.5% of (39) or 127% of (39) starting FY 28 and late	427		17,141.17	17,141.17	18,095.84	18,922.12	19,936.09	20,734.02	21,563.33	22,425.66	23,322.28	24,255.73	25,226.01
41	Local (Levy) Share of Equalized Revenue (lesser of 1 or (38) / (40))	428		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
42	State (Aid) Share of Equalized Revenue (1 - (41))	429		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
43	Equalized Revenue (lesser of (34) or (6) * (8))	424		119,980	120,168	126,742	130,605	134,468	135,202	135,202	135,202	135,202	135,202	135,202
44	Initial LTFM State Aid (42) * (43)	430		-	-	-	-	-	-	-	-	-	-	-
45	Old Formula Grandfathered Alternative Facilities Aid	432		-	-	-	-	-	-	-	-	-	-	-
46	Total LTFM State Aid (greater of (44) or (45))	433		-	-	-	-	-	-	-	-	-	-	-
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	436		119,980	120,168	126,742	130,605	134,468	135,202	135,202	135,202	135,202	135,202	135,202
48	**Debt Service Portion of Revenue (non-grandfather districts *)**													
49	Subtotal Debt Service Revenue from Above = (12) - (13) + (17) + (20a) + (24)	765+766+767+768+770			-	-	-	-	-	-	-	-	-	-
50	Existing LTFM Bonds excluding Bonds on line 17 (principal + interest)*1.05 from "FM Other Bonds" tab				52,852	51,739	55,876	54,624	53,372	46,869	51,006	49,754	48,502	-
50b	New LTFM Bonds excluding Bonds on line 17 (principal + interest)*1.05				-	-	-	-	-	-	-	-	-	-
51	Total Debt Service Revenue = (49) + (50) + (50b)	771			52,852	51,739	55,876	54,624	53,372	46,869	51,006	49,754	48,502	-

FY 28 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection

5/20/2026

118 <= Type in School District Number

NORTHLAND

	Calculations for Ten Year Projection	Pay 26 LLC #	Change only if requiring levy adjustments FY 2026	Payable 2026 LLC Certification FY 2027	Current Estimate FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035	FY 2036
52	Equalized Debt Service Revenue (lesser of (43) or (51))	437			52,852	51,739	55,876	54,624	53,372	46,869	51,006	49,754	48,502	-
53	Debt Service Aid = (52) * (42)	438			-	-	-	-	-	-	-	-	-	-
54	Equalized Debt Service Levy = (52) - (53)	440			52,852	51,739	55,876	54,624	53,372	46,869	51,006	49,754	48,502	-
55	Unequalized Debt Service Revenue and Levy = (greater of zero or (51) - (52))	441			-	-	-	-	-	-	-	-	-	-
56	**General Fund Portion of Revenue (non-grandfather districts *)**													
57	Total General Fund Revenue = (34) - (51) (includes **Coop Levy**, if any in line 33)	442			67,316	75,003	74,729	79,844	81,830	88,333	84,196	85,448	86,700	135,202
58	General Fund Equalized Revenue = (43) - (52)	443			67,316	75,003	74,729	79,844	81,830	88,333	84,196	85,448	86,700	135,202
59	Total General Fund Aid = (46) - (53)	444			-	-	-	-	-	-	-	-	-	-
60	General Fund Equalized Levy = (58) * (41)	445			67,316	75,003	74,729	79,844	81,830	88,333	84,196	85,448	86,700	135,202
61	General Fund Unequalized Levy = (57) - (58)	446			-	-	-	-	0	0	0	0	0	0
62	Total General Fund Levy = (60) + (61)	447			67,316	75,003	74,729	79,844	81,830	88,333	84,196	85,448	86,700	135,202
48	**Debt Service Portion of Revenue (Grandfather Districts *)** *** MPLS, Anoka, Bloomington, Robbinsdale, Rochester, St. Paul, Duluth**	765+766+767+768+770												
51	Total Debt Service Revenue = (49) + (50) + (50b)	771			52,852	51,739	55,876	54,624	53,372	46,869	51,006	49,754	48,502	-
52	Equalized Debt Service Revenue (lesser of (43) or (51))	437			52,852	51,739	55,876	54,624	53,372	46,869	51,006	49,754	48,502	-
53	Debt Service Aid = (52) * (42)	439			-	-	-	-	-	-	-	-	-	-
54	Equalized Debt Service Levy = (52) - (53)	440			52,852	51,739	55,876	54,624	53,372	46,869	51,006	49,754	48,502	-
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	441			-	-	-	-	-	-	-	-	-	-
56	**General Fund Portion of Revenue (Grandfather Districts *)**													
57	Total General Fund Revenue = (34) - (51) (includes coop levy, if any in line 33)	442			67,316	75,003	74,729	79,844	81,830	88,333	84,196	85,448	86,700	135,202
58	General Fund Equalized Revenue = (43) - (52)	443			67,316	75,003	74,729	79,844	81,830	88,333	84,196	85,448	86,700	135,202
59	Total General Fund Aid = (46) - (53)	444			-	-	-	-	-	-	-	-	-	-
60	General Fund Equalized Levy = (58) * (41)	445			67,316	75,003	74,729	79,844	81,830	88,333	84,196	85,448	86,700	135,202
61	General Fund Unequalized Levy = (57) - (58)	446			-	-	-	-	0	0	0	0	0	0
62	Total General Fund Levy = (60) + (61)	447			67,316	75,003	74,729	79,844	81,830	88,333	84,196	85,448	86,700	135,202

Notes:

1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid.
2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan.
3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.

End of Worksheet

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT entered into between **INDEPENDENT SCHOOL DISTRICT NO. 118, NORTHLAND COMMUNITY SCHOOLS,** hereinafter referred to as "**Northland**" and **INDEPENDENT SCHOOL DISTRICT NO. 317, DEER RIVER SCHOOLS,** hereinafter referred to as "**Deer River**".

RECITALS

The parties hereto recite and declare as follows:

A. **Northland and Deer River** are public school districts created by and operating under the laws of the state of Minnesota.

B. **Deer River** desires to purchase and obtain certain professional services from **Northland:** specifically, .7 FTE licensed school psychologist services, for the 2026-2027 school year.

C. **Northland** desires and agrees to provide the needed professional services to **Deer River,** as set forth herein.

NOW, THEREFORE, FOR THE REASONS SET FORTH ABOVE AND IN CONSIDERATION OF THE MUTUAL COVENANTS AND PROMISES OF THE PARTIES HERETO, THE PARTIES COVEANT AND AGREE, AS FOLLOWS:

I. DESCRIPTION OF WORK:

Northland shall provide to **Deer River** the following services:

A .7 FTE licensed school psychologist services for the 2026-2027 school year;

II. PAYMENT:

Deer River shall pay to **Northland** for the above services, as follows:

The sum of the .7 FTE of MA+45, Step 15 ($85,987) from the salary schedule in the Northland teacher contract plus benefits and relevant administrative costs payable at the end of FY27, or as otherwise agreed upon by the parties.

III. PERSONNEL PERFORMING SERVICES:

A. Personnel or employees of **Northland** assigned by **Northland** to perform the professional services described above shall be, during the term of this agreement, qualified and properly licensed to perform the duties and services contemplated and intended by this agreement. **Northland** agrees that it shall provide the Superintendent of **Deer River** with the identity and curriculum vitae of the person(s) it intends to assign to the performance of these services at the commencement of the school year, and that every reasonable effort shall be made to provide continuity in the performance of these services throughout the school year. The parties shall meet and confer prior to any such assignment, and must agree on the person(s) assigned by **Northland** to perform the services.

Northland agrees and represents that it shall have subjected any personnel assigned to perform services under this contract to both a criminal history and background check, and shall not assign anyone to perform services under this agreement who has any record or history which would have a negative bearing on that individual's ability to properly and safely perform the services contemplated by this agreement, or who might pose even the slightest risk to co-employees or students with whom he/she may come into contact.

B. **Northland** assumes full responsibility for its employee/personnel providing services hereunder, and will make all deductions required of employers by state, federal and local laws, including deductions for TRA, social security and withholding taxes, and contributions for unemployment compensation; and shall maintain workers' compensation and liability insurance coverage for such employee.

C. **Northland** shall not be permitted to subcontract any of the services to be provided hereunder to any other entity, without the express written consent of **Deer River.**

IV. RELATIONSHIP OF PARTIES:

A. The parties intend that an independent contractor relationship be created by this contract. The overall conduct and control of the services performed under this agreement will lie with **Northland.** However, **Northland** agrees and represents that its employees/personnel shall perform said services in accordance with approved methods and procedures for such services and in conformity to federal and state law, rule and policy.

B. **Northland** and its employees/personnel performing services under this contract are not to be considered as agents or employees of **Deer River** for any purpose, and **Northland's** personnel/employees will not be entitled to any benefits from **Deer River** or to any of the benefits and rights which **Deer River** provides its own employees.

V. DURATION:

A. The agreement shall continue throughout 2026-2027 school year and shall automatically terminate at that time, unless renewed or extended by written agreement of the parties.

VI. COMPLIANCE WITH POLICIES AND PROCEDURES:

A. **Northland** agrees that its personnel/employee assigned to perform services under this contract shall fully comply with all policies and procedures of **Deer River**, and will be subject to on-site, day-to-day direction of the superintendent and building principal of **Deer River** relative to the performance of such services, so as to conform to the needs and mission of **Deer River.** Any deficiency, failure, or refusal on the part of any employees of **Northland** assigned to perform the services with regard to compliance with the policies and procedures of **Deer River** and the directions of its site administrator or superintendent shall be both orally and in written form brought to the attention of the designated **Northland** administrator having oversight responsibilities over said employee.

B. **Northland** agrees that its employee assigned to perform services under this agreement shall conform to, and comply with, all federal and state laws dealing with the release and dissemination of data. Further, the conduct and actions of any such employee, whether by omission or commission, shall not violate any of the policies and rules of **Northland**; with any such violation of policy or rule to be considered also a violation of policy or rule of **Deer River**.

C. **Northland** agrees and represents that its employee will not perform any of the services contemplated and intended by this agreement after having used or consumed any alcoholic beverages, illegal drugs, or after misusing prescription drugs.

D. The parties agree that any violation or non-compliance by the employee assigned by **Northland** to perform services under this agreement shall be dealt with by **Northland**, and shall be subject to **Northland's** collective bargaining agreement and disciplinary process. However, **Deer River** shall have the right to request removal of any such employee from performing services under this agreement, and have the right to have another **Northland** employee assigned to perform said services.

E. All written information, data, student records, personnel records and other data compiled or kept in conjunction with the services performed under this contract, or related thereto, will be subject to state and federal data practice laws and rules to the extent that each party to this contract complies with and safeguards its own data. Each party shall be responsible for its own wrongful acts with regard to the inappropriate or unlawful release of protected data, but shall be allowed and authorized to have access to each other's data to the extent necessary to perform services under this agreement.

VII. LIABILITIES AND INDEMNIFICATION:

A. **Northland** shall be solely liable for the actions, conduct, and/or wrongdoing, whether by omission or commission, of any of its personnel/employees assigned to perform services under this agreement and arising directly or indirectly from the performance of those services. **Northland** agrees that it shall hold **Deer River** harmless from and for any claim or cause of action which might arise therefrom.

B. **Deer River** shall be solely liable for the actions, conduct, and/or wrongdoing, whether by omission or commission, of any of its personnel/employees. **Deer River** agrees that it shall indemnify and hold **Northland** harmless from and for any claim or cause of action which might arise therefrom.

VIII. DISPUTE RESOLUTION:

The parties agree that any and all disputes arising out of this agreement shall be subject to binding arbitration through the Minnesota Bureau of Mediation Services, and shall be conducted in accordance with its procedures and rules. Under no circumstances, shall the arbitrator render a decision which is outside the parameters and the specific terms and provisions of this agreement.

XI. TERMS TO BE EXCLUSIVE:

A. The entire agreement between the parties with respect to the services provided hereunder is contained in this agreement.

B. The provisions of this agreement are for the benefit of the parties hereto and not for the benefit of any other person or legal entity.

X. WAIVER OR MODIFICATION OF TERMS.

No waiver, alteration or modification any of the terms and provisions of this agreement shall be binding unless in written form and signed and executed by the authorized representatives of the parties hereto.

"**Deer River":**

INDEPENDENT SCHOOL DISTRICT NO. 317,
Deer River Schools,

By _____
Authorized Signature

Date_____

"**Northland":**

INDEPENDENT SCHOOL DISTRICT NO. 118,
NORTHLAND

By _____
Authorized Signature

Date_____

State of Minnesota
Minnesota State Colleges and Universities
Central Lakes College
College in the Schools/Concurrent Enrollment Agreement
2025-2026 Academic Year
(Updated June 2025)

THIS COLLEGE IN THE SCHOOLS/CONCURRENT ENROLLMENT AGREEMENT, and amendments and supplements thereto, (hereinafter "contract") is between the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities (hereinafter "Minnesota State"), on behalf of CENTRAL LAKES COLLEGE (hereinafter "COLLEGE"), and Northland High School (hereinafter "HIGH SCHOOL").

WHEREAS: COLLEGE is an autonomous college in the Minnesota State system.

WHEREAS: Northland High School is affiliated with ISD #118 and

WHEREAS: it is understood that the HIGH SCHOOL, acting under the authority of its school district, and COLLEGE, respectively, need to act at times jointly and at times severally, as appropriate to the circumstance, with respect to this agreement; and

WHEREAS: COLLEGE is desirous of offering college level classes to HIGH SCHOOL through a program known as the Post-Secondary Enrollment Options program (hereinafter "PSEO"), a component of which provides for college-level classes to be offered at high schools, known as the College in the Schools/Concurrent Enrollment Program (hereinafter "CIS/CEP"); and

WHEREAS: HIGH SCHOOL is desirous of receiving college courses which meet transfer criteria to colleges and universities within Minnesota State, and when appropriate technical courses which meet transfer criteria to vocational/technical colleges within Minnesota State and services from COLLEGE through the CIS/CEP; and

WHEREAS: it is understood that the goals of the CIS/CEP can best be accomplished if HIGH SCHOOL and COLLEGE, collaboratively establish long-term working relationships to develop and improve delivery of services to the high school students and:

WHEREAS: the governing policies of the CIS/CEP program and this agreement are established by law and the Minnesota State Board of Trustees, which include the following general provisions that are considered to be minimum requirements (Minnesota State Policy, Chapter 3 Section 5):

Definitions

Post-Secondary Enrollment Options Program or "PSEO". The PSEO program is established by Minnesota Statutes section 124D.09 to "promote rigorous educational pursuits and provide a wider variety of options for students." Through PSEO, high school students may earn both secondary and post-secondary credit for college or university courses completed on a college or university campus, at a high school, or at another location.

PSEO College in the Schools/Concurrent Enrollment Course (College in the Schools). A PSEO concurrent enrollment course is a college or university course made available through the PSEO program, offered through a secondary school, and taught by a secondary teacher.

Post-Secondary Enrollment Options Expectations

Minnesota State shall provide opportunities for students to participate in the PSEO Program. Students shall be admitted according to criteria that promote progress through college-level coursework and that augment their continued academic growth consistent with board policies and system procedures.

Enrollment on campus. Enrollment of PSEO students in courses on a college or university campus or in online classes taught by CLC College Employees shall be allowed on the basis of available space as defined by the college or university.
Compliance with standards. Colleges and universities shall require PSEO conduct standards.
Developmental courses. Colleges and universities shall not enroll students in developmental courses through PSEO.

And:

WHEREAS: HIGH SCHOOLS and Colleges wish to enter into this agreement through their respective agents for the delivery of CIS/CEP courses, which would be of mutual benefit:

NOW, THEREFORE, it is agreed:

I. Duties of each participating COLLEGE and HIGH SCHOOL

A. COLLEGE'S Duties. COLLEGE shall:

Ensure that the Director of Dual Enrollment and CIS Enrollment Coordinator:

- Provide necessary registration, withdrawal, and drop-add information.
- Provide print and/or electronic materials with information that informs students about the academic and student support services available to all students at the college and outlines their responsibilities, including their responsibility to communicate with their high school about their academic progress in courses offered through PSEO (Minnesota State Policy, Chapter 3.5.1 Part 3 Subpart A).
- Maintains records documenting each CIS/CEP course.
- Provides evaluation tools to faculty, counselors, principals and superintendents for the purpose of evaluating each college faculty collaborator as well as the program in general.

Ensure that the COLLEGE assessment coordinator:

- Provides the means for college course placement assessment testing.

Ensure that the COLLEGE records office:

- Creates course lists and grade sheets or makes them available online through e-services.
- Makes appropriate record adjustments for students in accordance to Drop/add and Withdrawal policies.
- Makes grades available to students within three weeks after the course ends and grades are reported by the instructor.
- Provides student official transcripts upon receipt of online request.
- Maintains college course records for high school students and awards college credit for successfully completed courses.

Ensure that each COLLEGE faculty collaborator:

- Supports the high school CIS/CEP teachers, giving additional time and attention to teachers new to the program.
- Collaborates with the high school CIS/CEP teacher to clarify the approved college course outline and to create a course syllabus for the CIS/CEP course.
- Reviews course textbook options with CIS/CEP teacher, provide college text information and/or exam copies of the text if requested, and provides course outlines, sample syllabi, sample exams, sample assignments, and assignments for the CIS/CEP teacher's use if requested.
- Provides teachers who have taught the course previously with copies of new course outlines, new calendars, schedules or other information as courses change.
- Collaborates with high school CIS/CEP teachers to assure that required Student Learning Assessment activities take place, including any departmental exams and assessments.
- Provides assistance to access college course lists through e-services and StarID log-in to the high school CIS/CEP teacher if requested.
- Visits the class during the semester to observe teaching and student response to instruction, meeting with the teacher before and/or after each classroom observation. Classes taught by high school CIS/CEP teachers who have taught the course previously will be visited once at a minimum, while classes taught by high school CIS/CEP teachers who have not taught the course previously will be visited twice at a minimum. If distance or scheduling prevent an in person visit, a web-based/telepresence meeting can suffice.
- Review selected student graded assignments, tests and papers if requested to do so.
- Engages in an on-going dialogue (face-to face, ITV, on-line, by telephone, etc.) with the high school CIS/CEP teacher not less than once per term and is available to the high school teacher by phone, email, or other means to offer assistance/guidance as requested and work with the CIS/CEP teacher to ensure that the course meets the learning outcomes contained in the course outline approved by the college and

that the students are held to college-level standards (Minnesota State Policy, Chapter 3.5.1 Part 4 Subpart D Number1).

- Provide assistance to CIS/CEP teachers to access the COLLEGE Library and D2L Brightspace online systems as requested.
- Extends to high school CIS/CEP teachers, invitations to participate in appropriate campus-based faculty development activities (Minnesota State Policy, Chapter 3.5.1 Part 4 Subpart D Number 2).
- Submit to the COLLEGE CIS/CEP Director and appropriate COLLEGE Academic Dean, a brief final written report at the end of the semester for each CIS/CEP course assigned summarizing the collaborative activities and discussing ways the experience may be improved for everyone involved. It is important to remember that the goal of collaboration is for the two instructors to discuss the course and share information about content, college-level expectations, instructional methodology, and changes in the field of study. It is designed to allow two professional educators to have a formal opportunity to engage in a professional discussion. It is not the purpose of this collaboration to evaluate the instructor or the quality of the teaching and learning of the course. All faculty evaluations will remain the responsibility of their respective institutions.

B. HIGH SCHOOLS DUTIES. The HIGH SCHOOL shall:

Ensure the following program logistics:

- Provide general information about CIS/CEP to all sophomores and juniors enrolled in their high school (MN Statutes 2004, Section 124D.09, and Subdivision 7).
- Provide the concurrent enrollment courses for the following academic year to the COLLEGE CEP/CIS Director by June 15.
- Have students who plan to take a CIS/CEP course the following year each complete the COLLEGE Application Form, Accuplacer Assessment - if needed, and submit high school GPA information.
- Send the completed forms to the COLLEGE CIS/CEP Enrollment Coordinator or designee.
- Ensure students have registered or requested registration by the 15th school day of the term. Students will only be added to the course after day 15 of the semester with permission from the Dean of Enrollment Management and Student Success. In order to complete requested registrations students must be admitted to CLC.
- Assist in student compliance with the Drop/add and Withdrawal Policies by either dropping/withdrawing through eServices or requesting that the Director of Dual enrollment facilitate a drop/withdraw. If notification is made within the first 15 days of the term, the course will be dropped. The deadline for students to withdraw is at the 80th percentile of the class term after which time they will earn their grade.
- To the extent possible, provide counseling services to students and their parents or guardian before students enroll in CIS/CEP courses. This ensures that the students and their parents or guardian are fully aware of the risks and possible consequences of enrolling in CIS/CEP courses.
- Provide all textbooks and other instructional materials/equipment required for the course as these are described in the course syllabus.

Ensure the following course scheduling requirements:

- The total enrollment (CIS/CEP students and non-CIS/CEP students combined) must not exceed the course maximum established by the COLLEGE, unless approved by the COLLEGE.
- CIS/CEP courses should be scheduled at times not normally used for school sports and activities to minimize absences due to school related activities.
- A minimum of 51% of students enrolled in a high school CIS/CEP course must be taking the course for college credit. Exceptions must be approved in advance by the COLLEGE. Failure to comply may jeopardize the continuation of offering the CIS course for the following academic year.
- Provide a list annually to the CIS Director of CIS/CEP courses offered at the high school that have both concurrent enrollment students and non-concurrent enrollment (high school credit only).

Ensure that each high school CIS/CEP teacher does the following:

- Attend CIS new instructor orientation prior to teaching the CIS course.
- Creates a course syllabus for the CIS/CEP course in collaboration with the college faculty (see CIS Syllabus checklist for required information). A copy of the CIS syllabus MUST be submitted to the CIS/CEP Collaborator prior to the start of the course. This syllabus is to be provided to each CIS student on the first class day.
- Works to ensure each CIS/CEP course is equivalent in content and rigor to the same course offered on the college campus and covers all elements of the common course outline. If CIS instructor is asked in

advance, s/he will provide documentation such as copies of quizzes, exams, and completed homework assignments that are examples of student A-level work, B-level work and C-level work. A student's grade in a course is to be based on their academic performance on assignments and tests. Testing will cover the full curriculum of the courses and if there are COLLEGE departmentally-required exams, the CIS instructor will comply in administering the exams.

- Assigns final letter grades to each student on the class list immediately after the semester ends. All CIS grades must be entered into faculty e-services within 2.5 business days of the course ending.

Ensure that each high school administrator does the following:

- The high school administrator ensures that CEP students are held to the same grading standards as those expected of students in on campus sections and CIS/CEP students are assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in on campus sections.

II. REQUIREMENTS

The following is to be understood and agreed to by both the HIGH SCHOOL and COLLEGE:

<u>CIS/CEP Instructor Qualifications</u>

- For Liberal Arts Transfer Courses, it is required that high school CIS/CEP teachers hold a Master's Degree in field or a Master's Degree plus 18 graduate credit hours related to the discipline in which he or she is teaching. However, a high school CIS/CEP teacher making progress toward meeting this requirement may be considered based upon submission of a detailed Professional Development (PD) plan. In Technical Disciplines a mix of formal academic preparation and discipline-specific work experience will be considered.
- The CIS/CEP HIGH SCHOOL shall complete the CIS application form and forward copies of undergraduate and graduate transcripts, and a resume, to the COLLEGE CIS/CEP Director. Repeat teachers need to submit updated documentation as they further their education and/or gain discipline-specific work experience.

<u>CIS/CEP Instructor Non-Compliance Policy for Professional Development</u>

All CIS instructors are expected to attend annual professional development to stay informed of college expectations as they relate to current course content and rigor. CIS Instructors **are expected** to attend the annual discipline-specific workshop to stay in compliance with the policy.

The Director of Concurrent Enrollment maintains documentation of annual CIS professional development participation for all CIS Instructors. The Director conducts an annual compliance review and notifies those CIS instructors who are in danger of non-compliance with the participation policy.

In the event a CIS instructor misses the annual professional development workshop and has not made arrangements to meet individually with the faculty collaborator prior to the start of the term, the following will result:

(1) The faculty collaborator will contact the CIS instructor to coordinate a meeting. An individual meeting between the faculty collaborator and CIS instructor will serve as a substitute (on a one-time-basis) for the annual professional development workshop. The primary focus of the meeting will be to review discipline-specific expectations related to course content and rigor.

(2) If the CIS instructor is unable to meet with the faculty collaborator, cancels the meeting, or is unwilling to find a time to meet, the Director will advise the High School Administrator and CIS instructor that his/her course is in jeopardy of being cancelled. The CIS instructor will then be responsible for contacting the faculty collaborator to schedule a meeting and report back to the Director with the meeting specifics.

(3) If the instructor misses the annual professional development workshop and DOES NOT meet with the faculty collaborator prior to the start of the succeeding academic year, the instructor will be put on probation for a one-year period. During the probationary period, the CIS instructor MUST meet with the faculty collaborator and attend the next professional development workshop. The high school principal and collaborator will both be informed of the probationary period and consequences of non-compliance.

(4) If, at the end of the year of probation the instructor is still non-compliant, the CIS course is cancelled and the instructor is no longer considered a CIS instructor for that course.

NOTE: If an instructor has been approved to offer CIS courses in more than one discipline, workshop attendance is tracked for each discipline. Cancellation of one CIS course due to non-compliance does not automatically cancel other CIS courses.

CIS/CEP Instructor Non-Compliance Policy for Course Content

All CIS instructors are expected to adhere to the CLC common course outline content, academic rigor, and assessment components. Non-compliance occurs when any of the outlined CIS course content expectations are not adhered to.

If the faculty collaborator has significant concerns regarding a CIS instructor's adherence to the course content, academic rigor, and/or assessment components, the instructional issues will be addressed on a case-by-case basis, with the goal of assisting the CIS instructor to correct the concerns.

(1) The faculty collaborator's concerns will be documented in writing in the site visit report and sent to the Director of Concurrent Enrollment. The written documentation will be kept in the CIS Program's Master Files.
(2) The Director will contact the high school administrator to coordinate a meeting with the CIS instructor, faculty collaborator, the Director, and high school administrator to discuss instructional concerns and develop an action plan.
(3) The faculty collaborator will follow up with the CIS instructor, either through another meeting or through a classroom observation, to determine if the concerns outlined in the action plan have been addressed and resolved.
(4) If, after thorough consultation and careful consideration, the Director of Concurrent Enrollment, the faculty collaborator, and the Academic Dean determine that the course does not maintain college quality, the Director will cancel the course for the subsequent academic year and the instructor will lose his/her status as a CIS instructor in that discipline. The high school administration will be informed of the College's decision, and Director will work with the high school to identify another instructor, if appropriate.

NOTE: If an instructor has been approved to offer CIS courses in more than one discipline or course, the faculty collaborator for each area will assess adherence to course content. Cancellation of one CIS course due to non-compliance does not automatically cancel other CIS courses.

Student Admission Requirements

- Eligible students are juniors with at least a 3.0 GPA and seniors with at least a 2.5 GPA AND
- Meet or exceed the prerequisites for designated CIS/CEP courses.
- Freshman and Sophomore students are eligible provided their enrollment doesn't exclude qualifying juniors or seniors, and they
  (1) receive prior written approval from a high school counselor and/or CIS/CEP faculty OR
  (2) are in the top 10% of their graduating class
- Students not meeting one or more of the Admissions Requirements listed above may appeal by providing other documentation of readiness to perform college-level work. Online appeals must include: The name of the student, student contact information and the name of high school and a recommendation from the High School Counselor, or designee, and/or CEP/CIS faculty stating why the student should be allowed into the class.

Student Academic Standing requirements:

- PSEO Students (including Concurrent Enrollment Students) must maintain a 2.0 GPA and a course completion rate of 66.67% to remain eligible to enroll in future courses.
- PSEO students, taking courses on the CLC campus, who have not maintained a 2.0 GPA and a 66.67% course completion rate for two semesters, will be required to return to their high schools. PSEO students, taking concurrent courses at their high school, who have not maintained a 2.0 GPA and a 66.67% course completion rate for two semesters, will only be eligible to enroll in future concurrent course offerings with an approved appeal.

Student Registration Requirements

- Potential CIS/CEP students shall inform the high school in a timely manner of their intent to enroll in CIS/CEP courses during the following year.
- Potential CIS/CEP students must indicate the courses in which they intend to enroll by way of the high school's designated registration system.
- The COLLEGE Drop-Add and Withdrawal Policy applies to enrolled CIS/CEP students. It is understood that adjustments will be made to the student record by the college records office.

