

REGULAR SCHOOL BOARD AGENDA

International Falls Public Schools, ISD #361
Monday, August 21, 2017 at 5:00 PM
FHS Cafeteria, 1515 11th Street, International Falls, MN
District Website: www.isd361.k12.mn.us

Mission Statement: *In partnership with parents and the community, the International Falls School District will prepare every student to become a productive citizen by developing their maximum potential within a safe climate of mutual respect and trust.*

Call to Order

1. Roll Call:

Mike Holden____ Terry Murray____
Michelle Hebner____ Ted Saxton____
Toni Korpi____ Roxanne Skogstad-Ditsch____
Heather McBride____ Kevin Grover____

2. Pledge of Allegiance

Approval of Agenda

Approve Agenda as presented. Moved by ____; seconded by _____. Motion carried / failed.

Open Forum

1. Public Open Forum

1. Jennifer Hill - Buddy Bench.
2. Class of 2019

Consent Agenda

Approve the Consent Agenda as presented. Moved by ____; seconded by _____. Motion carried / failed.

1. Approve past meeting minutes of July 17, 2017, July 24, 2017, and August 14, 2017. 4
2. Approve current accounts payable due in amount of \$614,713.91. 15
3. Approve payrolls for pay periods July 16 - August 4, 2017 in amount of \$150,445.04
4. Approve copier lease agreements with MARCO. 29
5. Approve contract with Sara Thompson, PCN Media Specialist for July 1, 2017 to June 30, 2018. 35
6. Approve Student Internship agreement with Minnesota State University, Mankato. 39
7. Approve 2017-2018 RRCC Concurrent Enrollment Agreement. 46
8. Approve non financial agreement with Koochiching County Public Health and Human Resources. 56
9. Approve membership with MSBA for school year 2017-2018 in amount of \$5,084.

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- | | |
|---|-----|
| 10. Approve the Telepresence Network Use Agreement with Arrowhead Health Alliance. | 58 |
| 11. Adopt the 2017-2018 Falls Elementary Student Handbook. | 67 |
| 12. Adopt the 2017-2018 Falls High School Student Handbook. | 89 |
| 13. Receive Koochiching Area Prevention in Education (KAPE) 2017 Annual Report. | |
| 14. Acknowledge Kristie Taylor and Ashley Goff as volunteer Coaches for Girls Swimming. | |
| 15. Acknowledge Jared Kostiuk and Kjell Fogelberg as volunteer Coaches for Football. | |
| 16. Hire Mike Christianson as hourly Bus Driver with a start date of 9/5/2017 | |
| 17. Hire Brenda LeDuc as hourly instructor for the 2017-2018 school year. | |
| 18. Hire Karla Olson-Line as Minnesota Society Advisor for the 2017-2018 school year. | |
| 19. Accept resignation of Steve Johnson as Head Girls and Boys Golf effective immediately. | |
| 20. Accept resignation of Paul Fearing as hourly Bus Driver effective immediately. | |
| 21. First reading of School Board Policy 405 - Veteran's Preference, Hiring. | 123 |
| 22. First reading of School Board Policy 425 - Staff Development | 125 |
| 23. First reading of School Board Policy 513 - Student Promotion, Retention and Program Design. | 132 |
| 24. First reading of School Board Policy 525 - Violence Prevention. | 135 |
| 25. First reading of School Board Policy 601 - School District Curriculum and Instructional Goals. | 140 |
| 26. First reading School Board Policy 603 - Curriculum Development | 146 |
| 27. First reading of School Board Policy 604 - Instructional Curriculum | 149 |
| 28. First reading of School Board Policy 612 - Development of Parental Involvement Policies for Title I Programs. | 153 |

Action Items

- | | |
|---|-----|
| 1. Resolution for Acceptance of Gifts / Donations. Moved by _____, seconded by _____.
Motion carried / failed. | 159 |
| 2. Resolution combining duties of the office of Clerk and Treasurer into the Office of Business Affairs to be performed by the Business Manager. Moved by _____, seconded by _____.
Motion carried / failed. | 160 |

Administrative Reports

1. Melissa Tate, Elementary Principal
2. Tim Everson, Secondary Principal
3. Kevin Grover, Superintendent

Closed Session

1. Enter into closed session to discuss L331 - Education MN labor negotiations. Moved by _____, seconded by _____. Motion carried / failed.

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FHS Cafeteria, 1515 11th Street, International Falls, MN
District Website: www.isd361.k12.mn.us

Reopen and Adjournment

MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, July 17, 2017 – 5:00 p.m.
Falls High School Cafeteria

A Regular Meeting of the School Board of Independent School District #361 was held Monday, July 17, 2017, beginning at 5:00 PM in the FHS Cafeteria.

Michael Holden, Board Chair, called the meeting to order at 5:00 pm. Members present were: Michelle Hebner, Michael Holden, Toni Korpi, Heather McBride, Ted Saxton, Roxanne Skogstad-Ditsch, Terry Murray and Kevin Grover.

Media was represented by The Journal for the first half of the meeting.

Moved by Heather McBride, seconded by Toni Korpi to approve the agenda as amended. Added items 5.8, 5.9 and 5.10 and removed item 5.3. Motion Carried 7-0.

OPEN FORUM:

5.1 Michael Turenne from Bremer Bank spoke to the Financial Services RFP.

NEW BUSINESS:

1. Moved by Roxanne Skogstad-Ditsch, seconded by Terry Murray to award the Financial Services RFP to Bremer Bank. Motion carried 7-0.
2. Moved by Michelle Hebner, seconded by Ted Saxton to authorize the Resolution for revoking the existing referendum, approving new referendum authorization and authorizing the issuance of school building bond, and calling an election. Motion carried 7-0; Roll Call Vote Aye: Michelle Hebner, Michael Holden, Toni Korpi, Heather McBride, Terry Murray, Roxanne Skogstad-Ditsch and Ted Saxton; Roll Call Vote Nay: None.