III. CONSIDERATION AND TERMS OF PAYMENT.

A. Consideration for all services performed by COLLEGE pursuant to this Agreement shall be paid by the HIGH SCHOOL as follows:

HIGH SCHOOL will pay $3000 for each CIS/CEP *course* offered per term. Multiple sections of the same course taught by the same instructor during the same term will not incur an additional fee. This includes online courses. For CIS/CEP courses utilizing CIS Team Teaching, the HIGH SCHOOL will pay $6000 *per section* per term.

B. Terms of Payment. Payment shall be made by HIGH SCHOOL within 30 days after the COLLEGE has presented invoices for services performed to the HIGH SCHOOL. Invoices for course fees, course deficiency payments, and supplemental services shall be calculated once each academic term with the invoice to be submitted to the appropriate high school no later than October 30 for fall term and March 15 for spring term.

IV. TERMS OF AGREEMENT. This agreement shall be effective July 1, 2025, or upon the date that the final required signature is obtained by COLLEGE, whichever occurs later, and shall remain in effect until June 30, 2026, or until all obligations set forth in this Agreement have been satisfactorily fulfilled, whichever occurs first.

V. CANCELLATION. This Agreement may be cancelled during its term only by mutual agreement between HIGH SCHOOL and COLLEGE. In the event of such a cancellation, COLLEGE shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

VI. AUTHORIZED REPRESENTATIVES.

Each Authorized Representative shall have final authority for acceptance of services of the other party and shall have responsibility to ensure that all payments due to the other party are made pursuant to the terms of this Agreement.

A. For collective actions, HIGH SCHOOL Authorized Representative for the purposes of administration of this Agreement is: Mary Yakibchuk, Superintendent
B. For individual actions, the Authorized Representative of the COLLEGE for the purpose of administration of this agreement is as follows: CENTRAL LAKES COLLEGE, Paul Preimesberger, Dean of Enrollment Management and Student Success, Central Lakes College, 501 West College Drive, Brainerd, MN 56401

VII. ASSIGNMENT. Neither the COLLEGE nor the HIGH SCHOOL may assign nor transfer any rights or obligations under this Agreement without the prior written consent of the other party.

VIII. AMENDMENTS. Any amendments to this Agreement shall be in writing, and shall be executed by the same parties who executed the original agreement, or their successors in office.

IX. LIABILITY. HIGH SCHOOL agrees to indemnify and save and hold COLLEGE, their representative and employees, harmless from any and all claims or causes of action arising from the performance of this contract by the HIGH SCHOOL or the HIGH SCHOOL agents or employees. This clause shall not be construed to bar any legal remedies the HIGH SCHOOL may have for COLLEGE failure to fulfill their obligations pursuant to this contract.

X. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE. HIGH SCHOOL agrees that in fulfilling the duties of this contract, HIGH SCHOOL is responsible for complying with the applicable provisions of the Americans with Disabilities ACT, 42 U.S.C. Section 12001, et seq. and regulations promulgated pursuant to it. COLLEGE is not responsible for issues or challenges related to compliance with the ADA beyond their own routine use of facilities, services, or other areas covered by the ADA.

XI. GOVERNMENT DATA PRACTICES ACT. HIGH SCHOOL must comply with the Minnesota Government Data Practices Act, Minnesota Statues Chapter 13 as it applies to all data provided by COLLEGE in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the HIGH SCHOOL in accordance with this contract. The civil remedies of Minnesota Statues Section 13.08, apply to the release of the data referred to in this Article by either HIGH SCHOOL or COLLEGE.

In the event a HIGH SCHOOL receives a request to release the data referred to in this Article, the HIGH SCHOOL must immediately notify the appropriate COLLEGE. COLLEGE will give HIGH SCHOOL instructions concerning the release of the data to the requesting party before the data is released.

XII. OWNERSHIP OF MATERIALS AND INTELLECTUAL PROPERTY RIGHTS. Each COLLEGE shall own all rights, including all intellectual property rights, in all original materials including any curriculum materials, inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer-based training modules, electronically or magnetically recorded materials and other work in whatever form, developed by COLLEGE and its employees and contractors individually or jointly. Materials developed jointly between any college employee and/or contractor and any HIGH SCHOOL employee in the performance of its obligations under this contract shall be jointly owned by COLLEGE and HIGH SCHOOL. Materials developed individually by any HIGH SCHOOL employee in performance of his/her duties under this contract shall belong to HIGH SCHOOL: however, COLLEGE shall have a non-exclusive, unrestricted right to use such materials in the future. This provision shall not apply to materials developed by the COLLEGES, their contractors and/or employees, or those developed by the HIGH SCHOOL or any HIGH SCHOOL employee prior to the existence of this contract.

XIII. PUBLICITY. Any publicity given the program, publications, or services provided resulting from this Agreement, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the HIGH SCHOOL or its employees individually or jointly with others, or any subcontractors shall identify the COLLEGE as the sponsoring agency and shall not be released prior to approval by the COLLEGE authorized representative.

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

APPROVED:

1. **HIGH SCHOOL DISTRICT**

By (authorized signature) Mark Morrison (Aug 5, 2025 15:49:32 CDT)
Title Superintendent
Date 08/05/2025

2. **VERIFIED AS TO ENCUMBRANCE**

By (authorized signature)
Title Account Clerk Senior
Date

3. **CENTRAL LAKES COLLEGE**

By (authorized signature) Cheryl Norman
Title Vice President of Academic & Student Affairs
Date 08/05/2025

4. **AS TO FORM AND EXECUTION**

By (authorized college/university/office of the chancellor initiating agreement)
Title Vice President of Administrative Services
Date 08/05/2025

2025-26 CIS Contract

Final Audit Report 2025-08-05

Created:	2025-07-25
By:	Natalia DePauw (natalia.depauw@clcmn.edu)
Status:	Signed
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Agreement completed.

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Bid tabulation Form
Northland Community Schools - Commodities
Bid Date & Time: June 22, 2026 at 2:00pm

VENDOR	PRODUCT/SERVICE	BID FY26	BID FY27	Apprvd/Rej.
EPIC LLC	Snow removal Longville	$150 <5 in. $175 >5 in.	Donation of service	
Ruyak Enterprises	Snow Removal Remer	$96/hr.	$97/hr.	
Troje Landscaping & Renovations	Snow Removal Remer	NA	$235/hr.	
Troje Landscaping & Renovations	Snow Removal Longville	NA	$235/hr	
Northern Star	Fuel Oil	$2.98/gal.	$3.59/gal.	
Best Oil	Fuel Oil	$2.605	$3.3942/gal.	
Ferrellgas	Propane	$1.135/gal.	$1.315/gal.	
Northern Star	Propane	$1.649/gal.	$1.79/gal.	
Sandstrom's	Milk	$0.36/carton white $0.40/carton chocolate	$0.41/carton white $0.44/carton chocolate	

Northland Community Schools

ISD #118

Teacher Handbook

2026~~5~~-2027~~6~~

ISD #118 does not discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, familial status, religion, creed, gender, marital status, genetic information, or receipt of public assistance in admission, access to, or treatment or employment in its programs and activities.

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INTRODUCTION

This handbook has been prepared to acquaint you with the applicable policies, procedures, practices, and benefits of Northland Community Schools. It is intended to provide you with information about the district that will be helpful to you in the course of your employment. Because of this, we expect you to take the time to read it and become familiar with its contents.

It has been continually updated to reflect any policy, procedure, practice or benefit changes. This latest edition is effective August 24~~6~~, 2026~~5~~, and supersedes all previous policies, procedures, practices, and benefits of the district, both oral and written. If there are any discrepancies in benefit information provided in this handbook and benefit plan documents, the language in the benefit plan documents shall prevail.

The handbook is simply a summary of the district's current policies, procedures, practices, and benefits for your personal education and therefore should not be construed as a legal document. This handbook is not a contract of employment.

This handbook is intended for teachers of Northland Community Schools. The word "teacher", shall mean all persons in the appropriate unit employed by the School District in a position for which the person must be licensed by the State of Minnesota but shall not include Superintendent, assistant superintendent, principals, and assistant principals who devote more than 50 percent of their time to administrative or supervisory duties, confidential employees, supervisory employees, essential employees, and such other employees excluded by law.

GENERAL

ANNOUNCEMENTS

Announcements immediately follow the Pledge of Allegiance each morning. If you have additional announcements requests, email the office prior to 8:00am.

ATHLETIC EVENT GUIDELINES

All workers shall be at their workstations 30 minutes before the beginning of the scheduled event. In most instances, that is 5:15.

After the Junior High game starts, all workers shall assist in clearing the gym of students/fans that have not paid.

Floorwalkers must remain until the building is cleared of all students and fans.

Ticket seller may quit selling tickets:

- Volleyball -- beginning of the third match or game. (Varsity)
- Basketball/Football -- after the second half of the varsity game begins.

The ticket seller may be asked to stay and help supervise. The ticket seller should watch that students are not entering the building through other entrances.

Everyone, except participants, game workers and Northland/HCN Storm students and staff are required to purchase a ticket when entering the JV and Varsity games. If a student leaves the event, they are not allowed to reenter the event.

Floorwalkers are to be moving in and out of the gym area, checking all exit doors so they are locked. In the case of football, the floorwalker should be moving around the playing area and parking area as needed and assisting the supervisor on duty as needs may arise. Supervisors are to get the microphone out and put it back after the game.

ATTENDANCE AT WORKSHOPS OUTSIDE OF THE DISTRICT

If you are going to attend a workshop outside of I.S.D. #118:

1. You need to fill out the proper request forms.
2. Upon approval:
    a. Request a sub and submit sub plans to secretary and administrator.
    b. In the event of a group, carpooling or requesting a school vehicle is recommended.
        i. The district reimburses mileage at the federal rate. Obtain forms for requesting reimbursement from the office. Mileage should be submitted monthly.

3. Receipts must be attached to the expense reimbursement form for all meals, room charges, and other reimbursable expenses. (See Policy 446)
    a. If is a meal is provided at the workshop, district will not reimburse for that meal.
    b. Obtain forms for requesting reimbursement from the office.

BASIC CLASSROOM CARE

1. Students should not be allowed to put feet on desks or furniture or to sit on tables or furniture not intended for sitting.
2. Check condition of classroom furniture daily; report any damage immediately to the principal, his/her designee, or custodian.
3. Rooms, desks, and cabinets should be locked when not in use.
4. Students should not be allowed to use rooms without supervision.
5. The room should be left at the end of the day the same way that it was found at the beginning of the day. Students should be asked to help in keeping the room clean and neat.

CELL PHONES AND ELECTRONIC DEVICES

Refer to Policy 524.1

PURPOSE STATEMENT

The primary goal of this updated policy is to foster a focused, distraction-free learning environment and to ensure the safety and privacy of all students at Northland Community Schools. We believe that minimizing the presence of cell phones and other electronic devices during school hours will significantly enhance our student's educational experience. This policy outlines the appropriate use of cell phones, Bluetooth earbuds, smartwatches, and personal electronic devices within the school premises.

GENERAL STATEMENT OF POLICY

a. Student cell phones and other personal electronic devices capable of communication, such as those used for texting, answering, and receiving calls, are not permitted in classrooms, hallways, during lunch, during recess, or bathrooms during the school day.

b. If students bring cell phones, Bluetooth earbuds, smartwatches, and/or personal electronic devices capable of communication, such as texting, answering, and receiving calls, to school, they must be placed on silent or turned off and stored in designated technology lockers from the beginning of the school day until the end of the school day.

c. These items can and will be confiscated by staff members and taken to the office if they are not stored in the designated technology lockers.

CITIZENSHIP

The Board of Education feels that instruction in citizenship and democracy are essential to a basic educational program. In accordance with that belief, each class, PreK-12, will begin their school day by reciting the Pledge of Allegiance.

CLASSROOM MAINTENANCE & REPAIRS

Teachers can expect to have a clean room at the beginning of each day. Please report to administration if a continual problem exists around cleanliness due to lack of proper daily maintenance. If a repair is needed within the building, complete a Custodial Work Order. If the problem is not resolved within 48 hours or responded with a solution, contact administration. Building custodian will inform staff when the request is resolved.

Staff are expected to keep their room in a neat, clean, and organized condition.

CODE OF ETHICS FOR MINNESOTA TEACHERS

A. A teacher shall provide professional educational services in a nondiscriminatory manner.
B. A teacher shall make reasonable effort to protect the student from conditions harmful to health safety.
C. In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
D. A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
E. A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.
F. A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
G. A teacher shall not deliberately suppress or distort subject matter.
H. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
I. A teacher shall not knowingly make false or malicious statements about students or colleagues.
J. A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

STATUTORY ENFORCEMENT OF CODE: COMPLAINTS, INVESTIGATION AND HEARING

MN STAT 214.10 Complaint, Investigation, And Hearing

COPYING MACHINES

Secretaries know how to use the copying machines. Make certain you are trained prior to using a copying machine. **Do not** have students, including TAs, run the machines for you.

Teachers should prioritize the staff workroom copiers prior to using the office copier.

If the material to be copied is for **personal use, 10 cents per copy** is to be paid to the building secretaries.

Under no condition is any copyrighted book/work or chapter of book/work to be copied in its entirety without permission of the author or publisher.

CORPORAL PUNISHMENT PROHIBITED

Refer to Policy 507 and State Statute 121A.58

PURPOSE STATEMENT

The purpose of this policy is to describe limitations on use of corporal punishment or prone restraint upon a student.

GENERAL STATEMENT OF POLICY

No employee or agent of the school district or charter school shall inflict corporal punishment or use prone restraint upon a student.

CUMULATIVE RECORDS

The pupil's cumulative records are on file in the district office. Any teacher who wishes to review the records of the students in their class may obtain the folder from the file cabinet. All that is asked is that you put the folders back when finished with them and that you sign the outside cover sheet. **Cumulative records may <u>never</u> be taken from the building.**

CURRICULUM DEVELOPMENT

Refer to Policy 603

PURPOSE STATEMENT

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

GENERAL STATEMENT OF POLICY

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

In recognition of the necessity of developing long-term goals for instruction and the need for communicating these goals throughout the school system and the community, teachers, and administrators in I.S.D. #118 have developed and adopted extensive curriculum guidelines in most subject areas. To assure that we do not leave gaping holes in the students' education, or, on

the other hand, needlessly duplicate things that have already been covered in other subjects or at other grade levels, it is your responsibility, as a classroom teacher, to familiarize yourself with the curriculum in your subject area, both at the level you are teaching and at other levels. It is also your responsibility to see to it that the curriculum in your assigned area is covered in adequate depth and breadth, and with an acceptable level of student comprehension before you proceed to areas outside those specified in the curriculum document. Copies of the curriculum maps are located on the Google Shared Drive and are available for your reference.

Members of staff will be asked to meet on a cyclical basis to evaluate curriculum already in place, design new curriculum, modify existing curriculum, review the results of achievement tests and statewide assessment tests in their areas, and review textbook series for adoption. These curriculum development meetings are an integral part of the instructional process. An effort will be made to schedule them with as little disruption of the educational process as possible. **All members of staff who are invited are expected to attend.** Substitute teachers will be provided as needed and should be given detailed instructions as usual. Most meetings will be held before or after school and occasionally throughout the summer.

DAILY SCHEDULES

-High School teachers are expected to follow the master schedule. Any variation must be preapproved by administration.
Elementary daily schedules must be posted in your classroom and turned into the principal by the last working day of the third week of school.

Schedule changes need to be updated and posted throughout the year.

DRESS CODE POLICY

Refer to Policy 504

PURPOSE STATEMENT

The purpose of this policy is to enhance the education of students by establishing expectations that support educational goals. Students and their families have the primary and joint responsibility for student clothing and appearance. Teachers and other district staff should exemplify and reinforce student clothing and appearance standards and help students develop an understanding of appropriate appearance in the school environment.

DISTRICT DISCIPLINE POLICY

Refer to Policy 506

PURPOSE STATEMENT

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

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

The goal of PBIS (**P**ositive **B**ehavioral **I**nterventions and **S**upports) is to increase academic achievement and foster the social development of all students. It is a school wide framework for helping all students achieve important social and learning goals. Rather than focusing on the response or punishment when misbehavior occurs, this approach introduces and models behavior expectations, and then recognizes students when the positive social behaviors occur. The purpose of PBIS is to establish a school climate in which appropriate behavior is the norm.

As part of this initiative much work has been done to build Eagle Pride, School Wide. Expectations for behavior are clearly posted throughout the building, school grounds, buses, and at all school related activities. A common language has been developed for everyone including students, administration, teachers, support staff, bus drivers, paraprofessionals, and guests. A system has been established to recognize students for their positive behavior, academics, and attendance on a weekly, quarterly, and semester basis. The following four behavior expectations have been established for all areas of Northland Community Schools:

EAGLE PRIDE, SCHOOL WIDE
Be Responsible
Be Respectful
Be Productive
Be Safe

Documents supporting PBIS are found on Google Drive.

Support Room

Support room staff *will be* available to all students in both the Elementary and High School. Support room staff will focus more on 'push in' to support students in the classroom as much as possible. Support room staff will be carrying walkies so the office can communicate with them. They may not always be able to get to you immediately. If you have an emergency, please communicate that information to the office so we can get you immediate help.

First, staff strives to build relationships with your students and work to prevent situations where he/she could escalate. When students trust that their teacher cares about them, they will be more likely to want to work with their teacher to solve a problem.

If behaviors disrupt the learning of others and cannot be solved by the classroom teacher's attempts, additional adults outside of the classroom may offer assistance.

Determine whether it is a **minor** or **major** behavior based off of the Major Discipline Guidelines.

MINORS **- Follow Classroom Management Procedures Below**

RESPONSE 1: Verbal or visual reminder of expectation or redirection

RESPONSE 2: In Classroom "TAKE A BREAK" – This must be proactively taught on the first day of school and throughout the year.

- THIS IS NOT A PUNISHMENT! This is an opportunity for the student to practice pre-taught coping strategies in order to regulate their brain so that they are prepared to return to learning.
- Your tone of voice will tell the student whether this is a punishment or opportunity. Let it be an opportunity.
- Have a tool kit in the "Take a Break" space with fidgets, books, and visuals to guide students through independent self regulation.
- Quickly, neutrally, calmly and directly tell the student to "take a break"
  - The first break is student directed in which they can return to the group when they feel they are ready
  - The second break is teacher directed – the student stays in the break area until the teacher goes over and respectfully processes what happened and what the student's plan is and then invites them back

RESPONSE 3: BUDDY ROOM - Must be proactively taught

- Have previously established partnerships with other teachers in your area that can act as buddy rooms.
- Send a student to the Buddy Room with the Buddy Room pass.
  - Expected time to spend in Buddy Room (no longer than 10-15 minutes)
- This is another opportunity for the student to regulate, take a break, and make a plan
- Buddy Room teacher or Para
  - Check in with the student before they go back to class.
- If student refuses to go to Buddy Room, the classroom teacher calls Support Room

RESPONSE 4: Support Room

- Reporting staff will call Support Room Staff to advise that a student is coming with details about behavior. (Never send a student without talking to the support room staff first.)
- Send the student to the support room (If a student refuses to leave the room, call back to the support room so they can help assist or find someone to help assist.)
- The support staff will process the issue and develop a restorative plan with the student as needed. Students and support room staff will fill out the minor processing form. Support Room Staff will place a pink copy in the teacher's box by the end of the day for their records.
- **When determined by Support Room Staff**, the student will return to class after support staff notifies the classroom teacher.
- **Teachers are strongly encouraged to inform parents/guardians of the minor and restorative plan.**
- Teachers will communicate with parents/guardians during a conference a summary of student's access to additional support.

- If a pattern of minor behaviors occur (3 minors in a day or in a week) equals a Major Discipline (follow procedures below).

MAJORS **- Follow Procedures Below:**

- Reporting staff will call the Support Room. The Support Staff will take the needed steps to minimize immediate behaviors, notify the Administration and/or take needed steps to minimize immediate behaviors.
- Support Room staff will fill out the Teacher/Staff portion of the Major form.
- The Administrator/Office will be notified there is a student with a Major. If the student is in control of their behavior and it is not an emergency, the student will be sent back to class and administration will process the Major with them as soon as possible. If the student is not able to go back to class they will stay in the support room until an administrator can process the Major with them.
- The administrator determines consequence and/or intervention as defined in the policy.
- Administrator completes bottom section Major.
- Administrator contacts parents/guardians about the incident and consequences.
- The completed copy of the Major form will go to the office for entry into Campus, a copy will be filed in the support room, a copy will be mailed home, and a copy will be put in the referring teacher's mailbox. Please keep these forms in a confidential location.

RETURNING TO CLASS

- The student may return to class after a conference with the appropriate administrator, teacher, and/or parent(s)/guardian(s).
- At the time of this conference, a plan of action will be established.

Classroom Management Plans

Create Classroom Management Plan to support students in the classroom. These are due by the first Professional Learning Day in October. Copies in Sub Folders and available upon request by Principal.

EMPLOYEE HARASSMENT

Refer to Policy 413

PURPOSE STATEMENT

The purpose of this policy is to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age,

marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class).

EVALUATIONS AND OBSERVATIONS

Refer to Teacher Development and Evaluation (TDE) Plan.

EXTRA ASSIGNMENTS AND RESPONSIBILITIES

In addition to the basic school day, teachers may be required to reasonably participate in School District activities beyond the basic teacher's day as is required by the School District. The normal duties for teachers include a share of extra-curricular, co-curricular, and extra-duty activities as determined by the School District.

FACULTY COMMITTEES

Various committees are formed during the year to study school problems, resolve issues or to perform specific tasks.

Teachers are expected to be on 1 of each following committee:

- Curriculum Committee
- Main Committee (larger time commitment)
- Task Force Committee (smaller time commitment)

FAMILY INVOLVEMENT

School District #118 firmly believes that the future success of the children in our schools depends on the commitment and effort put forth by those students, their families and the Staff of I.S.D. #118.

Therefore ISD #118 supports parental involvement activities in:

1. Creating awareness about educational programs and issues.
2. Fostering the cooperation among school personnel, parents, students, and community members in working together.
3. Assuring a climate of respect and valuing the diversity of our communities.
4. Empowering all parents and students to be involved in achieving common goals.
5. Fostering of communication and involvement activities which will ensure that all families have the knowledge to become active, effective participants in the education of children.
6. Working toward the equal involvement of parent and educators in decision making and the active involvement of students in decision making.
7. Supporting the cooperation among families, schools, and agencies to provide coordinated support and service to children and their families.

FAMILY NIGHT

By tradition (and by action of the Board of Education), no evening activities are to be scheduled by the school on Wednesday. This night has been set aside for the family to be together and to provide an evening for other community organizations to sponsor activities.

FIELD TRIPS

Refer to Policy 610

PURPOSE STATEMENT

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

Field trips are encouraged and occasionally used to enhance learning or subject matter that is taught in the classroom. These field trips should be well organized and relevant to the class material being studied. The following criteria and procedure should be used when organizing and planning a field trip:

1. Teacher should first discuss the possibility of having a field trip with the principal and complete the Educational Trip Request From.
2. If final approval is given by the principal, discussion should then take place with the students to get their input and check if they are interested, if so, planning can begin.
3. Specific items should include:
    a. costs to the district or individual
    b. transportation - request must be made 5 days prior to field trip
    c. supervision/chaperones - not less 2
    d. disruption of classes and the school day
    e. educational value and worth
    f. time/date and agenda of trip
4. In-school alternative education must be provided for students that are unable to participate in the field trip. The alternative activities and supervision must be provided by the organizing teacher.

If the national security alert level is orange, a meeting will be held between the adults in charge of groups going on field trips and their supervisor. Decisions on going on the field trip will be made at that meeting. If the national security alert level is red, no field trips will be allowed to significant public places. (Examples: Mall of America, US Bank Stadium, Target Field). Parents have the option of holding back their children from any field trip. Staff has a choice of going or not going if the alert is orange.

FUND RAISING

Refer to Policy 511

PURPOSE STATEMENT

The purpose of this policy is to address student fundraising efforts.

GENERAL STATEMENT OF POLICY

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students and the general public.

All fundraising activities must be approved in advance by the administration. Upon approval, complete all appropriate forms and follow procedures as listed in the policy.

No money should be left in the desk of a member of the faculty. Each staff member should turn in all money received during the day to the district office. with the proper form(s).

Funds must be used "by the students for students".

GENERAL SUPPLIES

All general supplies are ordered in bulk and stored in the teacher workrooms. If there is a need for a general supply, contact the office.

HANDLING OF BODY FLUIDS (BLOOD BORNE PATHOGENS)

The booklet Cass County Guidelines for Handling Body Fluids is very informative about what to do in case you need to handle body fluids. Two simple guidelines:

- Glove up!
- When feasible, have the person whose bodily fluids must be handled, handle their own fluids.

Each classroom has a Bloodborne Pathogens and Bodily Fluid Spill Kit.

If you don't have the Bloodborne Pathogens and Bodily Fluid Spill Kit**, please notify the Custodial Maintenance Supervisor.**

INCLEMENT WEATHER PROCEDURES

An instant alert will be sent out to all staff. All employees may listen to local radio stations or television stations for late start or school closing announcements.

If a late start is announced, staff will report at the later start time. For example, a two-hour late start is announced, teachers usually reporting at 7:30 A.M. must report by 9:30 A.M.

If school is closed for an entire day, staff will not be required to report. A make-up day may be scheduled, or staff may be asked to document hours worked.

School schedules will not be altered if school is a late start or closed.

INTERNET ACCEPTABLE USE AND SAFETY POLICY

Refer to Policy 524

PURPOSE STATEMENT

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

GENERAL STATEMENT OF POLICY

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

INVENTORIES

Teachers will be required to update room and curriculum resource inventories at the end of each school year and every new curriculum purchase. Inventories must be kept up to date on the Shared Google Drive.

TEXTBOOKS

Each teacher is responsible for issuing the necessary textbooks to the students. Teachers are to keep accurate records of the condition of books and to whom they are issued. Damage or loss of texts should be reported to the office at the end of the year so that the appropriate charges may be assessed.

KEYS/BADGES

Each member of the staff will be issued the necessary keys/badges by the district office. The keys are regulated by the following guidelines:

a. Only adult school employees will be issued keys/badges.
b. No staff member is to be in possession of a school key/badge that has not been properly issued by the district office.
c. Any staff member who unlocks the building after school hours is responsible for the students and/or adults who enter and will be certain that the building is secure when the staff member leaves. This especially pertains to "open gym" on weekends.
d. Lost keys/badges can be replaced, and a replacement fee will be assessed. Report lost keys immediately to the building principal.
e. Staff are not allowed to give keys/badges to students.

LEAVE DONATION

Refer to Policy 450A

PURPOSE STATEMENT

Any Northland Community Schools employee who has benefit time, including vacation, personal, or special leave and/or sick leave, may elect to donate a portion of that time to another Northland Community Schools employee. The leave donation program will only be utilized in catastrophic medical situations and only with approval of the Superintendent. Only currently available benefit time may be donated to a currently identified need. It may not be donated toward future needs.

Any Northland Community Schools employee with available benefit time may elect to donate a portion of that time to another Northland Community Schools employee. The leave donation program will only be utilized in catastrophic medical situations and only with approval of the Superintendent. Only available benefit time may be donated to a **currently identified need**. It may not be donated toward future needs.

PROCEDURE

a. The Superintendent and supervisory staff will provide memorandums for posting and to advise employees of a need for donated hours.
b. A leave donation authorization form will be available from the district office and must be signed and returned to that office before a donation can be effective.

LESSON PLANS

Whereas the curriculum document is the most concise explanation of the content of the educational program, your lesson plans are the most accurate depiction of what is happening in your classes. Lesson plans are important for several reasons - (1) supervising and evaluating your teaching; (2) briefing substitutes in the event of your absence; (3) monitoring your progress and the appropriateness of the curriculum; and (4) providing teachers at other levels and parents with descriptions of what you are doing.

All teachers must have written weekly lesson plans. Lesson plans must be current and easily accessible.

Teachers taking any leave of absence must have adequate lesson plans available for the substitute. In addition, all teachers need to have emergency sub plans easily accessible by a partner teacher and front office.

SUB FOLDERS

Teacher sub folders must be completed by the third week of each new year and turned into the office or have instructions in the office of how to access the sub folders in their classrooms. All sub plans need to be updated as needed during each school year.

LOCATION OF CLASS

Please notify the office if you wish to have your classes meet in a location other than assigned. All classes which leave the building must be signed out by the classroom teacher at the office. Radios (walkies-talkies) must be used when outside. If radios are unavailable, other communication must be established prior to leaving the building.

MAIL

A basket for outgoing mail is in the office. Teachers will be notified when packages arrive. When possible, packages will be delivered to classrooms. Please affix the proper postage to all outgoing personal mail. Staff are discouraged from shipping personal mail and packages to the school.

MAILBOXES/EMAIL

The school district provides each teacher with a mailbox in the Staff Lounge. Mail and other material are distributed to staff through these boxes. Staff members are asked to check their mailboxes daily. Communication is also done via email. Staff are asked to check their email regularly and respond within 24 hours if a response is needed.

MAKE UP WORK

Student ~~W~~work missed because of absence must be made up within within two (2) school days for each day absent unless other arrangements are made with the classroom teacher(s)~~.~~. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

MANDATED REPORTING

All public school employees have a responsibility to be mandatory reporters under the Abused and neglected Child Reporting Act. Any school employee who suspects a child is experiencing abuse of any form must report that abuse to the local social services. Once reported, the Social Services will do an investigation.

Minnesota Statute 626.556- Reporting of Maltreatment of Minors
All school employees are Mandated Reporters. Child Protection Assessments are conducted in response to reports of children being abused or neglected by caregivers. Family Services and Law Enforcement are required by law to cross report any child protection reports. The purpose of child protective services is to help protect children from physical abuse, neglect, and sexual abuse. The goal is to help families get the services needed so children do not need to continue to be abused or neglected.

How do I Report Abuse or Neglect? Call Cass County Social Services: 218-547-1340 or after-hours emergencies call 218-547-1424 if you believe that a child is being hurt or neglected. Doctors, school employees, and ministers, are required by law to report suspected child abuse or neglect. Other people, such as neighbors or relatives are encouraged to also report if they think a child is being abused or neglected. Please contact your supervising teacher or principal to complete a Suspected Child Abuse/Neglect Report.

What will happen when I call? County child abuse staff will decide if you concerns fit within the statutory definitions of abuse or neglect. If so, a child protection worker will meet with the family to assess the situation. The name of the person making the report will not be shared with the family, unless the reporter agrees or the court compels it. Child protection will work with local law enforcement and individuals who know the child, such as doctors or teachers if necessary.

PARAPROFESSIONALS

Teachers that supervise paraprofessionals are responsible for assisting is creating schedules and daily routines that meet the needs of the students.

Constant communication is open between paraprofessionals, teachers, and principals. The responsibility to keep the communication open is jointly held among all various groups. Clear, open, and continuing communication is a priority.

PAYROLL INFORMATION

PAY PERIODS

Licensed staff will be paid in twenty-four (24) equal installments - on the 15th day of the month and on the last day of the month. All other staff will be paid on the 15th day of the month and on the last day of the month. When the 15th of the month or the last day of the month fall on Saturday, Sunday, or a legal holiday, payments will be issued on the preceding workday.

DIRECT PAYROLL DEPOSIT

Northland Community Schools uses direct deposit for payroll. Employees need to submit a direct deposit form to Payroll every time they want to change the place where their paycheck is deposited. Further information is available from Payroll.

PAYMENT REQUEST FORMS

When performing **approved** extra duties, payment request forms must be submitted to the supervisor for approval within 2 weeks of date worked. Any submissions after two weeks will have a delayed payment. The extra duties may include but are not limited to, extracurricular activities, Community Education, subbing, meetings, extended time, or preapproved duties during prep.

PENSION PLANS (TRA AND PERA)

Public employees are required by state law to belong to pension plans administered by Teachers Retirement Association (TRA). Minnesota Statutes Chapters 353 and 354 set the rates for employer and employee contributions.

If you have any questions, please call the toll-free numbers listed below:
TRA (for licensed staff) 1-800-657-3669

SMARTER – EMPLOYEE SELF SERVICE

Northland Community Schools utilizes a paperless payroll system.
Employee Self Serve is a program accessed online that allows employees to view/print their own pay stubs, W2's, and other information **whenever** they need it. Employees can see more detailed information regarding their leave time, as well as viewing pay information the day before payday. The District Employee Self Service (ESS) site can be accessed from the District's home page at www.isd118.k12.mn.us. Click on "Resources" then "Staff" then "Employee Self-Serve."

Information on Logging in to ESS:

If you are not familiar with the Employee Self-service program, please follow the directions below after you've connected to the district website address:

1) Put in your password.
   a) Your User ID is your employee number. If you can't remember it, you can look on a previous pay stub. If you can't find that, please call the Executive Secretary. If you can't remember your password, use the "Forgot Password" feature on the login page.
2) Click on Login. ****After three unsuccessful attempts, you will be locked out. If that happens you will need to contact the Executive Secretary to reset your password and unlock your access.
3) Choose option for Two-Step Verification
4) Enter verification code.
5) Once you are at the Employee Self Service menu, you will have multiple tab options. Click on "My Payroll" tab. The various options you will see are:
   a) "Pay Stub" - On pay day, the current pay information will automatically appear. To view other pay stubs, click on "View Old Pay Stubs." You can also view your Year-to-Date information and general pay information.
   b) "Time Off" - information about your leave with automatically appear.
   c) "W-2 and W-2 Information Sheet" – is where you will go to print off your W2. You can also see what you are currently claiming for your tax withholding.
   d) "Direct Deposit" – view current set up and change direct deposit
6) Another tab "About Me" is where you would go to change your password. It is recommended that you do this on your first visit to the site so that others cannot access your employee information. Your password can be up to 12 characters.
7) When you are done – be sure to Log Out from the main menu.

If you have any problems accessing this program, please contact Payroll at 218-566-2351.

TEACHER FLEXIBLE BENEFITS PLAN

Eligible employees can participate in our Flexible Benefits Plan ("Flex Plan"). A Flex Plan is a benefit that allows employees to identify certain expenses as non-taxable thereby saving federal, state and FICA taxes on those dollar amounts, and increasing take home pay. Flex Plans are a part of the U.S. Tax Code that is designed to give employees this opportunity to pay for certain eligible living expenses with tax-free dollars. Contact the payroll clerk for specifics.

POLICIES OF THE SCHOOL BOARD

Staff should familiarize themselves with the School Board policies. School board policies are available on the district website and copies may be obtained from the Executive Secretary. Changes are made periodically according to the needs of all concerned and according to state and federal regulations. If you see a need for a change, please contact the principal.

REFERRALS TO STUDENT TEACHER ASSISTANCE TEAM (STAT)

When there is a student academic or behavior concern, teachers should follow the STAT process.

TIER I: GENERAL EDUCATION

Step 1: Identify students at risk.
Review cumulative folder for information
Contact parent to discuss concerns
Consult with colleagues (other teachers, counselors, social worker, assistant principal, literacy coach, math coach, instructional specialists)

Step 2: Implement appropriate classroom accommodations, strategies/interventions
Implemented by general education teacher
For 6-8 documented weeks

Step 3: Monitor response to general education
Assess at a minimum of every 4 weeks.

If you have a student not responding to Tier 1 interventions, is demonstrating consistent minor level behaviors or has three or more major office discipline referrals (ODR's) move to Tier 2.

TIER II: STAT

Step 4: Referral to Student Teacher Assistance Team (STAT)
Ask Social Worker to place you on the STAT Schedule
Fill out Referral Form (located online in EduClimber)
Begin documenting baseline behavior (located online in EduClimber)

Step 5: Start Tier 2 intervention (4-6 weeks)

Step 6: STAT will continually monitor student progress to determine next steps.

REPORTING GRADES AND ATTENDANCE

It is the teacher's responsibility to ensure that the parents are updated on their student's academic and behavioral progress.

REPORTING GRADES

The reporting of student's progress to parents is accomplished in several ways -- phone calls/emails, conferences, report cards, and grades in Infinite Campus. **High school teachers will update grades in Infinite Campus weekly.** Teachers will ensure grades are submitted for each grading period.

Conferences

Conferences are held twice per year **as stated on the school calendars**.

Teachers are requested to contact families as much as possible for potential problems or concerns. Besides the regularly scheduled parent-teacher conferences, teachers are encouraged to set up additional conferences as needed throughout the year. The principal or his/her designee should be kept informed of any reoccurring problem or concern.

Teachers are encouraged to make folders and/or save samples of the student's work to show parents.

Teachers are required to be at Conferences. Out-of-district workshops/in-service should not be scheduled on these days. Teachers missing conferences for illness or other reasons need to notify parents of alternate days and times they will be available for conferencing and send written student progress summaries to parents.

Report Cards

- All K-12 students will receive Quarter and Semester Report Cards or Progress Reports.
- All high school students will receive Midterm Reports.
- PreK will receive TSGold reports in the fall and spring.

REPORTING ATTENDANCE

Student attendance is vital for both safety and student achievement. Teachers must take attendance every morning in preschool and elementary and at the beginning of every period in high school and report on Infinite Campus. Attendance is reported in terms of present, absent, and tardy. Students missing any part of a half day will be marked absent for that half day. It is the teacher's responsibility to communicate with parents when absences or tardies are negatively affecting student achievement.

REQUEST AND PURCHASE OF INSTRUCTIONAL MATERIALS

Each teacher has an approved budget. Teachers should familiarize themselves with their budgets. Each teacher is requested to submit requests in the spring for materials, books,

equipment, etc. to be needed at the beginning of the next school year. This will be done via the Classroom Inventory on the Shared Google Drive as part of the End of Year Checkout. Requests will be honored pending available money, needs, priorities and justification. The principal will ask teachers to prioritize individual items if necessary. Budget figures and allotments are based on need, the availability of funds, and anticipated enrollments, and are very rarely adjusted after the beginning of the school year.

Budgets may not be exceeded. Teachers should not make purchases with their own money and apply for reimbursement unless the purchases have been authorized in advance by the principal. Teachers are not authorized to make purchasing agreements, submit purchase orders, enter contracts, or in any other way encumber school funds without prior approval. Those who do may be subject to paying for the purchase themselves. Budgets should be used for purchasing materials to be used in the current year. **The purchase deadline is April 30, requestions must be submitted one week prior to this date to allow for purchases to be made by April 30.**

The principal will keep the staff informed of the procedure to use when placing requisitions. Questions about budgets should be directed to the principal. Teachers are asked to keep accurate records (purchase order copies, etc.), to stay within the allotted budget figures.

To order supplies and materials that the school does not keep in stock, the following process should be used:

1. Check your budget to see whether sufficient funds exist. Expenditure guidelines and budget balances are available via the principal.
2. Complete a requisition online in SMARTeR
    a. Adequate time must be allowed for the processing of these requisitions.
3. If requestion is not approved, an email will be sent to staff with notification.
4. Upon approval, staff will receive a signed PO.
5. Once the signed PO is approved, staff is responsible for ordering the items on the PO.

RIGHT TO KNOW

ANNUAL INTEGRATED PEST MANAGEMENT PESTICIDE NOTIFICATION

Northland Community Schools uses licensed, professional pest control firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings.

Pests can sting, bite, cause contamination, damage property and spread disease; therefore, we must prevent their presence and control them as necessary. The district or outside contractors may also apply herbicides on district properties, as deemed necessary. The long-term health effects on children from the application of such pesticides may not be fully understood. All pest control materials are chosen and applied according to labeling directions per Federal law.

To limit the potential pesticide exposure, the district follows safety regulations to ensure pesticides are applied properly. All pesticide products, which are used in and around school buildings, are required to be registered with the Minnesota Department of Agriculture and the U.S. Environmental Protection Agency. In addition, school employees and certified and licensed

applicators are required by state and federal law to comply with all requirements of the pesticide label, including building sites, application rates, re-entry intervals, posting, use of personal protective equipment, use restrictions, and disposal on the product label. An estimated schedule of pesticide applications is available for review or copying at the district office.

To be notified about pesticide applications or the management plan, please contact Lead Custodian

ENVIRONMENTAL MONITORING - AHERA

EPA's asbestos regulations for schools (the Asbestos Hazard Emergency Response Act, "AHERA"), require that an accredited inspector reinspect school buildings at least once every three years to reassess the condition of ACM.

Any questions concerning this notice or an explanation of our Asbestos Management Plan can be directed to Lead Custodian.

INDOOR AIR QUALITY NOTICE

Northland Community Schools has an Indoor Air Quality (IAQ) management plan. The management plan outlines specific policies and procedures that will be used in the district to address indoor air quality issues. IEA, the District's health and safety consultant completes annual IAQ assessments within the school to ensure proper air quality.

Any questions concerning this notice or an explanation of our IAQ Management Plan can be directed to Lead Custodian.

SCHOOL PROGRAMS AND ACTIVITIES

A variety of presentations and assemblies are scheduled periodically throughout the school year. Teachers are asked to take the time to talk to their students that they supervise about appropriate behavior at these events. Any of these programs that go on during the school day require the attendance of all faculty members. Faculty members are to supervise students as per instructions given by the principal.

SCHOOL VEHICLES

(Refer to Policy 496 - Employees and Non-Participating Dependents In School Vehicles)

School vehicles are available for district approved travel. They are available on a "first-come-first served" basis. Requests should be made several days in advance if possible. Forms for school vehicle use are in the school office.

PROCEDURES FOR BUS

1. Get preliminary approval from supervisor five days in advance.
2. Fill out request form and turn into supervisor.
3. You will only hear back on the request form if the request is not approved.
4. Your supervisor will give your request to the transportation secretary if/when approved.
5. The Transportation secretary will work with the transportation department to arrange for a bus and will email you with an update on who the driver is.

PROCEDURES FOR TYPE III VEHICLE

1. Get preliminary approval from supervisor five days in advance.
2. Fill out request form with Transportation secretary, the secretary will let you know if there is a vehicle available.
3. Anyone driving students in a type III vehicle must be type III certified and must know how to do a pre-trip inspection and document beginning and ending mileage.
4. Get keys and School Vehicle Use Form from school office. Please Note: If you are leaving before 7:30 A.M., make sure you make arrangements to get keys the day prior to your leaving.
5. Upon your return, lock all the vehicle doors. Return the key and the completed School Vehicle Use Form to the school office.

SCHOOL VEHICLES WITH STUDENTS

Type III bus is a car, van or station wagon carrying nine or less students. The driver:

a. Shall not operate vehicle as a Type I or Type II bus.
b. Shall not stop traffic.
c. Shall not load or unload in a vehicular traffic lane or on the shoulder. Shall be restricted to curb, non-traffic side (normal parking lane), off street loading areas, driveways, yard service, and other areas to avoid any hazardous conditions.
d. Shall not load or unload in the right-hand lane of the roadway, designated turn lane, or lane immediately adjacent to a designated turn lane.
e. Shall not load or unload so that a child has to cross the road. Where not possible or impractical, the driver or aide shall personally escort the child across the road. If driver escorts, the motor must be stopped, ignition key removed, brakes set, and vehicle otherwise rendered immobile.
f. Shall not load or unload before making a complete stop and disengaging gears by shifting into neutral or park.
g. Shall not operate as a school bus, whether carrying pupil passengers or not, without displaying the "Vehicle Stops at RR Crossings" sign and stopping at all railroad crossings. Vehicle must be always operated with headlights on. Sign may be covered or removed when vehicle is not operating as a school bus.
h. Shall enforce the bus riding rules and regulations.
i. People requesting a car/van must make arrangements for picking up key and the vehicle the day before using the vehicle.
j. People returning vehicles after school hours need to lock the vehicle and bring the keys and completed School Vehicle Use Form to the school office.

DRIVING SCHOOL VEHICLES

All school personnel wishing to transport students to games and other activities will be required to complete Type III driver training, submit to a driver's license check, and hold a Type III license.

- All training and driver's license checks need to be completed prior to the transportation of students.
- Driver license checks need to be updated annually.
- Forms may be obtained in the district office.

- Forms must be returned to the district office for processing.
- Pre-approval needs to occur with building Principal or Superintendent.

SOLICITORS

The laws of this state establish that no one is to come into the school building other than to come to the administrative offices unless they have the permission of the principal. This refers to sales personnel and others that have a business reason for calling on the school, as well as those who might want to call on individual faculty members or students to solicit personal business. Agents will not be allowed to call on staff members during a time that the faculty member is engaged in actively supervising students in some capacity. In no event, will agents be allowed to contact teachers unless it directly involves a school activity.

STAFF DEVELOPMENT PLANS AND PROCEDURES

Refer to Policy 425

PURPOSE STATEMENT

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

PROCEDURES

1. Requester will complete the yellow Staff Development form. (Found in office)
    a. Attach the following to the yellow form:
        i. a copy of training/workshop information
        ii. options for hotels, if needed
2. Requester will place the yellow sheet with attachment information in Staff Development Committee Chair's mailbox.
3. Requests will be brought to the next Staff Development Committee Meeting.
4. Requester will be notified if the request was approved or denied.
    a. Upon approval, requester will be informed of the next steps.

STANDARDS RESPONSE PROTOCOL

The Standard Response Protocol (SRP) is based on the response to any given situation not on individual scenarios. SRP incorporates a specific vocabulary but also allows for great flexibility. The premise is simple – these five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants.

Hold is followed by the Directive: **"In Your Room or Area"** and is the protocol used when hallways need to kept clear of occupants.

Secure is followed by the Directive: **"Get Inside. Lock Outside Doors"** and is the protocol used to safeguard people within the building.

Lockdown is followed by **"Locks, Lights, Out of Sight"** and is the protocol used to secure individual rooms and keep occupants quiet and in place.

Evacuate and may be followed by a location and is used to move people from one location to a different location in or out of the building.

Shelter State the **Hazard** and **Safety Strategy** for group and self-protection.

STUDENT ACTIVITY ABSENCES

Staff members who will be taking students out of classes during the school day are asked to provide the office with a list of those students that will be gone. This list should be given to the office at least one day before the scheduled event with the purpose of the activity and advisor name. This list will be shared with all teachers that have those students throughout the day.

STUDENTS AS HELPERS

Occasionally students may be asked to assist in some set-up or take-down activities. The person requesting students to help must teach the students what needs to be done and to warn the students of potential hazards of the job. The requesting staff member must supply on-site supervision. Do not allow students to set up or take down risers.

STUDENT SCHOOL BUS SAFETY

The school district shall provide students enrolled in grades kindergarten (K) 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.

All students in grades K through 5 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 6 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 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 four weeks of their first day of attendance.

The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.

STUDENT SAFETY

All teachers need to review proper safety procedures during the first week of each new school year. Document such instruction in your lesson plans. Instructions in safety must include safety in:

1. The building
2. On the playground
3. On the bus
4. Walking to and from school
5. Fire and other emergency situations

STUDENT HEALTH

When a student becomes ill, notify the office. In most cases, students who become ill should be escorted to the office. **NEVER** leave an ill student unsupervised.

If a student is ill, he/she will be allowed to rest in the nurse's room for up to an hour. If the illness lasts beyond that, the office /nurse will call the parents to pick up the student. (Make sure the child is checked on at least every 15 minutes while they are in the sick room.)

ACCIDENTS

If a student is injured while under teacher supervision, the responsible teacher should report the incident immediately to the principal's office and complete an **"accident report"** form by the end of the day. Parents need to be contacted if the accident required first aid or more.

All student accidents must have the proper form filled out on it the same day as the accident.

Medical Assistance to Injured Students

When a student is injured, the first adult on the scene shall give whatever first aid they are capable of giving and contact the school office if emergency medical help is needed. If the person giving assistance needs extra help, he/she will ask for it. If no assistance is requested, no other adult should interfere.

The district's responsibility is for first aid only. All other procedures must be left to the licensed medical professionals. There are multiple EMTs on staff that will be contacted for assistance.

Drugs or medication, including aspirin products, must not be dispensed by school personnel without written request from the parent. The medication must be in a pharmacy labeled container and stored in the office.

Parents of a student who needs emergency medical help must be contacted as soon as possible.

SUPERVISION OF STUDENTS

Safety and well-being of students is a primary responsibility of staff.

Teachers are to be in their classrooms when the students arrive. Teachers are not to leave the classroom unattended while students are present, except in the case of a real emergency or when specifically called to the office of one of the administrators.

Supervision is the responsibility of each member of the faculty. If an adult becomes aware of a student behavior problem either within his/her classroom or elsewhere in the building, it should be handled by the observing adult.

SUPERVISION BEFORE AND AFTER CLASS

Staff members are required to stand in the hallway by their classroom when students are passing to and from classes to promote and monitor appropriate student behavior.

ACTIVE SUPERVISION

Why should I do it:

- An adult presence is enough many times to keep misbehavior from occurring and can help with specific students and areas that have a high prevalence of behavior issues. When this adult presence is unpredictable and frequent, Behavior incidents decrease.

When should I do it:

- When an area in class or the hallway has a high incidence of problem behaviors.
- When a student or group of students persistently exhibit behavior incidents
- For areas that are out of the way or not within visibility of staff
- On playgrounds and during recess
- During unstructured times in class, the lunchroom, gym, auditorium, etc
- Bathrooms and hallways during passing time
- During tests, quizzes, and exams

How do I do it:

- Walk around without a specific pattern or predictable route or routine and scan with your eyes.
- Make positive contacts with students while walking around, saying "hi", "what's up", "looking good", "I like that shirt", "how was your weekend", etc
- Reinforce good behaviors by making positive remarks to students about it, for example "I like how you are walking down the hall, good job" or "that was very nice of you to pick up that person's books for them, great job!"
- Correct bad behaviors by approaching the student in a non-threatening and non-imposing manner. State the rule they are breaking, get their acknowledgement that they are breaking the rule, and ask them to correct it
- Give appropriate consequences for bad behavior when appropriate and necessary.
- Do not allow students to draw you into battles or fights when you address them, instead, if they try to, tell them you will talk to them later about it or have them go to the office where you can address them one on one and away from other students.
- Make interactions with students brief and to the point and keep moving and scanning.

TEACHER ABSENCES

A teacher who must be absent because of illness or other emergency must put their absence into Frontline by 6:00 a.m. so that a substitute can be secured. In all cases of absence, the teacher must supply a sub folder.

SUB FOLDER

- Class roster
- Schedule
- Individual student schedules (sped, reading corps)
- Seating chart
- PBIS Behavior Flowchart
- PBIS "eagle pride" recognitions
- Standards Response Protocol sheet
- SRP green/red card (help/ok)
- A copy of your classroom management plan
- Summary of major classroom expectations
- Pertinent student information (mental health, behavior plans, known peer conflicts, etc.)
- A quick 1 paragraph hello from you, explaining where weekly lesson plans are, how students access the daily/weekly learning goals, a way to contact you if needed, etc.
- Emergency lesson plans for 2 days, to include everything needed for those lessons.

It is extremely important to the well-being of the students that the quality of supervision and instruction does not decline in the absence of their regular teacher. Regular teachers may help assure quality instruction by adhering to the following guidelines.

a. Enter the absence as soon as the date of the absence is known. If this cannot be done until the day of absence, be prepared to phone or email building secretary instructions for each class prior to the start of the school day, preferably after the sub has arrived. Be as specific as possible with instructions.

b. Avoid asking the sub to run a "study hall "instead of instruction. Students want to be taught and subs are often offended if they are not asked to teach.
c. Error on the side of overworking the sub. There is nothing worse than finishing the prescribed activities 30 minutes before the bell rings and having nothing else to do.

SUBSTITUTE TEACHERS

If a teacher prefers a substitute teacher, they should try to make arrangements with that substitute, and the absence should be assigned to that sub in Frontline. Teachers should also set up their favorite 5 sub list in Frontline.

Each substitute should leave a substitute feedback sheet on the teacher's desk for each day they work. Teachers should read it and share any pertinent information with administration.

TEACHER DUTY HOURS

According to the Master Agreement, a teacher's day is eight hours.

The usual hours a teacher is to be in the building is 7:30 a.m. to 3:30 p.m. There is some flexibility on hours. Contact the building principal to propose an alternate eight-hour schedule. If an occasion arises that a staff member needs to arrive late or leave early, the principal must be contacted. Secretaries may not give permission to leave early or arrive late except in an emergency. Faculty members are not to leave the school building during the day without first "checking out" in the school office. Occasions arise when it is necessary to take care of personal business during the day. This must be cleared with the principal and should be the exception rather than the rule.

Coaches and advisors who need to leave early must enter absences into Frontline as "extracurricular" and how their classes are going to be covered.

TEACHER INJURIES

Report all job-related injuries to the school office as soon as possible after the injury occurs. An Incident Report must be completed and returned to the office within 24 hours.

TOBACCO AND DRUG FREE SCHOOL

Refer to Policy 418 – Drug-Free Workplace/Drug-Free School
Refer to Policy 419 – Tobacco-Free Environment

PURPOSE STATEMENTS

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances without a physician's prescription.

The purpose of this policy is to maintain a learning and working environment that is tobacco-free.

USE OF CHAIRS AND STOOLS AS A STEPPING DEVICE

Please be advised that no employee is to use a stool or a chair as a stepping device. Several options are available:

1. Get a ladder or step stool.
2. Request assistance from the custodial staff that will use a ladder.

USE OF SCHOOL PROPERTY

From time to time, teachers may request to use school equipment for personal reasons. The facility use form must be completed and turned into administration. Upon approval, all school property must be checked out in one of administrative offices prior to leaving the building.

VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

Northland Community Schools encourage interest on the part of parents and community members in school programs and student activities. The school welcomes visits to the school building and school property by parents and community members provided the visits are consistent with the health, education and safety of the students and employees and are conducted within the procedures and requirements by the school district.

Visitors entering Northland Community Schools must report directly to the main office. All visitors must:

- sign, date, provide location and record time they have entered the building, and
- receive and wear the visitor identification badge.

Prior to leaving the building the visitor must return the visitor identification badge and record the time they are leaving the building.

Any student guests of I.S.D. #118 students must have prior approval by the building principal or designee.

Unauthorized persons shall not be permitted in school buildings or on school grounds. School administrators are authorized to take appropriate action to prevent such persons from entering buildings or from loitering on grounds. Please notify the office if you see someone without a visitor badge.

Visitors to the school are not allowed to interview nor interrogate students at school unless they have written permission of the student's parents and consent of the building administrator.

People who are not employees of District #118 shall not be permitted to meet with the employees and/or students at school during the workday, except as permitted by the building principal or district designated representative.

SPECIAL CIRCUMSTANCES:

Parents need not sign in if they are attending Conferences, Assemblies, Athletic events, or special programs.

WEAPONS POLICY

(Refer to Policy 501)

PURPOSE STATEMENT

The purpose of this policy is to assure a safe school environment for students, staff and the public.

GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

Elementary

INDOOR RECESS PROCEDURE

Whenever the weather outside is not suitable for children to be outside, recess will be held indoors.

The criterion for indoor recess is:

- 0 degrees F, either actual or with wind chill
  - Recess length may be adjusted to play outside when colder, when wearing appropriate outdoor apparel is worn, with principal approval.
- Excessive Rain
- Playground areas too wet for use

Indoor recess schedules will be shared at the beginning of each year.

PARTNER'S IN EDUCATION (PIE)

The involvement of parents in the educational process is critical. PIE is an additional opportunity, besides conferences, to actively involve parents in the educational process.

Each August the school sends home letters of introduction to the families. PIE conferences are scheduled for the Tuesday after Labor Day when parent/guardian and teachers meet to write goals, social and/or academic, which both the parent/guardian and teacher are co-responsible for the student meeting during the upcoming school year. These goals should be reviewed at least twice during the school year by both the family and teacher. After school and evening conferences are provided for families who cannot make the Tuesday conference. Teachers are paid extra duty pay for the after school and evening conferences and allowed one paid hour of planning time for every fifteen students or portion thereof.

The major difference between traditional conferences and PIE conferences is the parent/guardian's role is to describe their child and what they want their child to accomplish and the teacher listens.

PIE goals need to be written for each student in every grade level. Original goal sheets are to be filed in the cumulative file.

High School

BELLS

The bells will ring to start and end each class. Students should be in their assigned class when the bell sounds, or they should be marked tardy. Marking tardies is the responsibility of the individual teacher. Teachers should be consistent with the procedure that is used for dealing with tardiness to class. The class should be dismissed by the teacher but not before the bell.

BELL SCHEDULE

MONDAY-TUESDAY-WEDNESDAY-THURSDAY-FRIDAY

0 Hour	7:30--8:20	50 Minutes
Period 1	8:25--9:16	51 Minutes
Period 2	9:20--10:10	50 Minutes
Period 3	10:14--11:04	50 Minutes
Period 4A	11:09--11:59	50 Minutes
(7-9 lunch)	11:04--11:30	24 Minutes
Period 4B	11:34--12:24	50 Minutes
(10-12 lunch)	11:59--12:24	24 Minutes
Period 5	12:28--1:18	50 Minutes
Period 6	1:22--2:12	50 Minutes
Period 7	2:16--3:06	50 Minutes

CLUB OR CLASS ACTIVITIES

Various clubs, and the classes themselves, organize activities during the year. These activities must be approved by the principal, and if possible, at least five days in advance of the event. In

all cases, the advisor to the class or club must attend the event. Exceptions to this need to be approved by the principal at the time of scheduling.

COURSE SYLLABUS/DESCRIPTIONS *(SECTION UNDER CONSTRUCTION)*

Course syllabus/descriptions are to be written by the teachers for all classes in which they teach. These course syllabus/descriptions are to be reviewed and updated yearly. The master copy is in the Shared Google Drive and if any changes are to be made, these changes should originate with the superintendent or his designee.

Teachers are to give each student a class syllabus/course description during the first week of class. This syllabus should include "learner outcomes" and how these outcomes will be evaluated. It will also include a general timeline of course units and assignments.

In order to have consistency in all course syllabus/outlines the following format needs to be followed:

1. Course name
2. Grade level
3. Course description
4. Course outline
5. Learner outcomes/evaluations
6. Academic Standards
7. Benchmarks
8. Assessment used - attach or describe
9. How course is evaluated
10. gifted and talented are served
11. How special needs students are accommodated
12. Test out procedure

CREDIT RECOVERY/INTERVENTION SUPERVISION

Secondary school staff members may occasionally be assigned a period of credit recovery/intervention supervision. Credit Recovery and/or Intervention teachers are to take an active role to ensure that this period is used for credit recovery or interventions, as described in the student's plan. This should be a learning environment that is productive, quiet, and orderly.

INCOMPLETES

Incomplete should only be used for unusual situations. Most make up work should be done within two (2) school days for each day the student is absent, so incompletes should be given only for unusual circumstances such as extended illness, trips, etc. No incompletes will be issued at the end of the year except for an extreme emergency.

Teachers will email the Guidance Counselor to update the incomplete grades no later than 3 weeks after the grading period.

INDEPENDENT STUDY

Credit for independent study programs will be given only after a complete course plan has been developed, submitted to and approved in advance by the principal. **Direct teacher supervision is mandatory.**

Independent study for credit must include:

a. name and length of course
b. a course outline and syllabus
c. learner outcomes from the course
d. testing and evaluation
e. grading
f. supervised by and in what area

GRADUATION REQUIREMENTS

Refer to Policy 613

PURPOSE STATEMENT

The purpose of this policy is to set forth requirements for graduation from the school district.

GENERAL STATEMENT OF POLICY

The policy of the school district is that all students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

ONLINE CREDITS

Northland Community Schools shall grant credit for completing the requirements for a Minnesota Department of Education approved online learning course or program. See Guidance Counselor for additional information.

PASSES

A "pass" should be issued any time a student leaves the room for any reason unless the student's name was stated in an email or announcement to leave at a specified time. Teachers are not to write passes for students to miss another class unless approved in advance by all teachers involved. No more than one student may be released with a pass from a classroom at any one time. ~~***Teachers must keep a daily log sheet of students who leave class with a pass -***~~

~~name/time/date/where and return time.~~High School staff will use an electronic pass system to manage and track student movement during class time.

Passes are issued from the office for preapproved early dismissal. Students should not be allowed to go to other classrooms unless ~~a pass is presented~~ the classroom teacher and receiving teacher have communicated and approve the request. ~~in advance from the receiving teacher. All students released from the room are to return before the end of the period with their pass signed by the receiving teacher.~~ It is the sending teacher's responsibility to see ~~that this is done~~that permission is granted.~~.~~

Students who abuse pass privileges ~~should not be allowed future~~may have pass privileges temporarily revoked~~.~~

SCHEDULE CHANGE

Schedule changes will not be made until the student has signatures of principal, teachers involved, and parents. If a change is requested, the Guidance Counselor should be contacted first. If a teacher sees a need for a change in the student's schedule, contact the principal or Guidance Counselor. Before a change can be made, all signatures of those involved must be secured.

Northland Community Schools

ISD #118

Non-Licensed Handbook

2026~~5~~-2027~~6~~

ISD #118 does not discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, familial status, religion, creed, gender, marital status, genetic information, or receipt of public assistance in admission, access to, or treatment or employment in its programs and activities.

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Introduction

This handbook has been prepared to acquaint you with the applicable policies, procedures, practices, and benefits of Northland Community Schools. It is intended to provide you with information about the district that will be helpful to you in the course of your employment. Because of this, we expect you to take the time to read it and become familiar with its contents.

It has been continually updated to reflect any policy, procedure, practice or benefit changes. This latest edition is effective August 24, 2026~~August 26, 2025~~, and supersedes all previous policies, procedures, practices, and benefits of the district, both oral and written. If there are any discrepancies in benefit information provided in this handbook and benefit plan documents, the language in the benefit plan documents shall prevail.

The handbook is simply a summary of the district's current policies, procedures, practices, and benefits for your personal education and therefore should not be construed as a legal document. This handbook is not a contract of employment.

GENERAL

ANNOUNCEMENTS

Announcements immediately follow the Pledge of Allegiance each morning. If you have additional announcements requests, email the office prior to 8:00am.

ATHLETIC EVENT GUIDELINES

All workers shall be at their workstations 30 minutes before the beginning of the scheduled event. In most instances, that is 5:15.

After the Junior High game starts, all workers shall assist in clearing the gym of students/fans that have not paid.

Floorwalkers must remain until the building is cleared of all students and fans.

Ticket seller may quit selling tickets:

- Volleyball -- beginning of the third match or game. (Varsity)
- Basketball/Football -- after the second half of the varsity game begins.

The ticket seller may be asked to stay and help supervise. The ticket seller should watch that students are not entering the building through other entrances.

Everyone, except participants, game workers and Northland/HCN Storm students and staff are required to purchase a ticket when entering the JV and Varsity games. If a student leaves the event, they are not allowed to reenter the event.

Floorwalkers are to be moving in and out of the gym area, checking all exit doors so they are locked. In the case of football, the floorwalker should be moving around the playing area and parking area as needed and assisting the supervisor on duty as needs may arise. Supervisors are to get the microphone out and put it back after the game.

ATTENDANCE AT WORKSHOPS OUTSIDE OF THE DISTRICT

If you are going to attend a workshop outside of I.S.D. #118:

1. You need to fill out the proper request forms.
2. Upon approval:
    a. Request a sub and submit sub plans to secretary and administrator.
    b. In the event of a group, carpooling or requesting a school vehicle is recommended.
        i. The district reimburses mileage at the federal rate. Obtain forms for requesting reimbursement from the office. Mileage should be submitted monthly.
3. Receipts must be attached to the expense reimbursement form for all meals, room charges, and other reimbursable expenses. (See Policy 446)
    a. If is a meal is provided at the workshop, district will not reimburse for that meal.
    b. Obtain forms for requesting reimbursement from the office.

BASIC CLASSROOM CARE

1. Students should not be allowed to put feet on desks or furniture or to sit on tables or furniture not intended for sitting.
2. Check condition of classroom furniture daily; report any damage immediately to the principal, his/her designee, or custodian.
3. Rooms, desks, and cabinets should be locked when not in use.
4. Students should not be allowed to use rooms without supervision.
5. The room should be left at the end of the day the same way that it was found at the beginning of the day. Students should be asked to help in keeping the room clean and neat.

CELL PHONES AND ELECTRONIC DEVICES

Refer to Policy 524.1

PURPOSE STATEMENT

The primary goal of this updated policy is to foster a focused, distraction-free learning environment and to ensure the safety and privacy of all students at Northland Community Schools. We believe that minimizing the presence of cell phones and other electronic devices during school hours will significantly enhance our student's educational experience. This policy outlines the appropriate use of cell phones, Bluetooth earbuds, smartwatches, and personal electronic devices within the school premises.

GENERAL STATEMENT OF POLICY

a. Student cell phones and other personal electronic devices capable of communication, such as those used for texting, answering, and receiving calls, are not permitted in classrooms, hallways, during lunch, during recess, or bathrooms during the school day.

b. If students bring cell phones, Bluetooth earbuds, smartwatches, and/or personal electronic devices capable of communication, such as texting, answering, and receiving calls, to school, they must be placed on silent or turned off and stored in designated technology lockers from the beginning of the school day until the end of the school day.

c. These items can and will be confiscated by staff members and taken to the office if they are not stored in the designated technology lockers.

CITIZENSHIP

The Board of Education feels that instruction in citizenship and democracy are essential to a basic educational program. In accordance with that belief, each class, PreK-12, will begin their school day by reciting the Pledge of Allegiance.

COPYING MACHINES

Secretaries know how to use the copying machines. Make certain you are trained prior to using a copying machine. **Do not** have students, including TAs, run the machines for you.

Staff should prioritize the staff workroom copiers prior to using the office copier.

If the material to be copied is for **personal use, 10 cents per copy** is to be paid to the building secretaries.

Under no condition is any copyrighted book/work or chapter of book/work to be copied in its entirety without permission of the author or publisher.

CORPORAL PUNISHMENT PROHIBITED

Refer to Policy 507 and State Statute 121A.58

PURPOSE STATEMENT

The purpose of this policy is to describe limitations on use of corporal punishment or prone restraint upon a student.

GENERAL STATEMENT OF POLICY

No employee or agent of the school district or charter school shall inflict corporal punishment or use prone restraint upon a student.

CRIMINAL BACKGROUND CHECK

All new employees must clear a Criminal Background Check before beginning employment with the Northland Community Schools. There is a fee for the background check, which is paid by the potential employee.

DISTRICT DISCIPLINE POLICY

Refer to Policy 506

PURPOSE STATEMENT

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

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

The goal of PBIS (**P**ositive **B**ehavioral **I**nterventions and **S**upports) is to increase academic achievement and foster the social development of all students. It is a school wide framework for helping all students achieve important social and learning goals. Rather than focusing on the response or punishment when misbehavior occurs, this approach introduces and models behavior expectations, and then recognizes students when the positive social behaviors occur. The purpose of PBIS is to establish a school climate in which appropriate behavior is the norm.

As part of this initiative much work has been done to build Eagle Pride, School Wide. Expectations for behavior are clearly posted throughout the building, school grounds, buses, and at all school related activities. A common language has been developed for everyone including students, administration, teachers, support staff, bus drivers, paraprofessionals, and guests. A

system has been established to recognize students for their positive behavior, academics, and attendance on a weekly, quarterly, and semester basis. The following four behavior expectations have been established for all areas of Northland Community Schools:

EAGLE PRIDE, SCHOOL WIDE
Be Responsible
Be Respectful
Be Productive
Be Safe

Documents supporting PBIS are found on Google Drive.

EMPLOYEE HARASSMENT

Refer to Policy 413

PURPOSE STATEMENT

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

FACULTY COMMITTEES

Various committees are formed during the year to study school problems, resolve issues or to perform specific tasks. Staff are encouraged to participate in those various committees.

FAMILY NIGHT

By tradition (and by action of the Board of Education), no evening activities are to be scheduled by the school on Wednesday. This night has been set aside for the family to be together and to provide an evening for other community organizations to sponsor activities.

FUND RAISING

Refer to Policy 511

PURPOSE STATEMENT

The purpose of this policy is to address student fundraising efforts.

GENERAL STATEMENT OF POLICY

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students and the general public.

All fundraising activities must be approved in advance by the administration. Upon approval, complete all appropriate forms and follow procedures as listed in the policy.

No money should be left in the desk of a member of the faculty. Each staff member should turn

in all money received during the day to the district office. with the proper form(s).

Funds must be used "by the students for students".

GENERAL SUPPLIES

All general supplies are ordered in bulk and stored in the teacher workrooms. If there is a need for a general supply, contact the office.

HANDLING OF BODY FLUIDS (BLOOD BORNE PATHOGENS)

The booklet Cass County Guidelines for Handling Body Fluids is very informative about what to do in case you need to handle body fluids. Two simple guidelines:

- Glove up!
- When feasible, have the person whose bodily fluids must be handled, handle their own fluids.

Each classroom has a Bloodborne Pathogens and Bodily Fluid Spill Kit.

If you don't have the Bloodborne Pathogens and Bodily Fluid Spill Kit**, please notify the Custodial Maintenance Supervisor.**

INCLEMENT WEATHER PROCEDURES

An instant alert will be sent out to all staff. All employees may listen to local radio stations or television stations for late start or school closing announcements.

If a late start is announced, staff will report at the later start time. For example, a two-hour late start is announced, teachers usually reporting at 7:30 A.M. must report by 9:30 A.M.

If school is closed for an entire day, staff will not be required to report. A make-up day may be scheduled, or staff may be asked to document hours worked.

School schedules will not be altered if school is a late start or closed.

INTERNET ACCEPTABLE USE AND SAFETY POLICY

Refer to Policy 524

PURPOSE STATEMENT

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

GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of

libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

KEYS/BADGES

Each member of the staff will be issued the necessary keys/badges by the district office. The keys are regulated by the following guidelines:

a. Only adult school employees will be issued keys/badges.
b. No staff member is to be in possession of a school key/badge that has not been properly issued by the district office.
c. Any staff member who unlocks the building after school hours is responsible for the students and/or adults who enter and will be certain that the building is secure when the staff member leaves. This especially pertains to "open gym" on weekends.
d. Lost keys/badges can be replaced, and a replacement fee will be assessed. Report lost keys immediately to the building principal.
e. Staff are not allowed to give keys/badges to students.
f. Keys/badges must be turned into the office at the end of the school year by 9-month employees.

LEAVE DONATION

Refer to Policy 450A

PURPOSE STATEMENT

Any Northland Community Schools employee who has benefit time, including vacation, personal, or special leave and/or sick leave, may elect to donate a portion of that time to another Northland Community Schools employee. The leave donation program will only be utilized in catastrophic medical situations and only with approval of the Superintendent. Only currently available benefit time may be donated to a currently identified need. It may not be donated toward future needs.

Any Northland Community Schools employee with available benefit time may elect to donate a portion of that time to another Northland Community Schools employee. The leave donation program will only be utilized in catastrophic medical situations and only with approval of the Superintendent. Only available benefit time may be donated to a **currently identified need**. It may not be donated toward future needs.

PROCEDURE

a. The Superintendent and supervisory staff will provide memorandums for posting and to advise employees of a need for donated hours.
b. A leave donation authorization form will be available from the district office and must be signed and returned to that office before a donation can be effective.

MAIL

A basket for outgoing mail is in the office. Teachers will be notified when packages arrive.

When possible, packages will be delivered to classrooms. Please affix the proper postage to all outgoing personal mail. Staff are discouraged from shipping personal mail and packages to the school.

MAILBOXES/EMAIL

The school district provides each teacher with a mailbox in the Staff Lounge. Mail and other material are distributed to staff through these boxes. Staff members are asked to check their mailboxes daily. Communication is also done via email. Staff are asked to check their email regularly and respond within 24 hours if a response is needed.

MANDATED REPORTING

All public school employees have a responsibility to be mandatory reporters under the Abused and neglected Child Reporting Act. Any school employee who suspects a child is experiencing abuse of any form must report that abuse to the local social services. Once reported, the Social Services will do an investigation.

Minnesota Statute 626.556- Reporting of Maltreatment of Minors

All school employees are Mandated Reporters. Child Protection Assessments are conducted in response to reports of children being abused or neglected by caregivers. Family Services and Law Enforcement are required by law to cross report any child protection reports. The purpose of child protective services is to help protect children from physical abuse, neglect, and sexual abuse. The goal is to help families get the services needed so children do not need to continue to be abused or neglected.

How do I Report Abuse or Neglect? Call Cass County Social Services: 218-547-1340 or after-hours emergencies call 218-547-1424 if you believe that a child is being hurt or neglected. Doctors, school employees, and ministers, are required by law to report suspected child abuse or neglect. Other people, such as neighbors or relatives are encouraged to also report if they think a child is being abused or neglected. Please contact your supervising teacher or principal to complete a Suspected Child Abuse/Neglect Report.

What will happen when I call? County child abuse staff will decide if you concerns fit within the statutory definitions of abuse or neglect. If so, a child protection worker will meet with the family to assess the situation. The name of the person making the report will not be shared with the family, unless the reporter agrees or the court compels it. Child protection will work with local law enforcement and individuals who know the child, such as doctors or teachers if necessary.

PAYROLL INFORMATION

PAY PERIODS

Non-licensed staff will be paid on the 15th day of the month and on the last day of the month. When the 15th of the month or the last day of the month fall on Saturday, Sunday, or a legal holiday, payments will be issued on the preceding workday. For hourly employees, wages paid on the 15th will be based on hours submitted for the 16th through the last day of the previous month. Wages paid on the last day of the month will be based on hours submitted for the 1st

through the 15th of the current month.

DIRECT PAYROLL DEPOSIT

Northland Community Schools uses direct deposit for payroll. Employees need to submit a direct deposit form to Payroll every time they want to change the place where their paycheck is deposited. Further information is available from Payroll.

PENSION PLANS (TRA AND PERA)

Public employees are required by state law to belong to pension plans administered by Public Employees Retirement Association (PERA). Minnesota Statutes Chapters 353 and 354 set the rates for employer and employee contributions.

If you have any questions, please call the toll-free numbers listed below:
PERA (for Non-Licensed staff) 1-800-652-90265

SMARTER – EMPLOYEE SELF SERVICE

Northland Community Schools utilizes a paperless payroll system.

Employee Self Serve is a program accessed online that allows employees to view/print their own pay stubs, W2's, and other information **whenever** they need it. Employees can see more detailed information regarding their leave time, as well as viewing pay information the day before payday. The District Employee Self Service (ESS) site can be accessed from the District's home page at www.isd118.k12.mn.us. Click on "Resources" then "Staff" then "Employee Self-Serve."

To enter for payroll enter ID number then password, choose continue to eR, choose option text or email for code. Once receive code enter it, directed to payroll and/or request for leave option is available. All leave is entered through smart eR.

Time Clock:

If you are not familiar with the Employee Self-service program, please follow the directions below after you've connected to the district website address:

1) Enter ID number
2) Enter password.
3) Choose clock in or clock out.

Information on Logging in to ESS:

If you are not familiar with the Employee Self-service program, please follow the directions below after you've connected to the district website address:

1) Enter ID number.
   a) Your User ID is your employee number. If you can't remember it, you can look on a previous pay stub. If you can't find that, please call the Executive Secretary.
2) Enter password.
   a) If you can't remember your password, use the "Forgot Password" feature on the login page.
   b) ****After three unsuccessful attempts, you will be locked out. If that happens you will need to contact the Executive Secretary to reset your password and unlock your access.
3) Choose continue to eR

4) Choose option for Two-Step Verification
5) Enter verification code.
6) Once you are at the Employee Self Service menu, you will have multiple tab options. Click on "My Payroll" tab. The various options you will see are:
   a) "Pay Stub" - On pay day, the current pay information will automatically appear. To view other pay stubs, click on "View Old Pay Stubs." You can also view your Year-to-Date information and general pay information.
   b) "Time Off" - information about your leave with automatically appear, as well as requesting time off.
   c) "W-2 and W-2 Information Sheet" – is where you will go to print off your W2. You can also see what you are currently claiming for your tax withholding.
   d) "Direct Deposit" – view current set up and change direct deposit
7) Another tab "About Me" is where you would go to change your password. It is recommended that you do this on your first visit to the site so that others cannot access your employee information. Your password can be up to 12 characters.
8) When you are done – be sure to Log Out from the main menu.

If you have any problems accessing this program, please contact Payroll at 218-566-2351.

Insurance Deduction for Less Than Full Time Employees

Employees who work less than 12 months and who have selected to participate in the district offered Health Insurance Plan (currently Health Partners through NJPA), their total amount of yearly premiums will be deducted evenly over their number of scheduled pay periods. (For example, if an employee works 9 months per year, the total amount of insurance premiums for the year would be evenly deducted over 18 pay periods.)

POLICIES OF THE SCHOOL BOARD

Staff should familiarize themselves with the School Board policies. School board policies are available on the district website and copies may be obtained from the Executive Secretary. Changes are made periodically according to the needs of all concerned and according to state and federal regulations. If you see a need for a change, please contact the principal.

PROBATIONARY PERIOD

New employees shall be considered on probation for 1 calendar year of continuous service from their first date of hire.

RIGHT TO KNOW

ANNUAL INTEGRATED PEST MANAGEMENT PESTICIDE NOTIFICATION

Northland Community Schools uses licensed, professional pest control firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings.

Pests can sting, bite, cause contamination, damage property and spread disease; therefore, we must prevent their presence and control them as necessary. The district or outside contractors may also apply herbicides on district properties, as deemed necessary. The long-term health effects on children from the application of such pesticides may not be fully understood. All pest control materials are chosen and applied according to labeling directions per Federal law.

To limit the potential pesticide exposure, the district follows safety regulations to ensure pesticides are applied properly. All pesticide products, which are used in and around school buildings, are required to be registered with the Minnesota Department of Agriculture and the U.S. Environmental Protection Agency. In addition, school employees and certified and licensed applicators are required by state and federal law to comply with all requirements of the pesticide label, including building sites, application rates, re-entry intervals, posting, use of personal protective equipment, use restrictions, and disposal on the product label. An estimated schedule of pesticide applications is available for review or copying at the district office.

To be notified about pesticide applications or the management plan, please contact Lead Custodian.

ENVIRONMENTAL MONITORING - AHERA

EPA's asbestos regulations for schools (the Asbestos Hazard Emergency Response Act, "AHERA"), require that an accredited inspector reinspect school buildings at least once every three years to reassess the condition of ACM.

Any questions concerning this notice or an explanation of our Asbestos Management Plan can be directed to Lead Custodian.

INDOOR AIR QUALITY NOTICE

Northland Community Schools has an Indoor Air Quality (IAQ) management plan. The management plan outlines specific policies and procedures that will be used in the district to address indoor air quality issues. IEA, the District's health and safety consultant completes annual IAQ assessments within the school to ensure proper air quality.

Any questions concerning this notice or an explanation of our IAQ Management Plan can be directed to Lead Custodian.

SCHOOL VEHICLES

(Refer to Policy 496 - Employees and Non-Participating Dependents In School Vehicles)

School vehicles are available for district approved travel. They are available on a "first-come-first served" basis. Requests should be made several days in advance if possible. Forms for school vehicle use are in the school office.

PROCEDURES FOR BUS

1. Get preliminary approval from supervisor five days in advance.
2. Fill out request form and turn into supervisor.
3. You will only hear back on the request form if the request is not approved.
4. Your supervisor will give your request to the transportation secretary if/when approved.
5. The Transportation secretary will work with the transportation department to arrange for a bus and will email you with an update on who the driver is.

PROCEDURES FOR TYPE III VEHICLE

1. Get preliminary approval from supervisor five days in advance.
2. Fill out request form with Transportation secretary, the secretary will let you know if there is a vehicle available.

3. Anyone driving students in a type III vehicle must be type III certified and must know how to do a pre-trip inspection and document beginning and ending mileage.
4. Get keys and School Vehicle Use Form from school office. Please Note: If you are leaving before 7:30 A.M., make sure you make arrangements to get keys the day prior to your leaving.
5. Upon your return, lock all the vehicle doors. Return the key and the completed School Vehicle Use Form to the school office.

SCHOOL VEHICLES WITH STUDENTS

Type III bus is a car, van or station wagon carrying nine or less students. The driver:

a. Shall not operate vehicle as a Type I or Type II bus.
b. Shall not stop traffic.
c. Shall not load or unload in a vehicular traffic lane or on the shoulder. Shall be restricted to curb, non-traffic side (normal parking lane), off street loading areas, driveways, yard service, and other areas to avoid any hazardous conditions.
d. Shall not load or unload in the right-hand lane of the roadway, designated turn lane, or lane immediately adjacent to a designated turn lane.
e. Shall not load or unload so that a child has to cross the road. Where not possible or impractical, the driver or aide shall personally escort the child across the road. If driver escorts, the motor must be stopped, ignition key removed, brakes set, and vehicle otherwise rendered immobile.
f. Shall not load or unload before making a complete stop and disengaging gears by shifting into neutral or park.
g. Shall not operate as a school bus, whether carrying pupil passengers or not, without displaying the "Vehicle Stops at RR Crossings" sign and stopping at all railroad crossings. Vehicle must be always operated with headlights on. Sign may be covered or removed when vehicle is not operating as a school bus.
h. Shall enforce the bus riding rules and regulations.
i. People requesting a car/van must make arrangements for picking up key and the vehicle the day before using the vehicle.
j. People returning vehicles after school hours need to lock the vehicle and bring the keys and completed School Vehicle Use Form to the school office.

DRIVING SCHOOL VEHICLES

All school personnel wishing to transport students to games and other activities will be required to complete Type III driver training, submit to a driver's license check, and hold a Type III license.

- All training and driver's license checks need to be completed prior to the transportation of students.
- Driver license checks need to be updated annually.
- Forms may be obtained in the district office.
- Forms must be returned to the district office for processing.
- Pre-approval needs to occur with building Principal or Superintendent.

SOLICITORS

The laws of this state establish that no one is to come into the school building other than to come to the administrative offices unless they have the permission of the principal. This refers to sales personnel and others that have a business reason for calling on the school, as well as those who

might want to call on individual faculty members or students to solicit personal business. Agents will not be allowed to call on staff members during a time that the faculty member is engaged in actively supervising students in some capacity. In no event, will agents be allowed to contact teachers unless it directly involves a school activity.

STAFF DEVELOPMENT PLANS AND PROCEDURES

Refer to Policy 425

PURPOSE STATEMENT

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

PROCEDURES

1. Requester will complete the yellow Staff Development form. (Found in office)
    a. Attach the following to the yellow form:
        i. a copy of training/workshop information
        ii. options for hotels, if needed
2. Requester will place the yellow sheet with attachment information in Staff Development Committee Chair's mailbox.
3. Requests will be brought to the next Staff Development Committee Meeting.
4. Requester will be notified if the request was approved or denied.
    a. Upon approval, requester will be informed of the next steps.

STANDARDS RESPONSE PROTOCOL

The Standard Response Protocol (SRP) is based on the response to any given situation not on individual scenarios. SRP incorporates a specific vocabulary but also allows for great flexibility. The premise is simple – these five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants.

Hold is followed by the Directive: **"In Your Room or Area"** and is the protocol used when hallways need to kept clear of occupants.

Secure is followed by the Directive: **"Get Inside. Lock Outside Doors"** and is the protocol used to safeguard people within the building.

Lockdown is followed by **"Locks, Lights, Out of Sight"** and is the protocol used to secure individual rooms and keep occupants quiet and in place.

Evacuate and may be followed by a location and is used to move people from one location to a different location in or out of the building.

Shelter State the **Hazard** and **Safety Strategy** for group and self-protection.

STUDENT ACTIVITY ABSENCES

Staff members who will be taking students out of classes during the school day are asked to provide the office with a list of those students that will be gone. This list should be given to the office at least one day before the scheduled event with the purpose of the activity and advisor name. This list will be shared with all teachers that have those students throughout the day.

STUDENT HEALTH

When a student becomes ill, notify the office. In most cases, students who become ill should be escorted to the office. **NEVER** leave an ill student unsupervised.

If a student is ill, he/she will be allowed to rest in the nurse's room for up to an hour. If the illness lasts beyond that, the office /nurse will call the parents to pick up the student. (Make sure the child is checked on at least every 15 minutes while they are in the sick room.)

ACCIDENTS

If a student is injured while under teacher supervision, the responsible teacher should report the incident immediately to the principal's office and complete an **"accident report"** form by the end of the day. Parents need to be contacted if the accident required first aid or more.

All student accidents must have the proper form filled out on it the same day as the accident.

Medical Assistance to Injured Students

When a student is injured, the first adult on the scene shall give whatever first aid they are capable of giving and contact the school office if emergency medical help is needed. If the person giving assistance needs extra help, he/she will ask for it. If no assistance is requested, no other adult should interfere.

The district's responsibility is for first aid only. All other procedures must be left to the licensed medical professionals. There are multiple EMTs on staff that will be contacted for assistance.

Drugs or medication, including aspirin products, must not be dispensed by school personnel without written request from the parent. The medication must be in a pharmacy labeled container and stored in the office.

Parents of a student who needs emergency medical help must be contacted as soon as possible.

TOBACCO AND DRUG FREE SCHOOL

Refer to Policy 418 – Drug-Free Workplace/Drug-Free School
Refer to Policy 419 – Tobacco-Free Environment

PURPOSE STATEMENTS

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating

cannabinoids, edible cannabinoid products, and controlled substances without a physician's prescription.

The purpose of this policy is to maintain a learning and working environment that is tobacco-free.

USE OF CHAIRS AND STOOLS AS A STEPPING DEVICE

Please be advised that no employee is to use a stool or a chair as a stepping device. Several options are available:

1. Get a ladder or step stool.
2. Request assistance from the custodial staff that will use a ladder.

USE OF SCHOOL PROPERTY

From time to time, teachers may request to use school equipment for personal reasons. The facility use form must be completed and turned in to administration. Upon approval, all school property must be checked out in one of administrative offices prior to its leaving the building.

VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

Northland Community Schools encourage interest on the part of parents and community members in school programs and student activities. The school welcomes visits to the school building and school property by parents and community members provided the visits are consistent with the health, education and safety of the students and employees and are conducted within the procedures and requirements by the school district.

Visitors entering Northland Community Schools must report directly to the main office. All visitors must:

- sign, date, provide location and record time they have entered the building, and
- receive and wear the visitor identification badge.

Prior to leaving the building the visitor must return the visitor identification badge and record the time they are leaving the building.

Any student guests of I.S.D. #118 students must have prior approval by the building principal or designee.

Unauthorized persons shall not be permitted in school buildings or on school grounds. School administrators are authorized to take appropriate action to prevent such persons from entering buildings or from loitering on grounds. Please notify the office if you see someone without a visitor badge.

Visitors to the school are not allowed to interview nor interrogate students at school unless they have written permission of the student's parents and consent of the building administrator.

People who are not employees of District #118 shall not be permitted to meet with the employees and/or students at school during the workday, except as permitted by the building principal or district designated representative.

SPECIAL CIRCUMSTANCES:

Parents need not sign in if they are attending Conferences, Assemblies, Athletic events, or special programs.

WEAPONS POLICY

(Refer to Policy 501)

PURPOSE STATEMENT

The purpose of this policy is to assure a safe school environment for students, staff and the public.

GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

Paraprofessionals

Paraprofessionals are an integral team member, assisting students with special education needs, as well as many other student support areas. In the Northland Community Schools the primary role of the paraprofessionals is to provide direct support to students. This can include students with special needs in and out of the classroom by working with students one-on-one or in small groups. Paraprofessionals may however, be called on to perform a variety of other tasks. We hope that your time at Northland will be filled with positive growth and learning for you, as well as for the students and teachers with whom you will work with every day.

PROCEDURES/GENERAL INFORMATION

ABSENCES

Attendance and punctuality convey how seriously you take your job. Your supervising teacher and students you work with count on you being at work on time every day. All leaves of absences are addressed in the contract. Most leaves need prior approval. Please contact your building principal or payroll clerk to discuss leaves.

- All paraprofessionals are required to submit leave requests using the TimeClock Plus System.
- When the paraprofessional will be absent due to illness or special emergency, the paraprofessional must contact the school front office at **566-2351 by 6:30 AM.**
- After notifying the front office, the paraprofessional needs to enter the sick leave or special emergency leave in the TimeClock Plus system. Sick leave cannot be paid until the sick leave request is entered in the TimeClock plus system by the paraprofessional.

Often a major part of your supervision is directly related to the safety of students. Punctuality and adhering to your schedule within the day is very important. There will be times when your daily schedule changes. It is important that teachers or other persons you work with are notified of the changes you have been directed.

ATTITUDE

All employees convey an image of the school to other professionals, to parents, and to the community. We want this to be a favorable image. The paraprofessional is as much a part of creating this image as are the certified staff members. Therefore, your actions and speech should be always appropriate and professional. Show your support for the special education program as well as your supervising teacher verbally, enthusiastically, and actively. For example, just remembering to smile and being friendly towards others can make a difference, as well as looking to assist others. When working with students, having a sense of humor, praising their efforts, and using positive statements show students that you care about them and that you enjoy what you are doing.

SCHEDULES

Paraprofessionals will work with their supervising classroom or special education teacher to create a written schedule that will be submitted to the principal. These schedules are to be followed daily.

**Paraprofessionals working in a non-classroom environment will submit schedules to building principal quarterly.

Each paraprofessional must arrive at their scheduled time. If a paraprofessional is aware ahead of time they may be late, a courtesy call to the district office is required, stating the approximate time of arrival. This is so the supervising teacher can plan appropriately and account for each of the students the paraprofessional is responsible for.

Each paraprofessional must stay for their scheduled time. If a paraprofessional must leave their workday early they must first clear it with their supervising teacher. A paraprofessional who leaves early without notifying their supervising teacher to make arrangements for their absence, will be subjected to district discipline policy.

LUNCH PERIODS/ REST BREAKS

Paraprofessionals working more than 5 consecutive hours per day shall be provided an unpaid-duty free lunch period of at least 30 minutes. Employees shall receive the following lunch periods and rest breaks:

3-5 work hours = 15-minute break
5+ - 6 hours = 30-minute duty free/unpaid lunch period
6+ work hours = 30-minute duty free/unpaid lunch period plus 15-minute break

CELL PHONE USAGE

Cell phones should never be out when working with students. Cell phones may be used at your discretion when NOT with a student and when you are on a break. Keep personal cell phone use to break time only unless it's an emergency.

COMMUNICATION

No matter how well a program is designed, success depends on good communication between the teacher and the paraprofessional. It is key to keep communication positive among staff and students. Poor communication skills and negative statements are at the heart of most problems. The learning process is totally dependent upon the staff establishing and maintaining good lines of daily communication. However, communication with students and staff goes beyond verbal interaction and includes nonverbal interaction. Research has concluded that approximately 80% of communication is nonverbal. Your actions may speak more loudly than your words.

SUPERVISION

Generally, paraprofessionals will almost always have one official immediate supervisor to deal with (typically the principal). However, due to the dynamic nature of the position, paraprofessionals may find themselves in environments that they may need to report to or take direction from many people. These people may include, but are not limited to special education teachers, general education teachers, related special education staff, and administration. The classroom and special education teacher that you work with will be a primary source of information for you and may be asked to provide information for your performance evaluation.

PARA "CHAIN OF COMMAND"

Please follow this chain of command when reporting to the district supervisors:

1. Regular Education Teacher, if working in the room at the time of question or concern
2. Special Education Teacher;
3. Building Administration;

PROFESSIONAL GROWTH, REFLECTIONS, AND EVALUATION PLAN

Northland Community Schools supports an ongoing program of professional growth, reflection and evaluation. To this end, the administration and staff of Northland Community Schools are directed to implement and maintain a systematic program of employee growth, reflection and evaluation.

ASSUMPTIONS OF THE NORTHLAND COMMUNITY SCHOOLS EMPLOYEE PROFESSIONAL GROWTH, REFLECTION, AND EVALUATION PLAN:

A. All employees of Northland Community Schools are committed to on-going professional growth and proficiency.
B. Professional development is supported through effective performance evaluation.
C. Probationary employees will demonstrate a level of performance at or above the level of proficiency or have clearly demonstrated progress towards proficiency as defined by this Growth, Reflection & Evaluation Plan in order to achieve regular status.
D. Regular Employees of the Northland Community Schools will perform at or above the level of proficiency as defined by this Growth, Reflection & Evaluation Plan.
E. Employees who are not performing at or above the level of proficiency as defined by this Growth, Reflection & Evaluation plan will be placed on a Performance Improvement Plan.

PURPOSES OF THE NORTHLAND COMMUNITY SCHOOLS EMPLOYEE GROWTH, REFLECTION AND EVALUATION PLAN:

A. To improve the quality of learning experiences for students.
B. To facilitate communication and cooperation between staff and administrators.
C. To provide specific assistance and feedback for staff to promote professional growth.
D. To provide a continuous written record of professional staff performance and service as an acknowledgment of effective job performance.
E. To aid the employee in gaining insights as to strengths and weaknesses and to provide a vehicle for continued improvement in job performance.
F. To provide a basis for the principal/supervisor to recommend “regular” status or as a basis for placement on the Performance Improvement Plan.

GROWTH, REFLECTION & EVALUATION PROCESS

All new paraprofessionals are evaluated at least twice during the first year of employment. After the first year, paraprofessionals are evaluated at least once a year. More evaluations can be scheduled as needed.

GATHERING OF INPUT

A. The Principal will gather input from the Special Education Teacher and General Education Teachers that are associated with each individual paraprofessional. The Principal will send the Input Form to these staff members and will follow up to completion.
B. The Principal will observe paraprofessionals throughout the school year and prior to the evaluation.
C. If a category does not apply, the teacher offering input should acknowledge it by writing Not Applicable.

GROWTH, REFLECTION & EVALUATION MEETING

A. A meeting between the employee and the Principal will take place. The meeting will be a discussion regarding the employee's Self Evaluation and the evaluation document from the Principal with the input from the associated teachers.
B. During this meeting, growth goals will be created between the Principal and the employee. This will include the goal, expected outcome and evidence or indicators that the outcome has been met. These goals may be shared with the employee's Special Education Teacher at the employee's request.
C. Upon completion of setting growth goals, the employee and the Principal sign the final document, which includes the growth goals and the employee's self-reflection, in order to show the required steps have been accomplished. The signatures do not mean agreement with the feedback or ratings. Also, the employee can attach to the evaluation document additional responses, comments or notes at any time.

PERFORMANCE IMPROVEMENT PLAN

A. Should the Principal determine that there are multiple categories that need improvement, the Principal will meet with the paraprofessional's special education teacher and discuss feedback and growth opportunities. If the Principal and special education teacher determine further support is needed, they will reach out to their building administrator/Asst. Director of Special Education/Director of Human Resources, to seek support on further training, development, coaching, or, if needed, write a formal performance improvement plan for the paraprofessional.

PARAPROFESSIONAL DUTIES AND RESPONSIBILITIES

Paraprofessionals serve under the direction and supervision of the regular or special education teacher to assist in carrying out Individual Education Programs. You are a valued and skilled member of the educational team, and you may be asked to provide input to generate ideas to assist in the development of materials and adaptations for students.

ROLE OF PARAPROFESSIONAL

The role of the paraprofessional in special education is to directly or indirectly assist and support in the provision of services to students with disabilities to help them access the general education curriculum in as independent as a manner as possible. The role assignments with a paraprofessional are not defined by student, setting, or program, but rather by a student's needs as determined by the IEP.

BEHAVIOR MANAGEMENT

Maintain consistent behavior management, as defined by the team and the IEP, with each learner and assist with supervision of all activities. Some students have Behavior Intervention Plans (BIP) written into their IEP. These plans must be followed very closely. Please check with the case manager before implementing any type of behavior intervention, to be sure it is an approved procedure.

INDIVIDUAL/GROUP WORK

Under supervision of the teacher, carry out daily objectives and work with learners as individuals or in groups to reinforce material presented by the teacher(s).

- Assist individuals, or in small or large group instruction
- Direct learners in use of materials and understanding directions
- Provide information to learner through alternative modes when necessary
- Reinforce with practice, skills previously taught
- Assist students with self-care, feeding, eating (when appropriate).
- Assist specialists (nurses, therapists) as required
- Read information, directions, assignments, tests, stories to students as needed

PLANNING

Assist in organizing classroom and daily lessons, grading papers, and preparing or copying materials for the learner(s).

- Assist in classroom planning as requested.
- Report classroom progress to general education teacher and special education teacher
- Report needs of child in both regular and special education settings to teacher(s)
- Assist with material preparation as directed
- Snack preparations
- Classroom cleanup
- Assist with program planning as requested
- Attend meeting and conferences as requested

DOCUMENTATION

Assist in recording data as trained and requested (i.e. medical, academic, behavior, incident/accident, etc.)

EQUIPMENT

Operate and care for equipment used by students and staff.

- Care of books, supplies, equipment
- Reserve, set-up operate, return instructional equipment
- Operate copying equipment
- Operate equipment specific to learners needs

TRANSITION

Promote learner independence in transitioning with

- Assist students in preparing to enter and leaving building in school, as required throughout the day (may require lifting with some students)
- Assist students with bus loading/unloading

TYPE III DRIVERS

"Type III vehicle" refers to passenger vehicles and buses with a maximum capacity of 10 people (including the driver) and a gross vehicle weight rating of 10,000 pounds or less. These vehicles, like SUVs, vans, cars, and trucks, are used for transporting school children. Type III vehicle drivers in Minnesota are required to be trained and follow specific policies and procedures for operating these vehicles.

Paraprofessionals at Northland, who hold a valid driver's license, will be given the initial and/or annual training and instruction to become certified as a Type III driver.

STUDENT MEDICAL INFORMATION

ADMINISTERING MEDICATIONS

It is the policy of Northland Community Schools not to administer any medications to students unless there is a written doctor's order on file. This policy includes over the counter medications such as aspirin, cough syrups, etc. Medications must be sent to school in the original bottle from the pharmacy, with the doctor's directions. Mixed dosages in the same bottle are not acceptable. Please consult your supervisor or school nurse with questions regarding this policy.

MISSED MEDICATION

If a student misses his/her medication, refuses to take it, or it is delayed in being administered, contact your supervisor or the school nurse in charge of the program.

DELEGATED MEDICAL PROCEDURES

Some medical procedures can be delegated to paraprofessionals if they are properly trained and routinely supervised by the nurse. Paraprofessionals should only perform procedures for which they have been trained and demonstrated competency.

PROFESSIONAL ETHICS

To protect the rights of students and families, paraprofessionals must be aware of and practice appropriate ethical behavior. They must maintain confidentiality and protect and promote the rights of students' dignity, privacy, and respect. Paraprofessionals must also demonstrate honesty, loyalty, dependability, cooperation, accountability, and a willingness to learn. The

following is a suggested code of ethics for paraprofessionals:

- Engage only in non-instructional and instructional activities for which you are qualified and trained
- Do not communicate progress or concerns regarding students to parents, community members, or school staff not involved with the students. Discuss student progress, programming, etc., only with the supervising teacher in an appropriate setting
- Refer concerns expressed by parents, students, or others to your supervising teacher or administrator
- Recognize that the supervisor has the ultimate responsibility for instructions and management, and follow his/her prescribed directions.
- Express differences in opinion with supervisor, only when students are not present
- Discuss work-related problems only with appropriate personnel
- Do not engage in discriminatory practices based on a student's handicap, race, sex, culture, or religion
- Be a positive role model
- Follow all district and building policies set forth by administration and school board
- Accept responsibility for improving your skills
- Represent the school in a positive manner

TIPS FOR THE PARAPROFESSIONAL

1. Do not let the student become overly dependent on you. The less work you do for the learner, the better. A successful paraprofessional will guide the student to the correct answer without giving the answer to help the student develop independence and learning skills.
2. Spend time asking questions, listening, writing, and helping students to think for themselves.
3. Be sensitive to the emotional, psychological, social problems that may be affecting the performance and behavior of the student. Bring them to the attention of the case manager, school principal, social worker, or building special education coordinator. Do not be afraid to ask for help!
4. Avoid assuming the role and responsibilities of the professionals and parents. Your job is to support these people, not replace them.
5. Be patient and reinforce positively when a goal is met. Progress may be slow, but always point out the accomplishment no matter how small.
6. Be sensitive in communicating with your students. Most importantly, be a careful listener.
7. Avoid being judgmental or stereotyping students. Each student is different.
8. Be realistic in expectations. If you expect little, little will be produced. Let the learner know you have high, but realistic expectations. With encouragement the learner will come to share your expectations.
9. Teach problem-solving strategies whenever possible.
10. Encourage students to be responsible for listening to direction and encourage them to ask questions for clarification.
11. Assist and praise all students in the class, not just the student you are helping. However, keep in mind your first responsibility is to the Special Education Student(s) in the class.
12. Remember, you are a model of appropriate behavior.
13. Encourage all students to accept, support, trust and assist each other.
14. Allow students to make as many decisions for their self as possible. Give them choices.
15. Treat all students with respect.
16. Respect each other as colleagues, co-workers, and professionals. Speak positively about

each other and the school. Do not share conflicts with coworkers with people other than your supervisors.

17. Maintain a professional, but supportive role with students.
18. Avoid becoming overly protective. Students may initially require intensive support, but your goal needs to be to "fade" to a coaching and/or indirect role as soon as possible.
19. Carry your share of the load in the classroom. This is particularly important in rooms that are physically demanding.
20. Confidentiality is an absolute requirement. Only share information with people in the school who have direct involvement with a child, and then only the information that the person needs to know to work with the child. Being a school employee does not entitle people to information (see confidentiality).

GUIDE FOR PARAPROFESSIONALS

A clear delineation of roles of the teacher and the paraprofessional is an important element of a successful program. Identification of teacher and professional roles insures adherence to ethical and legal requirements and serves as a guide in supervision and evaluation. Actual delivery of instruction to the student may be carried out by the paraprofessional under supervision of the teacher.

A Paraprofessional MAY:	A Paraprofessional May NOT:
Be left alone in a classroom for brief periods of time when teacher is gone.	Be used as a substitute teacher, without proper licensure and approval.
Work without direct supervision with individuals or groups, on concepts introduced by teachers.	Provide instruction without teacher direction.
Have specific instructional and management responsibility, under direction of certified staff.	Be assigned to attend student staffing in lieu of teacher.
Be involved in student staffing, if requested.	Supervise other staff.
Support inclusion of students in regular class assignments and tutoring.	Assign grades, write programs.
Be assigned record keeping tasks as relevant to classroom management.	Make parent contact or share information with non-school people, unless authorized.
Be reassigned within building/district by administration	Make major program decisions.
Work with a variety of disabilities.	Have access to files, unless authorized.
Assist in transportation supervision of students	Transport students in own vehicles

Tasks a Paraprofessional can do while Assisting in the General Education or Special Education Classroom.			
Whole Group Instruction	**Independent Work Time**	**Group Work Time**	**Testing**
Cue students to take notes and make sure they continue to do so throughout the instruction.	Make sure students are on task and productive.	Make sure students get in a group.	Reading test allowed in arranging for them in advance.
Take class notes in a	Providing help with	Facilitate and model	Rephrasing test items –

notebook for later use or take notes on the board if this is a system that works for the teacher.	assignment completion – offering help multiple times and with different methods.	participation – okay to offer the group suggestions.	providing scaffolding/triggers (not answers).
Facilitating spelling, organization, on task behavior, etc.	Prompt/cue skills – skimming a textbook, using bold words, index, etc.	Assist with individual tasks – offering help multiple times and with different methods.	Providing a framework or outline when answering essay questions.
Charting student on-task behavior, assignment completion, etc.			
Talk with the teacher about your physical role in the classroom. Find out if you should be seated next to specific students, if you should walk around during the whole group, small group, or independent work time to check on on-task behavior, or offer assistance, etc.			

POSITIVE BEHAVIORAL MANAGEMENT AND STRATEGIES

Behavior management is complex and unique to each individual. In each classroom environment, staff will manage behavior in a variety of ways. Paraprofessionals, in order to reinforce consistency, need to model the classroom management systems defined by each classroom teacher. When further intervention is necessary, the regular classroom teacher and special education teacher will plan appropriate interventions for the paraprofessional to implement. It is important for paraprofessionals to define their roles with the teacher in each classroom setting.

Attention - It is vital to have the attention of the end individuals who are working with. It is okay to wait until the group is quiet and it's sending to you before you begin activity.

Instruction – It is likely that the student is displaying charging papers, because they do not know how to do it correctly. We must teach our students how to display the correct behaviors.

Monitoring - The key word here is to circulate. Staying in one place is not an effective way to deal with challenging behaviors.

Modeling – Students become confused as to what appropriate behaviors are expected if they witness inappropriate behaviors by adults in the environment.

Non-Verbal Cueing – Non-verbal cueing is less intrusive than verbal cueing. Especially in a whole classroom setting. Non-verbal cueing can be facial expressions, body posture, proximity, and hand signals.

Environmental control – Behavior problems can be remedied by changing the environment in which the behaviors occur. Providing structured activities on the playground significantly reduces the number of problem behaviors in this setting.

Low Profile Intervention – Intervention does not need to be a big production. Confrontation is NOT an effective form of discipline. In fact this option often escalates the behavior.

There are a number of **general management strategies and tips** that professionals will want to be familiar with no matter what setting they may be working in.

- **Build rapport** with students. Students who have a positive view of you will be more likely to cooperate. It is important to establish Rapport while still maintaining an appropriate relationship. You can have a positive relationship with a student without being a friend.

- **Praise** is immediate, specific, deserved, and related to behavior. Very professional and should praise appropriate behaviors by describing the appropriate behaviors they see students perform.
- **Positive reinforcement** involves the presentation of a reward (smiles, stickers, points, ect.) following students performing a particular charge of the payment. The reward is designed to increase the frequency of a desired response and works particularly well with elementary students.
- Do not take a student's behavior personally. Challenging behaviors are not a personal attack.
- Never force an issue with a difficult student in front of the class. The student who displays challenging behaviors will feel more challenged when the issue is forced. Take a break and visit the subject again when all parties involved are calm and thinking clearly.
- **Consistent consequences**. Every consequence not carried out weakens the adult status. Idle threats are not considered positive practice. Students can pick these out and will challenge them.
- **Avoid sarcasm.** In the context of behavior management, sarcasm is completely inappropriate. It is not only rude and disrespectful.
- Do not label students as "bad". No student is bad. All students have positive attributes.
- **Set high standards.** Students will perform to the level of our expectations. If you expect more, the student will produce more.
- **Be consistent.** If you saw it, mean it, and treat all behaviors the same way for each student.
- **Keep Calm.** Students will adjust their behaviors to your demeanor.
- Be aware that **prevention is proactive** and **intervention is reactive**. The goal is to prevent problem behaviors before they occur.
- **Deal with problems immediately.** If you wait too long to intervene, the teachable moments are gone.

CONFIDENTIALITY/DATA PRIVACY

Confidentiality can be extremely difficult to maintain. Often situations arise that are unexpected or appear harmless if information is shared. Your assistance in maintaining the confidentiality of all reports is extremely important. It is imperative for you not to discuss or disclose any information about a student, with anyone who does not have direct responsibility for that child.

Remember, many times breaches of confidentiality are not malicious, but still need to be avoided. A concerned relative, neighbor, or staff member may just wish to chat and show concern. You need to tell the person you cannot discuss the children you serve, and refer them to the teacher, or building principal.

When you are being asked to share information about students, there are some basic questions for you to consider:

1. Do they have the right to know?
2. Do they have the <u>need</u> to know?

Remember: Oral disclosure <u>is</u> disclosure. What you say can carry the same responsibility as written communication.

A very limited number of people have access to student files and data. Supervising teacher will decide and share information with you that is necessary for your work with that child. It is not necessary that every person working with a child have full access to everything in the file.

~~MANDATED REPORTING~~

~~All public school employees have a responsibility to be mandatory reporters under the Abused and neglected Child Reporting Act. Any school employee who suspects a child is experiencing abuse of any form must report that abuse to the local social services. Once reported, the Social Services will do an investigation.~~

~~Minnesota Statute 626.556- Reporting of Maltreatment of Minors~~

~~All school employees are Mandated Reporters. Child Protection Assessments are conducted in response to reports of children being abused or neglected by caregivers. Family Services and Law Enforcement are required by law to cross report any child protection reports. The purpose of child protective services is to help protect children from physical abuse, neglect, and sexual abuse. The goal is to help families get the services needed so children do not need to continue to be abused or neglected.~~

~~How do I Report Abuse or Neglect?~~ ~~Call Cass County Social Services: 218-547-1340 or after-hours emergencies call 218-547-1424 if you believe that a child is being hurt or neglected. Doctors, school employees, and ministers, are required by law to report suspected child abuse or neglect. Other people, such as neighbors or relatives are encouraged to also report if they think a child is being abused or neglected. Please contact your supervising teacher or principal to complete a Suspected Child Abuse/Neglect Report.~~

~~What will happen when I call?~~ ~~County child abuse staff will decide if you concerns fit within the statutory definitions of abuse or neglect. If so, a child protection worker will meet with the family to assess the situation. The name of the person making the report will not be shared with the family, unless the reporter agrees or the court compels it. Child protection will work with local law enforcement and individuals who know the child, such as doctors or teachers if necessary.~~

PARAPROFESSIONAL WEBSITES

Websites at the state level which provide excellent resources and helpful hints for paraprofessionals are:

Minnesota Paraprofessional Consortium Website:
www.ici.coled.umn.edu/para/
The Paraprofessional Connection Website:
www.mw.sisna.com.paraconnect
Paraprofessional Training
http://paraelink.org/
ParaPro Exam Information
http://www.resourcetraining.com/Page/ParaProExam

LIABILITIES

School districts accept the responsibility for providing the safety and welfare of all students. Certain risks are encountered by students, staff administration, and the district, in the educational process. As students access various learning environments and as a variety of human resources are used in the educational process, it becomes increasingly important to exercise prudent judgment, ensure appropriate levels of supervision, and maintain accurate record keeping. To minimize the risks associated with instruction, it becomes incumbent for each school staff to:

- Fully understand and apply safety procedures.

- Adhere to the instructional plan based on the student's IEP, IFSP, or IIIP
- Maintain appropriate records and documentation relative to student performance, behavior, and medical
- Effectively communicate with appropriate staff regarding students
- Be aware of physical, behavioral, emotional, and educational needs of students affecting safety/welfare.
- Be properly trained by certified staff for procedures requiring specific skills.
- Check with supervisor regarding any procedures that could involve liability of violation of student plan
- Report accidents, problems, immediately to supervisor and/or building administrator
- Be informed and follow district/building policies

DISABILITY DESCRIPTIONS/DEFINITIONS

AUTISM SPECTRUM DISORDERS (ASD)

Autism Spectrum Disorders mean a range of pervasive developmental disorders that adversely affect a student's functioning and result in the need for special education instruction and related services. ASD is a disability category characterized by an uneven developmental profile and a pattern of qualitative impairments in several areas of development with onset in childhood: social interaction, communication, or restricted repetitive and stereotyped patterns of behavior, interests, and activities.

DEAF AND HARD OF HEARING (D/HH)

This disability means a diminished sensitivity to sound, or hearing loss, that is expressed in terms of standard audiological measures. The hearing loss affects the student's educational, communicative, or social functioning and results in the need for special education instruction and related services.

DEVELOPMENTAL COGNITIVE DISABILITIES (DCD)

This disability category includes students with mild to profound delays in general intellectual functioning, resulting in or associated with concurrent deficits in adaptive behavior that requires special education and related services. Developmental Cognitive Disability has two categories: a. mild to moderate mentally impaired and b. severe to profound mentally impaired.

DEVELOPMENTAL DELAY (DD)

Students with Developmental Delays are served through the Early Childhood Special Education program (ECSE). Special Education and related services are provided to children birth to age 7 who have a substantial delay in development or have an identifiable sensory, physical, mental, or social/emotional condition or impairment known to hinder normal development.

EMOTIONAL/BEHAVIORAL DISORDERS (EBD)

Students identified with Emotional or Behavioral Disorders exhibit established patterns characterized by one or more of the following behavior clusters that affect educational performance:

A. Severely withdrawn or anxious behaviors, pervasive unhappiness, depression, or wide mood

B. Severely disordered thought processes manifested by unusual behavior patterns,

atypical communication styles or distorted interpersonal relationships

C. Severely aggressive or impulsive behaviors

SPECIFIC LEARNING DISABILITIES (SLD)

A specific learning disability means a disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written. Learning disabilities may be exhibited in one or more areas: oral expression, listening comprehension, mathematical calculation and/or reasoning, basic reading skills, reading comprehension, and written expression. This disability category does not include learning problems that are primarily the result of visual, hearing, or motor disabilities, cognitive impairments, emotional or behavioral disturbances, or environmental, cultural, or economic disadvantages.

OTHER HEALTH DISABILITIES (OHD)

Other Health Disabilities include a broad range of medically diagnosed chronic or acute health conditions that may adversely affect academic functioning and result in the need for special education instruction and related services. The decision that a specific health condition qualifies as a health disability will be determined by the impact of the condition on academic functioning rather than by the diagnostic label given the health condition.

PHYSICALLY IMPAIRED (PI)

Physically impaired means a medically diagnosed chronic, physical impairment, either congenital or acquired, that adversely affects physical or academic functioning and results in the need for special education and related services.

SPEECH AND LANGUAGE IMPAIRMENTS (SLP)

A speech or language impairment means a communication disorder, such as stuttering, impaired articulation, language impairment, or voice impairment, which adversely affects a student's educational performance. Educational Speech/Language Pathologists provide specialized therapy for students with speech and/or language impairments.

TRAUMATIC BRAIN INJURY (TBI)

This disability category includes students with an acquired injury to the brain caused by an external physical force, resulting in total or partial functional disability or psychosocial impairment, or both, that may adversely affect a student's educational performance and result in the need for special education and related services.

VISUALLY IMPAIRED (VI)

This disability category involves a verified visual impairment accompanied by limitations in sight that interfere with acquiring information or interaction with the environment to the extent that special education and related services are needed.

COMMON PROGRAM ACRONYMS IN SPECIAL EDUCATION

ADD: Attention Deficit Disorder	**ADHD:** Attention Deficit Hyperactive Disorder
ASD: Autism Spectrum Disorder	**BIP:** Behavior Intervention Plan
COTA: Certified Occupational Therapy Assistant	**CMH:** Children's Mental Health
CRT: Crisis Response Team	**D/B:** Deaf/Blind
DAPE: Developmental Adaptive Physical Education	**DD:** Developmental Delay
DCD: Developmental Cognitive Disability	**DHS:** Division of Human Services

(MM-Mild to Moderate Mentally Impaired) (SP- Severe to Profound Mentally Impaired)	
D/HH: Deaf/Hard of Hearing	**DT:** Day Treatment
EBD: Emotional/Behavior Disorder	**ECSE:** Early Childhood/Special Education
ESY: Extended School Year	**FBA:** Functional Behavior Analysis
GED: General Education Diploma	**IDEA:** Individuals with Disabilities Education Act of 2004
IEP: Individual Education Plan	**IFSP:** Individual Family Service Plan
IIIP: Individual Interagency Intervention Plan	**LD:** Learning Disability
LEP: Limited English Proficiency	**LPN:** Licensed Practical Nurse
LRE: Least Restrictive Environment	**LSW:** Licensed Social Worker
MDE: Minnesota Department of Education	**OHD:** Other Health Disability
Para: Paraprofessional	**PBIS:** Positive Behavior Intervention Supports
PI: Physically Impaired	**PT:** Physical Therapist
PTA: Physical Therapist Assistant	**RtI:** Response to Intervention
SL: Speech/Language Impaired	**SMI:** Severely Multiply Impaired
TBI: Traumatic Brain Injury	**VI:** Visually Impaired

WORKING WITH CERTIFIED STAFF

If the paraprofessional is in an educational setting, they may work directly or come in contact with some of the following professionals:

GENERAL EDUCATION TEACHER

The role of the general education teacher is largely teaching the regular class lessons, with necessary adaptations for the Special Education student. The paraprofessional may be responsible for adaption and explaining curriculum and assisting students with the regular classroom or in small groups to complete assignments.

SPECIAL EDUCATION TEACHER

The Special Education teachers have the background and training to set up specific plans to meet individual students' educational needs. He/she may be the paraprofessional's immediate supervisor and will determine the daily/weekly responsibilities the paraprofessional will perform within the regular classroom, special education classroom, or small group.

SPEECH/LANGUAGE PATHOLOGIST

The Speech/Language Pathologist provides assessment and intervention services to students with articulation, language, voice and fluency disorders.

DEVELOPMENTAL ADAPTIVE PHYSICAL EDUCATION TEACHER (DAPE)

The Adapted Physical Education teachers have special training in designing motor programs and exercises to meet the unique physical needs of individual students. This service is frequently provided to students with physical disabilities and a paraprofessional will often assist in delivering these services (under the direction and supervision of the DAPE teacher).

OCCUPATIONAL/PHYSICAL THERAPISTS

These skilled professionals collaborate with staff to design procedures that will help students become more independent.

- **Physical Therapists** work with ambulation (walking), modalities (senses) and cardiorespiratory functioning.
- **Occupational Therapists** work with fine motor and perceptual skills, sensory integration, cognitive and psychosocial aspects of performance, and adaptive devices related to daily activities.

LICENSED SCHOOL NURSE

The school nurse is responsible for dispensing medications and assisting in monitoring and meeting a student's medical needs. The nurse may delegate some of these responsibilities to a paraprofessional, as long as the nurse provides adequate training and supervision.

SCHOOL SOCIAL WORKER

The school social worker meets with students and parents as well as school staff to help improve any social emotional or behavior difficulties which interfere with a student's school performance. Through individual conferences, small group meeting and classroom presentations they work to improve self-esteem, friendship and personal skills for all students.

SCHOOL PSYCHOLOGIST

The school psychologist provides educational assessment for students with special needs in the areas of academic concerns, social/behavioral and cognitive functioning. In addition, the psychologist provides consultation to staff, parents and the team regarding educational program issues.

Board Approved ~~July 9, 2025~~??

Northland Community Schools
Independent School District 118

2026~~5~~-2027~~6~~

Student/Family Handbook

Northland Community Schools

ISD #118 does not discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, familial status, religion, creed, gender, marital status, genetic information, or receipt of public assistance in admission, access to, or treatment or employment in its programs and activities.

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Introduction

Welcome to the Northland Community Schools. This handbook is prepared to provide information and direction to Northland Community Schools' students. It is intended as a guide to ensure that living and learning in our school community is more worthwhile and memorable.

Mission Statement
The mission of Northland Community Schools is to educate and inspire all learners to reach their full potential.

Vision Statement
Through unified family, community, and school relationships, Northland Community Schools will, by providing a rigorous, relevant, and engaging curriculum, ensure that all students have the opportunity to acquire the necessary skills to achieve their potential, become productive community members, and value life-long learning.

School Mascot: Eagle

Eagle Pride Expectations

Eagle Pride, School Wide
Be Responsible
Be Respectful
Be Productive
Be Safe

Policy Information
All Board Policies are available on the district website and through the district office.

Addresses, Phone Numbers, Administrators

Northland Community School Office 316 Main Street East
Remer, MN 56672
Hours: 7:00 am - 4:30 pm
Telephone: 218-566-2351
Fax: 218-566-2053

http://www.isd118.k12.mn.us/

Superintendent: Mark Morrison, mmorrison@isd118.org
High School Principal: Mary Yakibchuk, myakibchuk@isd118.org
Elementary Principal: Janessa Green jgreen@isd118.org

[*] Notice required by statute
[**] Notice required by policy

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[*] Notice required by statute
[**] Notice required by policy

PART I – GENERAL INFORMATION

ARRIVAL AND DISMISSAL HOURS

Arrival

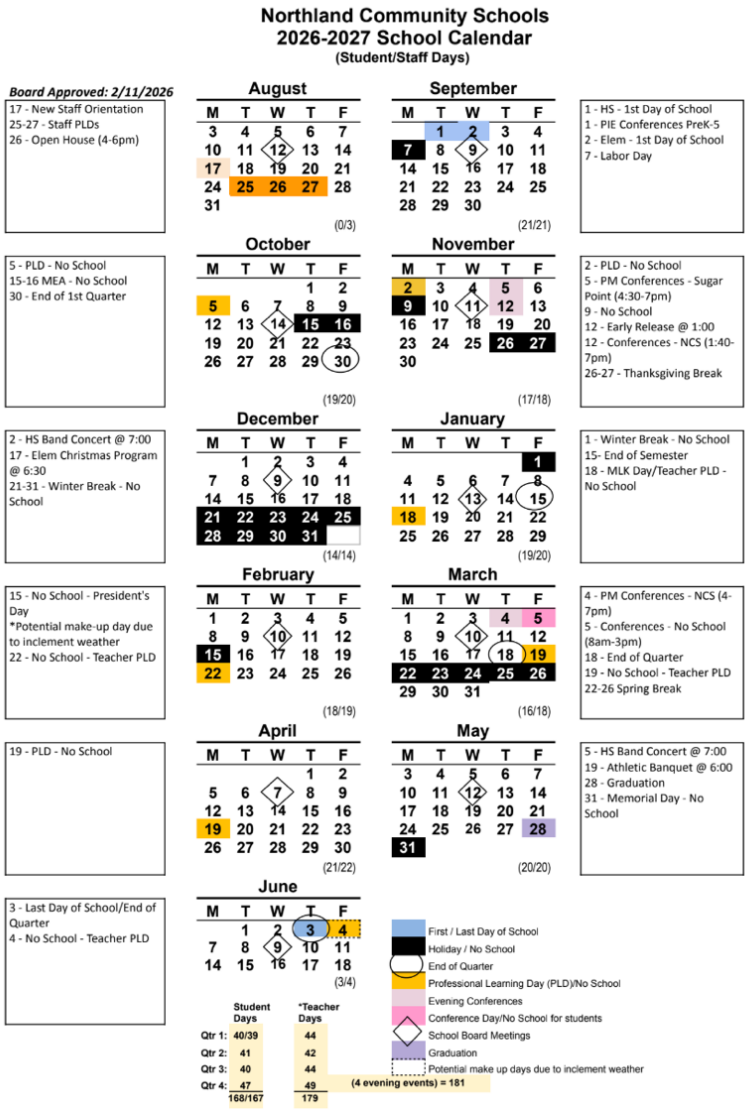
The student day starts at 8:25 a.m. Students are not allowed in the building before 8:0~~1~~0 a.m. unless they are participating in an extra-curricular activity or supervised by an identified adult.

Dismissal

HS students are dismissed at 3:06 p.m. and elementary students are dismissed at 3:10 p.m. Students are not allowed in the building after 3:15 p.m. unless they are participating in an extra-curricular activity or supervised by an identified adult.

CALENDAR

The school calendar is adopted annually by the school board. A copy of the school calendar can be found here and on the school district's website at www.isd118.k12.mn.us.



[*] Notice required by statute
[**] Notice required by policy

CLASS ASSIGNMENTS

Classroom assignments are within the school district's discretion. If there are special circumstances that you would like us to be aware of when considering classroom assignments, please contact the school by the end of April. Please keep in mind, we take into consideration many factors when determining these classroom assignments, we may not be able to honor all requests. We hope you can all trust that we have each and every one of your children's best interests in mind and will make the class assignments to reflect that.

COMPLAINTS

Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. However, persons are encouraged to follow the chain of command, starting with the teacher or coach regarding student concerns.

CONFERENCES

Conferences are held twice per year **as stated on the school calendars**. For more information, contact the building principal.

DIGITAL TOOLS

Northland Community Schools uses a variety of digital tools to support student learning. Technology vendors and software is utilized to support work as we help all students develop the skills necessary to succeed in an ever-changing world.

We have an inventory of our curriculum, testing, and assessment tools posted on our website at www.isd118.k12.mn.us and it includes an outline of the student data elements within each tool. This list is maintained and communicated annually to all families at the start of the school year.

Please reach out to Lori Sizenbach, District Tech, at (218) 566-2351 ext. 32085 for additional questions regarding specific digital tools used in classrooms.

EIGHTEEN-YEAR-OLD STUDENTS

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy and this handbook.

EMPLOYMENT BACKGROUND CHECKS [*]

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches,

[*] Notice required by statute
[**] Notice required by policy

extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

EQUAL ACCESS TO SCHOOL FACILITIES

The school district has created a limited open forum for secondary students to conduct noncurricular-related meetings during noninstructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary, and student initiated; will not be sponsored by school employees or agents; employees or agents of the school will be present at religious meetings only in a nonparticipator capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and non-school persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

FEES [*]

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay.

FOOD IN THE CLASSROOMS

Eating and/or drinking beverages in the classroom is forbidden except for preapproved activities, including (but not limited to):

Water in closeable containers
Kindergarten and 1st Grade Breakfast
Elementary snack
Preapproved events organized by classroom teacher

Eating and/or drinking is prohibited near school devices.

[*] Notice required by statute
[**] Notice required by policy

FUNDRAISING

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the administration. Participation in nonapproved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for school and non-school-related activities will not be allowed during the school day.

GIFTS TO EMPLOYEES

The school district recognizes that students, parents, and others may wish to show appreciation to school district employees. It is the policy of the school district, however, to discourage gift-giving to employees, and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.

GRADUATION CEREMONY

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal.

INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

LIBRARY AND MEDIA CENTER

The library/media center is open various periods throughout the day. Students may use the library/media center during the school day and before and after school only when a supervisor is present ~~and with permission and pass from their classroom teacher.~~or with approval from administration.

LUNCH

Lunch is to be eaten in designated areas only. Lunch times vary by classroom. Students will be notified of their assigned lunch time on the first day of school. Students may receive a lunch at school or bring a prepared lunch from home. Milk will be available to supplement lunches brought from home.

Our school offers healthy meals each day. Starting school year 2023-24, we joined Minnesota's Free School Meals Program. All students can get one breakfast and one lunch free of charge each day at school. Although no application is required to receive this free meal benefit, filling out the Application for Educational Benefits is still important! Your child(ren) may qualify for other benefits like reduced fees at school. Also known as Free & Reduced Application, it's more than just a free lunch! The program provides financial assistance for many other things, including sports/activities, instruments, technology, reduced class sizes, student support services, field trips and more.

[*] Notice required by statute
[**] Notice required by policy

The Educational Benefits Form helps not just your family, but kids across the district in many ways. Just one form ensures continued funding to support ALL kids in our schools.

We are pleased to offer our High School students the privilege of charging a la carte items to their family account if funds are available in their accounts. We ask that you deposit some money into your child's lunch account and keep a balance in the account. You can deposit money into the lunch account in one of these ways: through the parent portal, by dropping off cash or a check at school, or by sending your deposit with your child in a sealed envelope that is clearly marked "Lunch Account for" and your child's name.

Northland Community Schools Food Service Program uses the offer-versus-serve provision of the National School Lunch Program for high school students. This provision allows students to refuse or take smaller portions of one or two of the five required food items in the lunch if they do not intend to consume them. This is designed to reduce food waste and food cost without jeopardizing the nutritional integrity of the lunches served.

CLOSED CAMPUS

Northland Community Schools is a closed campus; therefore, Northland High School has a closed lunch period. This means students must remain in the building during their lunch period. Students are not permitted to leave for lunch, unless they are a qualifying senior in their 2nd semester with signed parent/guardian permission.

MESSAGES TO STUDENTS

Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is prohibited. Please arrange for non-emergency communication with your child(ren) during non-instructional times, such as before and after school and during lunch.

NONDISCRIMINATION [*]

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated **~~Elementary Principal, Janessa Green,~~Superintendent, Mark Morrision 218-566-2351~~x32051~~** as the district's ~~human rights~~Title IX ~~officer~~ Coordinator and Human Rights' Officer to handle inquiries regarding nondiscrimination.

NOTICE OF VIOLENT BEHAVIOR BY STUDENTS [**]

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

[*] Notice required by statute
[**] Notice required by policy

PLEDGE OF ALLEGIANCE [*]

Students will recite the Pledge of Allegiance to the flag of the United States of America daily during morning announcements**.** Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

REGISTRATION

To register a student, pick up a registration packet from the school office or call the school office at (218) 566-2351 to have a packet mailed to you. Forms can also be found on the district website: www.isd118.k12.mn.us > Resources>Parent> Forms and Registration Paperwork.
Return the completed packet to the school secretary.

Every child entering kindergarten must show evidence that he/she attended an Early Childhood Screening. If your kindergarten child has not attended an Early Childhood Screening prior to entering school, please contact the school office. A copy of the student's birth certificate and immunization record must be presented at registration for kindergarten.

SCHOOL ACTIVITIES

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to represent responsibly the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline. Parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

Northland Community Schools is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer as applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact the Activities Director.

FAN CODE OF CONDUCT

Sportsmanship is an essential part of any athletic competition and is expected from athletes, coaches, officials, fans and parents. As a fan/spectator (student or adult) of Northland High School, we want you to be an example of positive encouragement while supporting our athletes, coaches and officials. Our behavior should be positive, respectful and encouraging of the athletes, coaches, officials and the game.

[*] Notice required by statute
[**] Notice required by policy

RESPECT THE RIVALRY -- RESPECT THE GAME

Northland High School encourages:

- Enthusiastic support of your team
- Good Sportsmanship
- Family Friendly Atmosphere
- Commitment to Safety
- Welcoming Attitude to all Fans and Visitors

Unacceptable Behaviors:

- Disruptive, unruly or intoxicated behavior
- Foul or abusive language or obscene gestures
- Rudeness to fellow fans or NHS personnel
- No one, other than the coaches and teams, is allowed on the field/court at any time
- Use of alcohol or tobacco at NHS athletic events
- Intoxicated or disruptive fans

Fans who display unacceptable behaviors will be subject to sanctions, including refusal of admittance, removal, and arrest.

SCHOOL CLOSING PROCEDURES

School may be cancelled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. The superintendent will decide as early in the day as possible about closing school or school buildings.

If school is going to start late, close early, or close due to inclement weather, notification will be made through the following information outlets:

- Instant Message via phone, email and text
- Posted on the district website: www.isd118.k12.mn.us
- Posted on the Facebook page for Northland Community Schools

Posted on the following Radio Stations & TV Stations and their websites:

Radio
KOZY 1320 AM/KMFY 96.9 FM
Midwest Communications – WBTX 93.9 FM, WNM 650 AM< USA 99.9 FM, WMFG 106.3 FM, WMFG 1240 AM
TV
WCCO – 4
KSTP – 5
KMSP – 9
KARE – 11 WDIO KBJ

[*] Notice required by statute
[**] Notice required by policy

SCHOOL SUPPLIES

~~Some general~~Most general school supplies (notebooks, pencils, erasers, folders) ~~**MAY be available**~~will be provided for students to ~~purchase~~ use in school. Parents should ~~make sure their students have the necessary writing instruments and paper.~~ review the list of school supplies for additional donations.~~A list of school supplies needed is available on the district website at:~~ www.isd118.k12.mn.us. ~~Click on Schools>Northland Elementary School>School Supply List~~

SEARCHES

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

LOCKERS AND PERSONAL POSSESSIONS WITHIN A LOCKER [*]

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

DESKS

School desks are school district property. At no time does the school district relinquish its exclusive control of desks provided for students' convenience. School officials may inspect the interior of desks for any reason at any time, without notice, without student consent, and without a search warrant.

PERSONAL POSSESSIONS AND STUDENT'S PERSON

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

[*] Notice required by statute
[**] Notice required by policy

VEHICLES ON CAMPUS [**]

Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Search of the Interior of a Student's Motor Vehicle

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

STUDENT PUBLICATIONS AND MATERIALS

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non-school-sponsored publications may not be distributed without prior approval.

DISTRIBUTION OF NON-SCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES [**]

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

The complete District Policy #505 – Distribution of Non-~~school~~School-Sponsored Materials on School Premises by Students and Employees can be found in the Policy Manual on the district website.

SCHOOL-SPONSORED STUDENT PUBLICATIONS

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- is defamatory;
- is profane, harassing, threatening, or intimidating;

[*] Notice required by statute
[**] Notice required by policy

- 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.
- advertisement that promotes the purchase of a product or service that is unlawful for purchase or use by minors.

Expression in an official school publication or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

STUDENT RECORDS [*]

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education.

The complete District Policy #515 – Protection and Privacy of Pupil Records can be found in the Policy Manual on the district website.

STUDENT SURVEYS [*]

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, see "Student Surveys" Policy 520.

The complete District Policy #520– Student Surveys can be found in the Policy Manual on the district website.

TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

The school district will provide transportation, at the expense of the school district, for all resident students who live two miles or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent or guardian.

EXTRACURRICULAR TRANSPORTATION

All extracurricular transportation arrangements made by a school district employee must be approved by a building administrator. If the school district makes no arrangements for extracurricular transportation, students who wish to participate are responsible for arranging for or providing their own transportation.

[*] Notice required by statute
[**] Notice required by policy

VIDEO AND AUDIO RECORDING

SCHOOL BUSES

All school buses used by the school district shall be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

PLACES OTHER THAN BUSES

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance will normally not be used in bathrooms or locker rooms, although these areas may be placed under surveillance by individuals of the same sex as the occupants of the bathrooms or locker rooms. Video surveillance in bathrooms or locker rooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

Northland Community Schools encourage interest on the part of the families and community members in school programs and student activities. The school welcomes visits to the school building and school property by families and community members provided the visits are consistent with the health, education, and safety of the students and employees, and are conducted within the procedures and requirements by the school district.

PROCEDURES

Visitors entering Northland Community Schools must report directly to the Office. All visitors must:

- Sign, date, provide location, and record time they have entered the building
- Receive and wear the visitor identification badge
- Prior to leaving the building the visitor must return the visitor identification badge and record the time they are leaving the building.

Unauthorized persons shall not be permitted in school buildings or on school grounds. School administrators are authorized to take appropriate action to prevent such persons from entering buildings or from loitering on grounds.

Visitors to the school are not allowed to interview nor interrogate students at school unless they have written permission from the student's parent/guardian and consent from an administrator.

Visitors who are not employees of ISD 118 shall not be permitted to meet with employees and/or students during the work/school day, except as permitted by the building principal or designee.

[*] Notice required by statute
[**] Notice required by policy

PART II – ACADEMICS

GENERAL

CHEATING AND PLAGIARISM

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline" Policy 506.

EXTENDED SCHOOL YEAR OPPORTUNITIES

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the building principal.

FIELD TRIPS

Field trips may be offered to supplement student learning in which students voluntarily participate and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

- If a field trip is going to happen during school hours and is not related to the school's curricular offerings, parental permission is required.
- Field trips related to the curricular offerings do not need parental permission. Teachers will inform parents when transportation is needed for a field trip.

GRADES

Students' grades will be reported on Quarter and Semester Report Cards or Progress Reports during the year. All high school students will receive Midterm Reports. PreK will receive TSGold reports in the fall and spring.
Report cards will be mailed home for review.

HOMEWORK

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly.

PARENT RIGHT TO KNOW [*]

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

[*] Notice required by statute
[**] Notice required by policy

2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

PROMOTION AND RETENTION

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school.

[*] Notice required by statute
[**] Notice required by policy

ELEMENTARY (PRESCHOOL-5TH)

PARTNER'S IN EDUCATION (PIE)

We at Northland Community Schools believe that the responsibility for learning rests within a partnership of parent, student, and teacher.

To facilitate this partnership, we have implemented a program called Partners in Education (PIE). On the first day of the school year (elementary school is not in session), individual teachers and families meet to plan the year for their children. We hope families take advantage of this unique opportunity to share important information about their child directly with their child's teacher. Families are asked what they want their child to gain in the upcoming school year and what is special about their child. Families and teachers then write student goals and sign a compact. Compacts are required for each child in grades K-5. Families will be contacted to schedule their PIE Conference.

RECESS

All students, grades Preschool-5 go outside for recess each day unless there is inclement weather. Please dress your child appropriately for the weather. When the temperature or windchill drops below 0°F, students will not go outside for a full recess. Instead, outdoor playtime may be shortened at the principal's discretion, provided students are wearing appropriate winter clothing.~~Students will not go outside if the windchill or temperatures are below zero degrees Fahrenheit.~~

Dressing for the Weather

As the weather becomes colder or wetter, students are expected to arrive at school dressed for the weather conditions. Please dress your child appropriately for the weather. ~~Students will not go outside if the windchill or temperatures are below zero degrees Fahrenheit.~~

HEALTHY CHOICES FOR SCHOOL SNACKS AND LUNCHES

To promote a healthy learning environment for all students, we kindly remind families that only **healthy snacks and school lunches** are permitted. This means packing nutritious foods like fruits, vegetables, whole grains, and lean proteins, and we encourage you to limit sugary drinks, candy, chips, and other highly processed items. We appreciate your cooperation in helping us foster good eating habits and ensure our students have the energy they need to learn and thrive throughout the school day.

[*] Notice required by statute
[**] Notice required by policy

HIGH SCHOOL

Junior High is 6th-8th grade students.
Senior High is 9th-12th grade students.

BELL SCHEDULE

MONDAY-TUESDAY-WEDNESDAY-THURSDAY-FRIDAY

0 Hour	7:30--8:20	50 Minutes
Period 1	8:25--9:16	51 Minutes
Period 2	9:20--10:10	50 Minutes
Period 3	10:14--11:04	50 Minutes
Period 4A	11:09--11:59	50 Minutes
(7-9 lunch)	11:04--11:30	24 Minutes
Period 4B	11:34--12:24	50 Minutes
(10-12 lunch)	11:59--12:24	24 Minutes
Period 5	12:28--1:18	50 Minutes
Period 6	1:22--2:12	50 Minutes
Period 7	2:16--3:06	50 Minutes

(Period 1 has an additional minute to allow for announcements and the Pledge of Allegiance.)

COLLEGE IN THE SCHOOLS - CIS

Northland Community Schools has partnered with Central Lakes College with the College in the Schools program.

Qualified students, seniors with a 2.5 or better overall GPA and juniors with a 3.0 or better overall GPA, have the opportunity to earn college credit at Northland High School with Northland High School teachers.

Students interested in the CIS program need to complete the following steps:

1. Complete the CIS application and return it to the Guidance Counselor.
2. Make an appointment to take the ACCUPLACER test either at Central Lake College or Northland High School.

~~Currently there are 30 college credits overall to students within the CIS program.~~

EARLY GRADUATION

Students may be considered for early graduation after meeting the conditions provided in school district policy.

GRADUATION REQUIREMENTS [*]

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Northland High School.

[*] Notice required by statute
[**] Notice required by policy

Course Credits Required

To receive a diploma, students must successfully complete at least 24 credits and comply with the following high school level course requirements. Under the seven-period day, students must pass at least 6 credits per year to be considered "on track" for graduation.

17.5 required credits
6.5 elective credits
24 credits total

Note: Under the 7-period system, semester grades are issued independently of each other. Therefore, it is possible to pass one semester of a year-long class but fail the other. In cases where a student fails one semester of a required year-long class, he/she will be scheduled to repeat only the semester he/she failed (unless there is a teacher/parent recommendation.)

High School Level Courses Required for Graduation			
Subject Area	**Credits**	**Explanation**	**Courses**
Language Arts	4	Must be sufficient to satisfy all academic standards in the English language arts.	• English 9 (1 credit) • English 10 (1 credit) • English 11 (1 credit) • English 12 (1 credit) • Comp I (1 credit) • Comp II (1 credit) • English 11/12 Equivalent Elective (1 credit)
Mathematics	4	Four (4) credits of mathematics sufficient to satisfy all of the academic standards in mathematics A computer science credit may fulfill a mathematics credit requirement if the credit meets state academic standards in mathematics	• Intermediate Algebra or College Algebra (1 credit) • Geometry (1 credit) • Algebra II (1 credit) • Math Elective (1 credit)
Science	3	Three credits of science, including one credit to satisfy all the earth and space science standards for grades 9 through 12, one credit to satisfy all the life science standards for grades 9 through 12, and one credit to satisfy all the chemistry or	• Earth and Space Science 9 (1 credit) • Chemistry 10 (1credit) • Biology 11 (1 credit)

[*] Notice required by statute
[**] Notice required by policy

		physics standards for grades 9 through 12	
Social Studies	3.5	Three and one-half credits of social studies, encompassing at least United States history, geography, government and citizenship in either grade 11 or 12 for students beginning in grade 9 in the 2025-2026 school year and later or an advanced placement, international baccalaureate, or other rigorous course on government and citizenship under Minnesota Statutes, section 120B.21, subdivision 1a, and a combination of other credits encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies	• US History 9 (1 credit) • Global Studies 10 (1 credit) • Economics 11 (1/2 credit) • Government 12 (1 credit)
Arts	1	One credit in the arts sufficient to satisfy all of the academic standards in the arts	• Visual Arts or Performing arts (1 credit)
Other Required Courses	1.5	Northland requires the following courses Students who begin grade 9 in the 2024-2025 school year and later must successfully complete a course for credit in personal finance in grade 10, 11, or 12.	• AVID/Careers (1/2 credit) • Personal Finance (1/2 credit) • Health (1/2 credit)
Required Elective	0.5	Northland requires an elective from the following category(s) Credit sufficient to satisfy the state standards in physical education	• Physical Education (1/2 credit)

[*] Notice required by statute
[**] Notice required by policy

Other Elective Courses	6.5	A minimum of 6.5 elective credits to include the following offered electives:	• Visual Arts or Performing Arts • Band • Physical Education • Industrial Tech • Native Cultural Arts • Ojibwe • Life/Adult Skills

The complete District Policy #613 – Graduation Requirements can be found in the Policy Manual on the school website.

School District Required and Elective Standards

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, see the Guidance Counselor.

Credit Load Rules

Northland High School students are not to attempt more than 5.5 credits in any single academic semester or 11 in any single academic year. A typical NHS student carries a full load consisting of 3.5 credits per semester, or seven credits per year. Students who are behind in credits may utilize supplemental learning opportunities (i.e credit recovery and/or online classes). NHS will continue to accept summer school credits from other districts.

A senior not on track for graduation is allowed to return to high school until he/she reaches the age of 21. Alternatives for such students who do NOT wish to return to NHS for an additional senior year or years include an ALC (Area Learning Center), GED and online learning programs. Any exceptions will require written administrative approval.

High school students are required to maintain full-time status through a combination of in-person, approved work study/release, PSEO concurrent enrollment, and online courses.

Academic Assistance

Teachers are available in the morning from 7:30 am to 8:15 am when not required to attend meetings. Student arranges with teachers. Teachers may work with students during noon (lunch) time on an as-needed basis.

More intensive academic/behavior intervention may be made available on an as-needed basis and as determined by the student's educational team.

HONOR ROLL

[*] Notice required by statute
[**] Notice required by policy

The Principal's List recognizes those students who achieve a 3.5 or higher GPA. The Honor Roll recognizes those with a GPA of 3.0 to 3.49.

GRADING SYSTEM AND REPORT CARDS

Our classes range from one (1) term (9 weeks) up to four (4) terms (entire school year). No credit is given until the class is completed.

The method of calculating grade point averages (GPAs) for students will be based on the following system:

A = 4.00
A- = 3.67
B+ = 3.33
B = 3.00
B- = 2.67
C+ = 2.33
C = 2.00
C- = 1.67
D+ = 1.33
D = 1.00
D- = 0.67
F = 0.00

**Extenuating circumstances may allow a P (a passing grade). The Pass/No Pass system does not affect GPA.

Weighted Grades

The Northland Community Schools Board of Education has adopted a **Weighted Grade Point System** at the High School. The courses to be included and the values assigned to the grades earned in these courses are as follows:

A = 4.50
A- = 4.17
B+ = 3.83
B = 3.50
B- = 3.17
C+ = 2.83
C = 2.50
C- = 1.67
D+ = 1.83
D = 1.50
D- = 1.17
F = 0.00

Courses to be weighted:

- College in the High School Courses
- PSEO Courses

All Northland High School students enrolled for 50% or more of the time may be ranked. ***Do we keep this, change it, or delete it?***

Modified Grading System

Students with a modified curriculum may be graded using a Modified Grading System. The values assigned to the grades earned in courses
under a **Modified Grading System** are as follows:

A = 3.50
A- = 3.17
B+ = 2.83
B = 2.50
B- = 2.17
C+ = 1.83
C = 1.50
C- = 1.17
D+ = 0.83
D = 0.50
D- = 0.17
F = 0.00

The values assigned to the grades earned in courses under a Modified Grading System in **Significantly Modified Classes or Substituted Classes** are as follows:

A = 3.0
A- = 2.67
B+ = 2.33
B = 2.00
B- = 1.67
C+ = 1.33
C = 1.00
C- = 0.67
D+ = 0.33
D = 0.00
D- = 0.00
F = 0.00

Note: Students who are graded on a **Pass/No Pass System** may not be graded on this Modified System as annotated on the Individualized Education Program (IEP) plan.

HONOR GRADUATES

Honor graduates are selected based on their GPA at the end of third quarter of their senior year. Eligibility for Honors requires a minimum cumulative GPA of 3.34 (A average). Honor graduates will be recognized at graduation ceremonies with the wearing of gold codes and recognition in the program.

[*] Notice required by statute
[**] Notice required by policy

LOCKERS/LOCKS

All students will be assigned a school locker and a lock. Students will not share lockers or locks. Lockers must be locked during class periods and after school. You may not use your own lock without the principal's permission. Any non-school locks will be cut off and discarded. Do not give out your combination.

ONLINE ~~CREDITS~~COURSES

Northland Community Schools shall grant credit for completing the requirements for a Minnesota Department of Education approved online learning course or program. See Guidance Counselor for additional information.

Supplement online learning (taking an online course in place of a local district course) may not exceed 50% of the student's full schedule per term, unless the enrolling district grants permission or if there's an agreement with the provider.

PROCEDURE FOR CHANGING CLASSES

Students are given adequate time to select the courses or their choice. All efforts are made to assign the courses requested. Under no circumstances can a class be dropped or changed without consultation and approval of the Counselor and educational team affected by the change. All such changes must be initiated in the Counseling Office. It is school policy that a course dropped in the first week will in no way appear posted on the student's permanent record. If a course is dropped during the third week or later, an "F" grade will be posted on the student's permanent record for that course.

REPORTS

All students will receive a Midterm Progress Report informing them and their parents of the class work progress at the mid-term of each quarter.

SIXTH, SEVENTH, AND EIGHTH GRADE REQUIREMENTS

The Junior High curriculum consists of the following classes:

- Homeroom (1 year, 1 credit)
- Social Studies (1 year, 1 credit)
- Math (1 year, 1 credit)
- Science (1 year, 1 credit)
- English (1 year, 1 credit)

Rotation Courses:

- Industrial Tech (1 quarter, 1/4 credit)
- Art (1 quarter, 1/4 credit)
- Health (1 quarter, 1/4 credit)
- PE (1 quarter, 1/4 credit)

Electives:

- Band (1 semester, ½ credit)

- Native American Home Economics (1 semester, ½ credit)
- Introduction to Ojibwe (1 year, 1 credit)
- Introduction to Carpentry (1 semester, ½ credit)
- Animation (1 semester, ½ credit)
- Cartooning (1 semester, ½ credit)
- Community Service (1 semester, ½ credit)

TRANSFER STUDENTS

Students transferring into ISD 118 after the first student contact day of their 11th grade year will not be eligible for Valedictorian/Salutatorian. Students who transfer during their 9-10 grade year or prior to the 1st student contact day of their 11th grand year will be eligible for Valedictorian/Salutatorian or High Honors recognition.

PART III – RULES AND DISCIPLINE

ATTENDANCE - DISTRICT POLICY 503[**]

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. Regular and prompt attendance is a positive habit and should be cultivated as such. Minnesota State Law governs the attendance of pupils and obligates schools to ensure regular attendance.

STUDENT RESPONSIBILITIES

1. Attend each class and arrive to class on time and prepared.
2. Make up required activities, classroom assignments, tests and quizzes within two (2) school days for each day absent unless other arrangements are made with the classroom teacher(s).
3. If you become ill during the day, or if you must leave school for any reason, you must receive permission from the office. If you leave school for any reason without notifying the office prior to leaving, your absence will be regarded as unexcused. Any unexcused absence is considered truancy.

PROCEDURES

If an absence occurs that is not school related, follow these procedures:

1. Notify the attendance office by phone each day your child is absent from school by 10:00 am. Attendance office phone number is 218-566-2351. Please include your child's name, grade, and reason for absence.

    a. If a parent/guardian does not call or a signed note is not presented to the attendance office within two (2) school days after the student's return to school, the absence will remain permanently unexcused.

    b. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. **Excused absences will be**

[*] Notice required by statute
[**] Notice required by policy

limited to three (3) days per quarter. Additional days beyond three (3) requires approval by building administrator or designee.

REPORTING TRUANCY

Minnesota law requires schools to inform parents/guardians of absences report truancy as follows:

First Step

After three days if the child is in elementary school; or three or more class periods in three days if the child is in middle school, high school, or area learning center, the school will begin an intervention process. School personnel will send a letter to the parent or guardian.

Second Step

After five or more days if the child is in elementary school; five or more class periods if the child is in middle school, high school or area learning center; school personnel will send a letter to the parent or guardian explaining the consequences if the unexcused absences continue. The parent/guardian and student will be invited to participate in an intervention plan.

Third Step

After seven or more days if the child is in elementary school; seven or more class periods if the child is in middle school, high school or area learning center; school personnel will send a letter to families to notify them that the student has met or exceeded 7 days of unexcused absences and is classified as habitual truant.

County, Tribal, and appropriate Social Services will be notified and provided documentation.

COMPULSORY SCHOOL ATTENDANCE PROCEDURE

Step One

After 3 unexcused absences school personnel will send a letter to families detailing the truancy status.

Step Two

After 7 or more unexcused absences the Principal will send a certified letter to families to notify them that the student has met or exceeded 7 days of unexcused absences and is classified as habitual truant. County, Tribal, or appropriate Social Service will be notified and provided documentation.

The complete District Policy #503 – Student Attendance can be found in the Policy Manual on the district website.

BULLYING PROHIBITION [*]

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school

[*] Notice required by statute
[**] Notice required by policy

district property, at school-related functions or activities, on school transportation, and by misuse of technology.

The complete District Policy #514 - Bullying Prohibition can be found in the Policy Manual on the school website.

BUSES – CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR [**]

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. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

All students are expected to follow:

EAGLE PRIDE BUS BASICS

Seat on the Seat
Back on the Back
Feet Toward the Floor
No Eating or Drinking
Kind & Quiet Voices
Check Floor & Seat for Belongings

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick-up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- 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.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.

[*] Notice required by statute
[**] Notice required by policy

- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. 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.

The complete District Policy #709 -Student Transportation Safety can be found in the Policy Manual on the school website.

CELL PHONES AND OTHER ELECTRONIC COMMUNICATION DEVICES

The primary goal of this updated policy is to foster a focused, distraction-free learning environment and to ensure the safety and privacy of all students at Northland Community Schools. We believe that minimizing the presence of cell phones and other electronic devices during school hours will significantly enhance our student's educational experience. This policy outlines the appropriate use of cell phones, Bluetooth earbuds, smartwatches, and personal electronic devices within the school premises.

- Student cell phones and other personal electronic devices capable of communication, such as those used for texting, answering, and receiving calls, are not permitted in classrooms, hallways, during lunch, during recess, or bathrooms during the school day.
- If students bring cell phones, Bluetooth earbuds, smartwatches, and/or personal electronic devices capable of communication, such as texting, answering, and receiving calls, to school, they must be placed on silent or turned off and stored in designated technology lockers from the beginning of the school day until the end of the school day.
- These items can and will be confiscated by staff members and taken to the office if they are not stored in the designated technology lockers.

CONSEQUENCES OF VIOLATING CELL PHONE POLICY

Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

- **First Offense** (minor) – The device will be confiscated by the staff member, brought to the office to be stored in the designated technology locker, and returned to the student at the end of the day. A minor referral will be issued to the student and parents/guardians will be notified.
- **Second Offense** (major) – The device will be confiscated by the staff member, brought to the office to be stored in the designated technology locker, and will be returned only to the parent or guardian.

[*] Notice required by statute
[**] Notice required by policy

A major referral will be written, and administration will conference with the student and communicate with parents/guardians about future violations.

- **Any further infractions** (major) –The device will be confiscated by the staff member, given to administration, and documented as a major referral. The phone will be returned only to a parent or guardian and a student parent/guarding meeting will take place to discuss the violation and create a plan for the student. Detention, suspension, and/or MSHSL code of conduct consequences will be discussed and assigned.

SEARCHING OF CELL PHONES

If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.

The complete District Policy #524.1 - Student Cell Phones can be found in the Policy Manual on the school website.

DISCIPLINE [*]

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. Students will have the discipline policy explained to them during the first full week of each school year.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

The goal of PBIS (Positive Behavioral Interventions and Supports) is to increase academic achievement and foster the social development of all students. It is a school-wide framework for helping all students achieve important social and learning goals. Rather than focusing on the response or consequences when misbehavior occurs, this approach introduces and models behavior expectations, and then recognizes students when the positive social behaviors occur.

The purpose of PBIS is to establish a school climate in which appropriate behavior is the norm.

Expectations for behavior are clearly posted throughout the building, school grounds, buses, and for all school related activities. A common language has been developed for everyone including students, administration, teachers, support staff, bus drivers, paraprofessionals, and guests. A system has been established to recognize students for their positive behavior, academics, and attendance on a weekly, quarterly, and semester basis. The following four behavior expectations have been established for all areas of Northland Community Schools:

EAGLE PRIDE, SCHOOL WIDE
Be Responsible
Be Respectful
Be Productive
Be Safe

[*] Notice required by statute
[**] Notice required by policy

Independent School District 118 asks for parental support in this endeavor. Talk with your children about these important school wide expectations. Please, contact staff or administration with any questions or comments you may have. Thank you for helping us build Eagle Pride, School Wide.

Major Discipline Referrals and Eagle Pride Matrixes are located in the Appendix.

SPECIAL SITUATIONS

The disciplinary action described herein will be applied equally to all students.

- Students who do not show a change in behavior when dealt with according to the consequences established by the school shall be subject to progressive interventions to meet the student's needs.
- Students in Special Education shall be subject to all of the parts of the discipline policy unless a special plan is written in their Individual Education Plan (IEP). That plan shall then become the guideline for their behavior and shall specify consequences for misbehavior. This plan will be monitored for appropriateness. If needed, a team meeting may be held to review and potentially modify the student's needs and supports offered.

STUDENT SUPPORT PROCESS

First, staff strives to build relationships with your students and work to prevent situations where he/she could escalate. When students trust that their teacher cares about them, they will be more likely to want to work with their teacher to solve a problem.

If behaviors disrupt the learning of others and cannot be solved by the classroom teacher's attempts, additional adults outside of the classroom may offer assistance.

Determine whether it is a **minor** or **major** behavior based off of the Major Discipline Guidelines.

MINORS **- Follow Classroom Management Procedures Below**

RESPONSE 1: Verbal or visual reminder of expectation or redirection

RESPONSE 2: In Classroom "TAKE A BREAK" – This must be proactively taught on the first day of school and throughout the year.

- THIS IS NOT A PUNISHMENT! This is an opportunity for the student to practice pre-taught coping strategies in order to regulate their brain so that they are prepared to return to learning.
- Your tone of voice will tell the student whether this is a punishment or opportunity. Let it be an opportunity.
- Have a tool kit in the "Take a Break" space with fidgets, books, and visuals to guide students through independent self regulation.
- Quickly, neutrally, calmly and directly tell the student to "take a break"
  - The first break is student directed in which they can return to the group when they feel they are ready
  - The second break is teacher directed – the student stays in the break area until the teacher goes over and respectfully processes what happened and what the student's plan is and then invites them back

[*] Notice required by statute
[**] Notice required by policy

RESPONSE 3: BUDDY ROOM - Must be proactively taught

- Have previously established partnerships with other teachers in your area that can act as buddy rooms.
- Send a student to the Buddy Room with the Buddy Room pass.
  - Expected time to spend in Buddy Room (no longer than 10-15 minutes)
- This is another opportunity for the student to regulate, take a break, and make a plan
- Buddy Room teacher or Para
  - Check in with the student before they go back to class.
- If student refuses to go to Buddy Room, the classroom teacher calls Support Room

RESPONSE 4: SUPPORT ROOM

- Reporting staff will call Support Room Staff to advise that a student is coming with details about behavior. (Never send a student without talking to the support room staff first.)
- Send the student to the support room (If a student refuses to leave the room, call back to the support room so they can help assist or find someone to help assist.)
- The support staff will process the issue and develop a restorative plan with the student as needed. Students and support room staff will fill out the minor processing form. Support Room Staff will place a pink copy in the teacher's box by the end of the day for their records.
- **When determined by Support Room Staff**, the student will return to class after support staff notifies the classroom teacher.
- **Teachers are strongly encouraged to inform parents/guardians of the minor and restorative plan.**
- Teachers will communicate with parents/guardians during a conference a summary of student's access to additional support.
- If a pattern of minor behaviors occur (3 minors in a day or in a week) equals a Major Discipline (follow procedures below).

MAJORS **- Follow Procedures Below:**

- Reporting staff will call the Support Room. The Support Staff will take the needed steps to minimize immediate behaviors, notify the Administration and/or take needed steps to minimize immediate behaviors.
- Support Room staff will fill out the Teacher/Staff portion of the Major form.
- The Administrator/Office will be notified there is a student with a Major. If the student is in control of their behavior and it is not an emergency, the student will be sent back to class and administration will process the Major with them as soon as possible. If the student is not able to go back to class they will stay in the support room until an administrator can process the Major with them.
- The administrator determines consequence and/or intervention as defined in the policy.
- Administrator completes bottom section Major.
- Administrator contacts parents/guardians about the incident and consequences.
- The completed copy of the Major form will go to the office for entry into Campus, a copy will be filed in the support room, a copy will be mailed home, and a copy will be put in the referring teacher's mailbox. Please keep these forms in a confidential location.

[*] Notice required by statute
[**] Notice required by policy

RETURNING TO CLASS

- The student may return to class after a conference with the appropriate administrator, teacher, and/or parent(s)/guardian(s).
- At the time of this conference, a plan of action will be established.

The complete District Policy #506 - Student Discipline can be found in the Policy Manual on the school website.

DRESS AND APPEARANCE

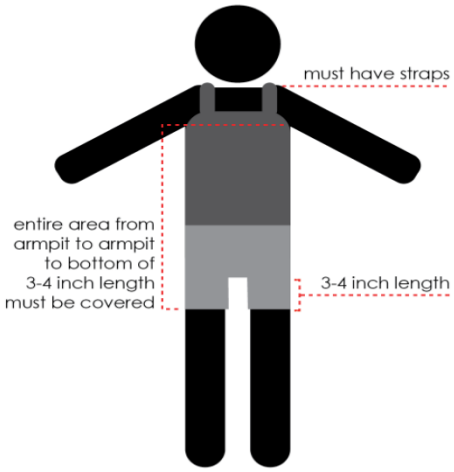
Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

- Clothing must cover skin and undergarments from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see image).



- Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.

[*] Notice required by statute
[**] Notice required by policy

- Apparel promoting products or activities that are illegal for use by minors.
- Communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.
- Any apparel or footwear that would damage school property.
- Headgear, including hats or headcoverings, is not to be worn in the building except with the building principal's approval (i.e., student undergoing chemotherapy, medical situations, student religious practice or belief).

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified.

The complete District Policy #504 - Student Dress and Appearance can be found in the Policy Manual on the school website.

DRUG-FREE SCHOOL AND WORKPLACE

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

The complete District Policy #418 - Drug-Free Workplace/Drug-Free School can be found in the Policy Manual on the school website.

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, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class). The school district prohibits any form of harassment or violence on the basis of Protected Class. 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, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated this policy.

[*] Notice required by statute
[**] Notice required by policy

The complete District Policy #413 – Harassment and Violence can be found in the Policy Manual on the school website.

HAZING PROHIBITION [*]

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy.

The complete District Policy #526 – Hazing Prohibition can be found in the Policy Manual on the school website.

INTERNET ACCEPTABLE USE AND SAFETY

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

The complete District Policy #524 – Internet Acceptable Use and Safety can be found in the Policy Manual on the school website.

Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;
2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form annually.
Children's Online Privacy Protection Act (COPPA) Privacy Notice & Authorization and Parent-Student-School Technology Compact are located in the Appendix.

[*] Notice required by statute
[**] Notice required by policy

PARKING ON SCHOOL DISTRICT PROPERTY

STUDENTS

The school district allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege, not a right;
- Parking is permitted in designated areas only;
- Students are not permitted to use motor vehicles during the school day in any school district locations unless an emergency occurs and permission has been granted to the student by administration;
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's "Student Discipline" policy.

VISITORS

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

TOBACCO-FREE SCHOOLS; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION [**]

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.

The complete District Policy #419 – Tobacco-Free Environment; Possession And Use Of Tobacco, Tobacco-Related Devices, And Electronic Delivery Devices; Vaping Awareness And Prevention Instruction can be found in the Policy Manual on the school website.

VANDALISM

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

[*] Notice required by statute
[**] Notice required by policy

WEAPONS PROHIBITION

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.

The complete District Policy #501 – School Weapons can be found in the Policy Manual on the school website.

PART IV — HEALTH AND SAFETY

ACCIDENTS

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the nurse's office. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

ASBESTOS MANAGEMENT PLAN [*]

The school district has developed an asbestos management plan. A copy of this plan is available on the district's website.

CRISIS MANAGEMENT

The school district has developed a "Crisis Management" policy. Students and parents will be provided with information as to district- and school-specific plans.

The "Crisis Management" policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, tornado drills, shelter drills, and evacuation procedures.

[*] Notice required by statute
[**] Notice required by policy

STANDARDS RESPONSE PROTOCOL

The Standard Response Protocol (SRP) is based on the response to any given situation not on individual scenarios. SRP incorporates a specific vocabulary but also allows for great flexibility. The premise is simple – these five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants.

Hold is followed by the Directive: **"In Your Room or Area"** and is the protocol used when hallways need to kept clear of occupants.

Secure is followed by the Directive: **"Get Inside. Lock Outside Doors"** and is the protocol used to safeguard people within the building.

Lockdown is followed by **"Locks, Lights, Out of Sight"** and is the protocol used to secure individual rooms and keep occupants quiet and in place.

Evacuate and may be followed by a location and is used to move people from one location to a different location in or out of the building.

Shelter State the **Hazard** and **Safety Strategy** for group and self-protection.

HEALTH INFORMATION

FIRST AID

The nurse's office is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

The district has installed automated external defibrillators (AEDs) throughout the building. Tampering with any AED is prohibited and may result in discipline.

COMMUNICABLE DISEASES

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a communicable or

[*] Notice required by statute
[**] Notice required by policy

contagious disease, the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

CONJUNCTIVITIS (PINK EYE)

Conjunctivitis, commonly known as pink eye, is an inflammation of the thin transparent layer of tissue that lines the inner surface of the eyelid and covers the white part of the eye. This leads to redness and soreness of the eye, often caused by viruses or allergies. Other causes of conjunctivitis include bacterial infections and irritation from chemicals. Students do not need to be excluded from school unless the student has a fever or is not healthy enough to participate in routine activities. Antibiotics or a note from a health care provider are not required. The American Academy of Pediatrics recommends considering conjunctivitis like the common cold- both diseases are easily spread among children and both resolve without treatment.

HEAD LICE

Northland Community Schools has a live head lice procedure. If your child is found with live head lice, families will be notified, and the child will be sent home. Your child will need to be treated before they return to school, and he/she will be checked upon return to school.

HEALTH EMERGENCY

Please make sure that the school has your current home phone number, your work number (both parents if they work), and the number of a friend or relative you will permit to take charge of your child if he/she is sick or injured. Depending on the severity of the illness or accident, medical services may be contacted prior to contacting families. Your child will be sent to the nearest medical services by Ambulance.

HEALTH SERVICE

The student health office is staffed once a week by a licensed school nurse. Office staff are available for injuries needing first aid and illnesses that require students to leave the classroom.

Students experiencing minor injuries or illnesses should always report to their teacher *before* leaving the classroom to go to the office. If it becomes necessary for the student to go home, the parents/guardian will be contacted through the school office. Students will not be allowed to go home until the parents have been contacted.

- Students too ill to return to class will be sent home. Parents/guardians will be called and have the responsibility to transport the student home.
- Students who present with any communicable illness or conditions such as vomiting, diarrhea, or fever greater than 100 degrees will be sent home.

[*] Notice required by statute
[**] Notice required by policy

A parent/guardian should notify the school if his/her child is unable to attend school because of illness.

IMMUNIZATIONS

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. For a copy of the immunization schedule or to obtain an exemption form or information, contact the nurse's office.

MEDICATIONS AT SCHOOL DURING THE SCHOOL DAY

The school district acknowledges that some students may require prescribed drugs or medication during the school day.

Prescription Medication

- You must provide the school with written authorization and a statement from a licensed physician when requesting that medication be administered during the school hours.
- *Administration of Prescription Medications Forms* are available in the offices and on the school's website.
- A new form needs to be filled out once per year, or when a prescription is changed.
- Prescription medication must come to school in the original container appropriately labeled for the student by the pharmacy and be brought to school by the parent/guardian and left with the office secretary.
- Prescription medications are not to be carried by the student but will be left with the appropriate school personnel.
    - Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (504 Plan), or an individual health plan (IHP).
- Marijuana is not allowed on school property even if prescribed.

Non-Prescription Medications

- Non-prescription medications must come in the original container.
- Students in grades 9-12 may possess and use non-prescription pain relief if authorized yearly by the student's parent or guardian. The forms are available in the offices and on the school's website.

[*] Notice required by statute
[**] Notice required by policy

SPECIAL HEALTH CIRCUMSTANCES

Students who are under a doctor's care and need to be excused from an activity and/or classes need to present a written excuse signed by a licensed physician.

[*] Notice required by statute
[**] Notice required by policy

Appendix

Appendix A Annual Integrated Pest Management Pesticide Notification [*]

Northland Community Schools uses licensed, professional pest control firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings.

Pests can sting, bite, cause contamination, damage property and spread disease; therefore, we must prevent their presence and control them as necessary. The district or outside contractors may also apply herbicides on district properties, as deemed necessary. The long-term health effects on children from the application of such pesticides may not be fully understood. All pest control materials are chosen and applied according to labeling directions per Federal law.

To limit the potential pesticide exposure, the district follows safety regulations to ensure pesticides are applied properly. All pesticide products, which are used in and around school buildings, are required to be registered with the Minnesota Department of Agriculture and the U.S. Environmental Protection Agency. In addition, school employees and certified and licensed applicators are required by state and federal law to comply with all requirements of the pesticide label, including building sites, application rates, re-entry intervals, posting, use of personal protective equipment, use restrictions, and disposal on the product label. An estimated schedule of pesticide applications is available for review or copying at the district office.

To be notified about pesticide applications or the management plan, please contact Lead Custodian with Northland Community Schools at (218) 566-2351 ext. 32037.

Appendix B AHERA Annual Asbestos Notification

During the past school year and continuing into the 2024-2025 school year the following asbestos management plan activities have been or are currently being completed, pursuant to the Environmental Protection Agency 40 CFR Part 763- "Asbestos Containing Materials in Schools; Final Rule and Notice."

ACTIVITIES SCHEDULED FOR 2024-25
- Periodic surveillance of building materials
- Training of District Personnel

Northland Community Schools has contracted through the Institute for Environmental Assessment (IEA) to provide Environmental, Health and Safety consulting services, including being involved in the above listed activities.

The complete updated Asbestos management plan can be found in the maintenance office.

Any questions concerning this notice, or an explanation of our Asbestos Management Plan can be directed to Lead Custodian, with Northland Community Schools at (PH218) 566-2351ext. 32037.

[*] Notice required by statute
[**] Notice required by policy

Appendix C Indoor Air Quality Annual Notification

Northland Community Schools has an Indoor Air Quality (IAQ) management plan. The management plan outlines specific policies and procedures that will be used in the district to address indoor air quality issues. IEA, the District's health and safety consultant completes annual IAQ assessments within the school to ensure proper air quality.

Any questions concerning this notice or an explanation of our IAQ Management Plan can be directed to Lead Custodian with Northland Community Schools at (218) 566-2351 ext. 32037.

Appendix D Lead-in-Water Annual Notification

Minnesota Statute 121A.335 requires public school buildings serving prekindergarten through grade 12 to test for lead in water every 5 years. Northland Community Schools conducts Lead in Drinking Water testing per the Minnesota Department of Health guidelines.

For more information on ST##P1 lead reduction program and testing results, please contact Lead Custodian with Northland Community Schools at (218) 566-2351 ext. 32037.

[*] Notice required by statute
[**] Notice required by policy

Appendix E Matrix

Eagle Pride School Wide

	Arrival/Dismissal	Breakfast/Lunch	Classroom	Hallways/Stairs	Bathroom/ Locker Room	Playground
Respect	• Maintain personal space • Be on time • Remove hat and hood when entering building	• Use table manners • Kind, quiet voices • Listen to cafeteria staff • Eat at tables or counters only • Food is to be eaten in commons	• Follow classroom routines and procedures • Be an active listener • Respect all students' right to learn	• Maintain personal space • Respect yours, others', and school's property • Use kind, quiet voices • Use appropriate verbal and body language	• Flush the toilet • Keep area clean and neat • Honor privacy and maintain personal space • Use kind, quiet voices	• Include others in activities • Wait your turn • Use the playground equipment appropriately • Listen to all adult supervisor directions
Responsible	• Stay in designated area • Clear hallways of personal things • Arrive promptly to class/bus	• Scrape trays using utensils • Return trays and utensils to wash area • Wipe tables/counters • Push in chairs and stools • Use soft seating appropriately (sit on seats, feet on floor, no food)	• Be prepared to learn • Bring all necessary materials for each class • Follow technology policy • Advocate for your learning	• Shut lockers quietly • Lock lockers with assigned lock • Stay with your class when directed • Use planner/pass when appropriate •	• Quietly walk to and from these areas • Use toilet, sink, hand dryer, and showers appropriately • Shut off water • Throw away trash	• Wear weather appropriate clothes • Be aware of surroundings • Use equipment for intended purpose
Productive	• Be where you are supposed to be • Bring all necessary materials you need for class/home	• Use time wisely • Eat your food • Donate packaged or whole fruit to mini cooler	• Work cooperatively • Try your best • Work on/turn in assignments on time • Actively participate in classroom work	• Go directly to assigned/directed location • Be aware of time • Use time appropriately	• Use time appropriately • Use facility appropriately	• Line up when your grade is called • Have fun, be kind • Return equipment to bin after using • Pick up your belongings
Safe	• Walk on the right side of the hallways/stairs • Wear appropriate clothing for the weather • Be aware of your surroundings	• Follow lunch line procedures • Enter and exit in a safe and orderly manner • Use stairs or ramps when entering/exiting stage • Report any hazards/spills • Use microwave appropriately	• Respect yours and others' personal space • Use materials appropriately • Sit on chairs/stools appropriately • Be peaceful problem solvers	• Keep to the right • Be aware of surroundings • Keep hands, feet, and objects to self • Always walk • Keep hallways and stairwells clean and clear	• Wash hands • Leave area when finished • Follow technology policy • Report problems/hazards to a staff member • Secure and lock belongings in locker room	• Report problems and injuries to adult supervisors • Stay in designated play areas • Be peaceful problem solvers

[*] Notice req
[**] Notice req

Eagle Pride School Wide

	Bus	Office	Library	Support Room	Gym/Weight Room	Commons (Before/After School)
Respect	• Kind, quiet voices • Maintain personal space • Listen to all adult bus driver directions	• Enter quietly • Use kind, quiet voices • Use appropriate verbal and body language • Wait your turn • Stay in front of the office counter	• Use kind, quiet voices • Use all areas appropriately • Take care of the books and equipment	• Enter the room quietly and appropriately • Use kind, quiet voices • Use appropriate verbal and body language	• Use kind and appropriate language • Maintain personal space based on activity • Clean up after yourself • Follow Weight Room Policy	• Remain in designated zone • Use kind, quiet language • Use appropriate verbal and body language • Listen to all adult supervisor directions
Responsible	• Arrive promptly to bus • Go directly to your assigned seat • Keep area clean and clear • Check floor & seat for belongings	• Have a pass during class • State your business	• Return books to appropriate location • Use appropriate check-in/out scanning procedures • Return your books, materials, equipment on time • Charge computers • Ask permission to use resource rooms	• Focus on YOUR situation • Be honest about your situation • Remain patient while waiting to process with Support Room Staff • Follow technology Policy • No technology unless given other direction from Support Room Staff	• Use equipment properly and return • Wear appropriate clothing and gym shoes • Use good sportsmanship • Food and drinks only permitted during specific events and activities • Follow Weight Room Policy	• Hold yourself accountable for your actions • Be honest about behaviors and conduct • Keep your surroundings clean • Utilize resources (weight room, technology, teachers, etc.) appropriately
Productive	• Follow all bus basics	• Ask the secretary for what you need • Get your requests and forms early • Take care of business and return to class promptly	• Use time appropriately • Use internet according to policy	• Focus on YOUR task • Speak only with Support Room Staff unless given other direction • Complete appropriate form(s) with Support Room Staff • Actively follow through with your plan of action	• Actively participate in assigned activity • Be on time and prepared • End activity with enough time to clean up and get to next class • Follow Weight Room Policy	• Work quietly on schoolwork if needed • Actively work toward specific task when directed • Help others with schoolwork or tasks when needed
Safe	• Stay seated • Walk on and off the bus • No eating or drinking • Keep aisles clear • Stay clear of danger zones	• Keep doorway clear • Open door safely • Sit appropriately on bench/chairs while waiting • Follow technology policy	• Stay in area • Maintain personal space • Sit properly on chairs/stools	• Find and remain in the space you are assigned and use seating appropriately • Use all materials appropriately • Respect your space as well as the space of others • Remain in Support Room until given permission Support Room Staff to leave	• Be aware of your surroundings • Use bleachers for sitting when bleachers are out • Report any problems or hazards to an adult supervisor • Use equipment only for intended purposes and when needed • Follow Weight Room Policy	• Follow all Eagle Pride Expectations • Utilize all areas appropriately • Respect the boundaries and spaces of others • Maintain personal space • Report any problems or hazards to an adult supervisor

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Appendix F Major Discipline Guidelines

Major Discipline Guidelines (High School)

Infraction	Definition	Grade	Consequence	
			Minimum	Maximum
Academic Dishonesty	Intentional behavior including, but not limited to, plagarism, copying another's work, cheating, or altering records. Knowingly using information or property of another, or knowingly sharing academic information to gain an unfair advantage.	6-12	Loss of credit	5 Day OSS, Loss of Credit
Alcohol/Drugs	The possession or use of intoxicationg alcoholic beverages, chemical substances, narcotics, prescription medications, inhalants, controlled substances, synthetic substances, or substances that students represent to be chemical substances, narcotics, or controlled substances. This includes being under the influence at school, school-sponsored events and on school-sponsored transportation.	6-12	5 Day OSS	Explusion
Arson	Intentional destruction of, or damage to, property by means of fire or explosives.	6-12	10 Day OSS	Expulsion
Assault	Intentionally, knowingly or recklessly causing any physical injury to another person	6-12	5 Day OSS	Expulsion
Bomb Threat	Threat to harm students, staff, or school property by use of a bomb.	6-12	10 Day OSS, Police referral	Expulsion
Bullying	The repeated delivery of direct or technology-based messages or acts that involve intimidation, imbalance of power, teasing, taunting, threats, or name calling.	6-12	1 Day ISS	Explusion
Harassment (Cyber)	The delivery of technology-based messages or acts that involve intimidation, teasing, taunting, threats, or name calling.	6-12	1 Day ISS	Expulsion
Harassment (Racial)	Race discrimination involves treating someone unfavorably because he/she is of a certain race or because of personal characteristics associated with race. Harassment can include, for example, racial slurs, offensive or derogatory remarks about a person's race or color, or the display of racially-offensive symbols.	6-12	3 Day OSS	Expulsion
Harassment (Physical)	The persistent or repeated annoying or tormenting of another person in a physical manner	6-12	Mediation (relationship repair with offended party) and/or ISS	Expulsion
Harassment (Sexual)	The unwelcome conduct of sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.	6-12	3 Day OSS	Expulsion
Harassment (Verbal)	The persistent or repeated annoying or tormenting of another person in a verbal manner	6-12	Mediation (relationship repair with offended party) and/or ISS	Expulsion
Controlled Substances (prescription)	Possesion of medication that is prescribed to the student, but the possision is agsinst school policy.	6-12	Conference, parent notification	Explusion
Defiance/ Disrespect	Treating any staff member or any others with contempt or rudeness. Intentionally resisting or disregarding authority and/or excessive arguing with refusal to redirect.	6-12	Lunch Detention	Long Term Suspension (More Than 10 Days)
Disruption/Disorderly/ Insubordination	Creating disturbances in class, on campus, or at school-sponsored events. Continual or repeated disrutions may warrant more severe consequences.	6-12	Lunch Detention	Long Term Suspension
Dress Code Violation	Student wears clothing that does not fit within the dress code guidlines practiced by the school/district	6-12	Conference / Parent Contact / Change of clothes	3 Day OSS
Endangerment	Recklessly creating a risk of injury or imminent injury to another.	6-12	5 Day OSS	Expulsion
Excessive vulgar language/swearing	The use of profanity or any derogatory language stated publicly.	6-12	Lunch Detention	10 Day OSS
Fighting	When two or more persons engage in any violence toward each other in an angry or quarrelsome manner.	6-12	5 Day OSS	Expulsion
Gang Activity	Student uses gesture, dress, and/or speech to dispaly affiliation with a gang.	6-12	1 Day OSS	Expulsion
Hazing	Committing an act against a student, or coercing a student into committing an act, that endangers the mental or physical health of safety of that student, in order for the student to be initiated into or affiliated with a student organization.	6-12	3 Day OSS	Explusion
Skipping Class and/or Tardies	Failure to be at a designated location at a specified time.	6-12	Lunch Detention and/or ISS	3 Day ISS
Illegal Drugs	Possession, use, solicitation, or distribution of a controlled substance.	6-12	5 Day OSS	Expulsion
Over-the-Counter Medications against School Policy	A student found in possession of an over the counter medication, unless the student has complied with the school district's policy for such medication.	6-12	1 Day OSS	Expulsion
Leaving school grounds without permission	Leaving school grounds or being outside of the school building during regular school hours without permission.	6-12	1 Day ISS	5 Day OSS
Physical Contact (Minor Aggressive Act)	The behavior of rough boisterous play, minor confrontations, pushing and/or shoving.	6-12	1 Day ISS	Long Term Suspension
Pyrotechnics	Possession or use of substances/objects readily capable of causing bodily harm and/or propert damage (matches, lighters, gasoline, lighter fluid, firecrackers, fireworks, smoke bombs, etc. that contain flash powder, gunpowder, blackpowder, or any other explosive compound.	6-12	3 Day OSS	Explusion
Robbery	Taking or attempting to take anything of value or personal property that is owned by another person or organization, by force or threat of force or violence.	6-12	ISS and Restitution	10 Day OSS/Restitution
Sexual Misconduct (Inappropriate Display of Affection)	Violating school policies of kissing, hugging, fondling, or touching in public.	6-12	Lunch Detention	Long Term Suspension
Technology	The misuse of school or personal electronic devices, computer system, web pages, and networks for the intended educational use or other violations of school policy. Cell phone violations to follow school policy.	6-12	Conference, Loss of Priviledge	10 Day OSS/Restitution
Theft	Taking the property of another person or school without permission, with the intent of not returning it. No force is involved.	6-12	ISS and Restitution	10 Day OSS/Restitution
Threat/Intimidation	When a person indicates by word or physical action, the intent to cause physical injury or serious damage to a person or their property.	6-12	Mediation (relationship repair with offended party) and/or Lunch/Recess Detention	Expulsion
Tobacco	The possession or use of smoking tobacco, smokeless tobacco, vapes and all delivery devices on school property, at school-sponsored events and on school-sponsored transportation.	6-12	1 Day ISS and completion of educational training	3 Day OSS and involve law enforcement
Vandalism	Willful destruction or defacement of school property or personal property.	6-12	3 Day OSS and Restitution	Expulsion/Restitution
Verbal Abuse	Using abusive, threatening, profane or obscene language either oral or written (including Social Media) by a student toward a staff member or another student, including, but not limited to, conduct which degrades people because of their gender, race, religion, ethnic background, or physical or mental handicaps	6-12	Mediation (relationship repair with offended party) and/or ISS	Expulsion
Weapons	Being in the possession of a thing designed or used for inflicting bodily harm or physical damage.	6-12	5 Day OSS	Expulsion

***Any majors are also held to the consequences and code of conduct set forth by the Minnesota State High School League for students participating in extra-curricular activities that fall under this league.

***All consequences fall under the discretion of administration.

Major Discipline Guidelines (Elementary School)

Infraction	Definition	Grade	Consequence	
			Minimum	Maximum
Academic Dishonesty	Intentional behavior including, but not limited to, plagarism, copying another's work, cheating, or altering records. Knowingly using information or property of another, or knowingly sharing academic information to gain an unfair advantage.	K-3	Mediation	3 Day ISS, Loss of Credit
		4-5	Parent notification	5 Day OSS, Loss of Credit
Alcohol/Drugs	The possession or use of intoxicationg alcoholic beverages, chemical substances, narcotics, prescription medications, inhalants, controlled substances, synthetic substances, or substances that students represent to be chemical substances, narcotics, or controlled substances. This includes being under the influence at school, school-sponsored events and on school-sponsored transportation.	K-3	1 Day ISS	5 Day ISS
		4-5	3 Day OSS	Explusion
Arson	Intentional destruction of, or damage to, property by means of fire or explosives.	K-3	5 Day ISS	Expulsion
		4-5	10 Day OSS	
Assault	Intentionally, knowingly or recklessly causing any physical injury to another person	K-3	1 Day ISS	Expulsion
		4-5	3 Day OSS	
Bomb Threat	Threat to harm students, staff, or school property by use of a bomb.	K-3	3 Day ISS	Expulsion
		4-5	5 Day OSS, Police referral	
Bullying	The repeated delivery of direct or technology-based messages or acts that involve intimidation, imbalance of power, teasing, taunting, threats, or name calling.	K-3	Mediation (relationship repair with offended party)	Explusion
		4-5		
Harassment (Cyber)	The delivery of technology-based messages or acts that involve intimidation, teasing, taunting, threats, or name calling.	K-3	Mediation (relationship repair with offended party) and/or ISS	Expulsion
		4-5		
Harassment (Racial)	Race discrimination involves treating someone unfavorably because he/she is of a certain race or because of personal characteristics associated with race. Harassment can include, for example, racial slurs, offensive or derogatory remarks about a person's race or color, or the display of racially-offensive symbols.	K-3	Mediation (relationship repair with offended party) and/or ISS	Expulsion
		4-5	1 Day OSS	
Harassment (Physical)	The persistent or repeated annoying or tormenting of another person in a physical manner	K-3	Mediation (relationship repair with offended party) and/or ISS	Expulsion
		4-5		
Harassment (Sexual)	The unwelcome conduct of sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.	K-3	Mediation (relationship repair with offended party) and/or ISS	Expulsion
		4-5	2 Day OSS	
Harassment (Verbal)	The persistent or repeated annoying or tormenting of another person in a verbal manner	K-3	Mediation (relationship repair with offended party) and/or ISS	Expulsion
		4-5		
Controlled Substances (prescription)	Possesion of medication that is prescribed to the student, but the possision is agsinst school policy.	K-3	Conference, parent notification	Explusion
		4-5		
Defiance/ Disrespect	Treating any staff member or any others with contempt or rudeness. Intentionally resisting or disregarding authority and/or excessive arguing with refusal to redirect.	K-3	Conference with Administration Mediation (relationship repair with offended party)	5 Day ISS
		4-5		10 Day OSS
Disruption/Disorderly/ Insubordination	Creating disturbances in class, on campus, or at school-sponsored events. Continual or repeated disrutions may warrant more severe consequences.	K-3	Conference	5 Day ISS
		4-5	Conference and/or Lunch Detention	10 Day OSS
Dress Code Violation	Student wears clothing that does not fit within the dress code guidlines practiced by the school/district	K-3	Conference / Parent Contact / Change of clothes	3 Day ISS
		4-5		3 Day OSS
Endangerment	Recklessly creating a risk of injury or imminent injury to another.	K-3	1 Day ISS	5 Day ISS
		4-5	3 Day OSS	10 Day OSS
Excessive vulgar language/swearing	The use of profanity or any derogatory language stated publicly.	K-3	Mediation (relationship repair with offended party)	5 Day ISS
		4-5		10 Day OSS
Fighting	When two or more persons engage in any violence toward each other in an angry or quarrelsome manner.	K-3	1 Day ISS	Expulsion
		4-5	3 Day OSS	
Gang Activity	Student uses gesture, dress, and/or speech to dispaly affiliation with a gang.	K-3	Parent Contact	Expulsion
		4-5	Parent Contact	
Hazing	Committing an act against a student, or coercing a student into committing an act, that endangers the mental or physical health of safety of that student, in order for the student to be initiated into or affiliated with a student organization.	K-3	Parent Contact	Explusion
		4-5	1 Day OSS	
Skipping Class and/or Tardies	Failure to be at a designated location at a specified time.	K-3	Lunch Detention and/or make up lost learning time	3 Day ISS
		4-5		
Illegal Drugs	Possession, use, solicitation, or distribution of a controlled substance.	K-3	1 Day ISS	Expulsion
		4-5	5 Day OSS	
Over-the-Counter Medications against School Policy	A student found in possession of an over the counter medication, unless the student has complied with the school district's policy for such medication.	K-3	Conference and/or ISS	Expulsion
		4-5		
Leaving school grounds without permission	Leaving school grounds or being outside of the school building during regular school hours without permission.	K-3	1/2 Day ISS	5 Day ISS
		4-5		5 Day OSS
Physical Contact (Minor Aggressive Act)	The behavior of rough boisterous play, minor confrontations, pushing and/or shoving.	K-3	Mediation (relationship repair with offended party) and/or ISS	Long Term Suspension
		4-5		
Pyrotechnics	Possession or use of substances/objects readily capable of causing bodily harm and/or propert damage (matches, lighters, gasoline, lighter fluid, firecrackers, fireworks, smoke bombs, etc. that contain flash powder, gunpowder, blackpowder, or any other explosive compound.	K-3	Conference	Explusion
		4-5	1 Day OSS	
Robbery	Taking or attempting to take anything of value or personal property that is owned by another person or organization, by force or threat of force or violence.	K-3	Mediation (relationship repair with offended party)	5 Day ISS/Restitution
		4-5	Mediation (relationship repair with offended party) and/or ISS	10 Day OSS/Restitution
Sexual Misconduct (Inappropriate Display of Affection)	Violating school policies of kissing, hugging, fondling, or touching in public.	K-3	Conference with students	5 Day ISS
		4-5		10 Day OSS
Technology	The misuse of school or personal electronic devices, computer system, web pages, and networks for the intended educational use or other violations of school policy. Cell phone violations to follow school policy.	K-3	Conference, Loss of Priviledge	5 Day ISS/Restitution
		4-5		10 Day OSS/Restitution
Theft	Taking the property of another person or school without permission, with the intent of not returning it. No force is involved.	K-3	Mediation (relationship repair with offended party)	5 Day ISS/Restitution
		4-5	Mediation (relationship repair with offended party) and/or ISS	10 Day OSS/Restitution
Threat/Intimidation	When a person indicates by word or physical action, the intent to cause physical injury or serious damage to a person or their property.	K-3	Mediation (relationship repair with offended party) and/or Lunch/Recess Detention	Expulsion
		4-5		
Tobacco	The possession or use of smoking tobacco, smokeless tobacco, vapes and all delivery devices on school property, at school-sponsored events and on school-sponsored transportation.	K-3	1 Day ISS and completion of educational training	3 Day ISS and involve law enforcement
		4-5		3 Day OSS and involve law enforcement
Vandalism	Willful destruction or defacement of school property or personal property.	K-3	Conference and Resitution	Expulsion/Restitution
		4-5	1 Day OSS and Restitution	
Verbal Abuse	Using abusive, threatening, profane or obscene language either oral or written (including Social Media) by a student toward a staff member or another student, including, but not limited to, conduct which degrades people because of their gender, race, religion, ethnic background, or physical or mental handicaps	K-3	Mediation (relationship repair with offended party) and/or ISS	Expulsion
		4-5		
Weapons	Being in the possession of a thing designed or used for inflicting bodily harm or physical damage.	K-3	1 Day ISS	Expulsion
		4-5	3 Day OSS	

***Any majors are also held to the consequences and code of conduct set forth by the Minnesota State High School League for students participating in extra-curricular activities that fall under this league.

***All consequences fall under the discretion of administration.

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[**] Notice required by policy

Appendix G Children's Online Privacy Protection Act

Northland Community Schools ISD 118 Children's Online Privacy Protection Act (COPPA) Privacy Notice & Authorization

Northland Community Schools ISD 118 is committed to providing your student with the most effective digital curriculum for learning. The Children's Online Privacy Protection Act (COPPA), a federal law, requires parental notification and consent for student use of district approved online resources for instructional purposes for students under 13 years of age. The law permits schools to act as the parent's agent and can consent to the collection of student information on the parent's behalf with parent permission.

Northland Community Schools uses many different software applications and web-based services, operated by third party service providers. As with any educational undertaking, a strong partnership with families is essential to our success. In order for our students to use these programs and services, certain personal identifying information must be provided to the website operator. This information can include, but is not limited to the student's name, teacher's name, grade, birthday, and Email address/login. The District will only provide the minimum amount of information required.

Under Federal law, entitled The Children's Online Privacy Protection Act (COPPA), these application and websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits school districts to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the website operator. A list of the possible sites to be used in our classrooms, with links to their privacy policies and terms of service, can be obtained by clicking on the COPPA Compliant List link at the bottom of this document.

At a minimum, all Northland Community Schools ISD 118 District students will be assigned a network login that will provide basic system access.

I understand that my consent is required in accordance with the Children's Online Privacy Protection Act (COPPA). I agree to the release of personally identifiable information regarding my child. I must complete and return this consent form before the District can allow my child to access any application or websites listed in the COPPA Compliant List. I further understand that my consent is required for disclosure of this information and I may revoke this consent at any time, upon providing written notice to Northland Community Schools ISD 118 District. I understand that, until this revocation is made, this consent shall remain in effect for the applications or web services on the compliance list below.

Printed Name of Student_____Student's Grade _____

Student's Teacher _____

School Name _____

_____I Agree _____I Do Not Agree

Printed Parent/Legal Guardian Name_____

Parent/Legal Guardian Signature_____Date _____

Resources:

For more information on COPPA, please visit http://www.ftc.gov/privacy/coppafaqs.shtm.
View the 2022-2023 Northland Community Schools ISD 118 COPPA Compliance Listat
https://docs.google.com/spreadsheets/d/1- nOpEchJ1KpCW36LRKUL8CqWf7QvxOJgWGWQP8TLnDg/edit?usp=sharing

[*] Notice required by statute
[**] Notice required by policy

Appendix H Parent-Student-School Technology Compact

EAGLE PRIDE SCHOOL WIDE

BE RESPECTFUL
BE RESPONSIBLE
BE PRODUCTIVE
BE SAFE

School Owned Device Policies & Guidelines

Parent-Student-School
Technology Compact

Since 2013 Northland Community School District has maintained a one-one device policy for students in grades 1-12 with the device limited to school use only. Beginning in the 2019-2020 school year students in grades 10-12 will have the opportunity to take the device home to continue to work on school assignments. Take-home devices for students in grades 10-12 will be distributed to students after parents and students attend a device care session and necessary forms are signed. Students will be issued a device and this device will be the one issued to them every year until their device is due for replacement. Students in grades 1-9 will be cart-based and the device will stay in school. The district remains the owner of the device, but the student is responsible for caring for it, much like other district issued equipment like books and athletic equipment.

Chargers: Only one charger will be provided by the district for the life of the student's device. The district will not replace lost or damaged chargers. Chargers may be purchased in the high school media center. Students in grades 10-12 opting in on the device take home-policy will be issued a charger at the beginning of the year and the charger will be collected at the end of each year.

Damages: Students and families will be responsible for maintaining the device in operating condition, which may include repair or replacement charges. Some repairs can be done in the technology department, but any repair costs must be paid in full before a device will be repaired. Loaner devices may be available while the device is being repaired. Students will not be allowed to take a loaner device out of the building.

Insurance: There will be no insurance option offered through the school district, but parents/guardians may purchase their own insurance through a third-party vendor such as Worth Ave Group or Square Trade.

Return: At the end of each year, students in grades 10-12 will return the device and charger back to the district. In the fall, the same device will be returned to the student in the condition in which it was turned in. If the device is not returned at the end of the year the parent/guardian will be held responsible for payment in full.

At the end of the device's life, families will have the option to purchase the device or return the device to the district. In the event that no device is returned at the end of the device's life or the device has lost all value due to damage, the family will be required to pay the amount equal to the cost of purchasing the used device.

[*] Notice required by statute
[**] Notice required by policy

Appendix I Student Pledge for Device Use

NORTHLAND COMMUNITY SCHOOL DISTRICT STUDENT PLEDGE FOR DEVICE USE

- I will charge my device battery daily.
- I will keep food, beverages, and other liquids away from my school-owned device.
- Device should be carried with the lid closed and no objects between screen and keyboard.
- I will protect my school-owned device by only carrying it while in the case provided.
- I understand that my school owned device is subject to inspection at any time without notice and remains the property of the Northland Community School District. There should be no expectation of privacy.
- I will follow the policies outlined in the *Acceptable Use Policy* while at school, as well as outside the school day.
- I will file a police report in case of theft or vandalism and report it to ISD 118.
- I will be **responsible** for all damage or loss caused by neglect or abuse.
- I agree to return the school-owned device and case in good working condition.
- I will protect my reputation and privacy by creating and maintaining privacy settings, not giving out personal information, or posting anything that I wouldn't want my parents, teachers, administration, friends, or future employers to see.
- I will demonstrate my maturity by using my school-owned device in ways that are appropriate, meet Northland Community School District expectations and are educational.
- I will obey general school rules concerning behavior and communication that apply to computer use including utilizing all technology resources in an appropriate manner so as not to damage school equipment.
- I will help the Northland Community School District protect its computer system/devices by contacting an administrator about any security problems encountered.
- I will monitor all activity on my account(s).
- I will always turn off and secure my school-owned device after I am done working to protect my work and information.
- If I should receive email containing inappropriate or abusive language or if the subject matter is questionable, I will report it to the school official ASAP.
- I will never leave my school-owned device unattended and I will lock it in my locker when not in use or return it to the cart.
- I will never lend out my school-owned device to other individuals unless directed to share by an instructor.
- I will not disassemble any part of my school-owned device or attempt any repairs.
- I will never use technology to cheat and agree to report inappropriate usage when necessary.
- I will not place decorations (such as stickers, markers, etc.) on my school-owned device. Each device has a Northland barcode sticker to identify each device. This sticker must not be removed, damaged or altered in anyway. Any tampering with of labels could result in loss of privilege and a replacement fee.

Parent/Guardian Responsibilities

Parents assume responsibility for the supervision of Internet use outside of school. Parents have read and will support their student in adhering to the School Acceptable Use Policy. Parents are encouraged to discuss

[*] Notice required by statute
[**] Notice required by policy

family rules and expectations for using Internet based tools, including G Suite for Education. Parents are encouraged to report any evidence of cyber bullying or other inappropriate use to school administrators.

School Responsibilities

- G Suite for Education student accounts created by the school district will be managed based on parent permission and requirements for use in classes. Internet safety education will be included in as part of introducing new web-based tools. In school, teacher supervision and website content filters are used to prevent access to inappropriate content and to ensure students' use of digital tools follows the Northland Community School District Acceptable Use and other School Policies.

Additional information on G Suite for Education Privacy Notice can be found at
https://gsuite.google.com/terms/education_privacy.html
District Policies may be viewed at
http://www.isd118.k12.mn.us/sites/isd118.k12.mn.us/files/files/Private_User/kbalvin/Policies/524%20REVISED%202018%20FINAL.pdf

Acceptable Use

The use of the Northland Community School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Northland Community School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Northland Community School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Northland Community School District's *Acceptable Use Policy* as well as the Student Handbook shall be applied to student infractions.

Access to the technology in the Northland Community Schools District has been established for educational purposes. The use of the Northland Community School District's electronic technologies is a valued resource to our community. All electronic technologies must be used in support of the educational program of the District. This access may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies. Failure to comply with the District's Bullying Prohibition Policy (#514), Internet Acceptable Use Policy (#524), the Student use of Cellular Phones (#360), or the guidelines stated in this document for care and use of the school owned device may result in the loss of privilege.
The school-owned device is the property of Northland Community Public Schools and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on a school-owned device.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

[*] Notice required by statute
[**] Notice required by policy

By signing below, I confirm that I have read and understand the information contained in this consent/permission form and agree to the following.

- Under the Family Educational Rights and Privacy Act, a student's educational records are protected from disclosure to third parties. I understand that my student's educational work stored in G Suite for Education may be accessible to someone other than my student and Northland Community School District by virtue of this online environment. My signature below confirms my consent to allow my student's educational work to be stored by Google.
- I understand that by participating in G Suite for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with the G Suite for Education (https://www.google.com/policies/privacy/)

This one-time consent/permission form will remain in effect while the student remains a student at Northland Community School District unless I withdraw my consent. I also understand that the District maintains the right to immediately withdraw access and use of G Suite for Education when there is reason to believe violations of law or school policies have occurred.

I give permission for my child to be assigned a full Northland Community School G Suite account for the school she/he attends. This means my child will receive an account with access to Google Drive Applications, Calendar, Sites, Email, Classroom and other select apps.

Printed Name of Student_____Student's Grade_____

Printed Parent/Legal Guardian Name_____

Parent/Legal Guardian Signature_____ Date_____

Parents with students under the age of 13 are also required to complete the Northland Community School Child Online Privacy and Protection Act Notice & Authorization Form.

Individual school-owned devices and accessories must be returned to the Northland Community Media Center at the end of the project. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Northland Community School District for any other reason must return their individual school-owned device and case on or before the date of termination.

[*] Notice required by statute
[**] Notice required by policy

Appendix J Handbook Review Form

Northland Community Schools Handbook Review Form

Date: _____

I have received a student handbook and understand that I need to follow the guidelines set forth in the handbook. Failure to follow the guidelines will result in the consequences set forth in the handbook.

_____ _____

Student Name (Print) Student Signature

Turn into teacher within 5 days of return or enrollment.