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 361
(INTERNATIONAL FALLS)
STATE OF MINNESOTA

HELD: JULY 17, 2017

Pursuant to due call and notice thereof a regular meeting of the School Board of Independent School District No. 361 (International Falls), State of Minnesota, was held in said school district on July 17, 2017, at 5:00 o'clock p.m.

The following members were present: Michelle Hebner, Michael Holden, Toni Korpi, Heather McBride, Terry Murray, Roxanne Skogstad-Ditsch, and Ted Saxton

and the following were absent: None

Member Michelle Hebner introduced the following resolution and moved its adoption:

MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, July 17, 2017 – 5:00 p.m.
Falls High School Cafeteria

RESOLUTION RELATING TO REVOKING THE EXISTING REFERENDUM REVENUE AUTHORIZATION OF THE SCHOOL DISTRICT AND APPROVING A NEW AUTHORIZATION, AUTHORIZING THE ISSUANCE OF SCHOOL BUILDING BONDS, AND CALLING AN ELECTION THEREON

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

1. (a) The Board hereby determines and declares that it is necessary and expedient for the school district to revoke its existing referendum revenue authorization of \$347.55 per adjusted pupil unit and to replace that authorization with a new authorization of \$834 per adjusted pupil unit. As provided by law, the ballot question must abbreviate the term "per adjusted pupil unit" as "per pupil." The additional revenue will be used to finance school operations and the property tax portion thereof will require an estimated referendum tax rate of approximately 0.1210% of the referendum market value of the school district for taxes payable in 2018, the first year it is to be levied. The proposed referendum revenue authorization would increase each year by the rate of inflation and be applicable for ten (10) years unless otherwise revoked or reduced as provided by law. For this purpose, the rate of inflation shall be the annual inflationary increase calculated under Minnesota Statutes, Section 126C.17, Subdivision 2, paragraph (b). The question on the approval of this referendum revenue authorization shall be School District Question 1 on the school district ballot at the special election held to approve said authorization.

If the new referendum revenue authorization is approved by the voters of the school district, the existing \$347.55 per adjusted pupil unit shall be revoked effective for taxes payable in 2018.

(b) The board also finds and determines that it is also necessary and expedient for the school district to borrow money in an aggregate amount not to exceed \$1,750,000 and not to exceed any limitation upon the incurring of indebtedness which shall be applicable on the date or dates of the issuance of any bonds, for the purpose of providing funds for the acquisition and betterment of school sites and facilities, including the construction of repairs and improvements to the District's existing ice arena. The question on the borrowing of funds for these purposes shall be School District Question 2 on the school district ballot at the special election held to authorize said borrowing. The passage of School District Question 2 shall be contingent on the passage of School District Question 1 as described above and herein.

2. The ballot questions specified above and herein shall be submitted to the qualified voters of the school district at a special election, which is hereby called and directed to be held on Tuesday, November 7, 2017, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.
3. Pursuant to Minnesota Statutes, Section 205A.11, the school district combined polling place and the precincts served by that polling place, as previously established and designated by school board resolution for school district elections not held on the day of a statewide election, is hereby designated for this special election.

MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, July 17, 2017 – 5:00 p.m.
Falls High School Cafeteria

4. The clerk is hereby authorized and directed to cause written notice of said special election to be provided to the county auditor of each county in which the school district is located, in whole or in part, and to the Commissioner of Education, at least seventy-four (74) days before the date of said election. The notice shall specify the date of said special election and the title and language for each ballot question to be voted on at said special election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

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

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

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

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

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

The clerk is hereby authorized and directed to cause a notice of the election to be mailed to each taxpayer in the school district at least fifteen (15) but no more than thirty (30) days prior to the date of the special election. The notice shall contain the required projections and the required statement specified in Minnesota Statutes, Section 126C.17, subdivision 9, paragraph (b). The clerk is also directed to cause a copy of this notice to be submitted to the Commissioner of Education and to the county auditor of each county in which the school district is located in whole or in part at least fifteen (15) days prior to the day of the election.

The clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with election authorities conducting other elections on that date.

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

[Form of Ballot on Following Page]

**MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, July 17, 2017 – 5:00 p.m.
Falls High School Cafeteria**

Special Election Ballot

**Independent School District No. 361
(International Falls)**

November 7, 2017

Instructions to Voters:

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

To vote for a question, fill in the oval next to the word "Yes" on that question.
To vote against a question, fill in the oval next to the word "No" on that question.

**School District Question 1
Revoking Existing Referendum Revenue
Authorization; Approving New Authorization**

The board of Independent School District No. 361 (International Falls) has proposed to revoke the school district's existing referendum revenue authorization of \$347.55 per pupil and to replace that authorization with a new authorization of \$834 per pupil. The proposed new referendum revenue authorization would increase each year by the rate of inflation and be applicable for ten years, commencing with taxes payable in 2018, unless otherwise revoked or reduced as provided by law.

Yes

Shall the school district's existing referendum revenue authorization be revoked and the increase in the revenue proposed by the board of Independent School District No. 361 be approved?

No

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU
ARE VOTING FOR A PROPERTY TAX INCREASE.**

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School District Question 2
Approval of School District Bond Issue

Yes

No

If School District Question 1 is approved, shall the board of Independent School District No. 361 (International Falls) also be authorized to issue its general obligation school building bonds in an amount not to exceed \$1,750,000 to provide funds for the acquisition and betterment of school sites and facilities, including the construction of repairs and improvements to the District's existing ice arena?

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU
ARE VOTING FOR A PROPERTY TAX INCREASE.**

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

6. If the school district will be contracting to print the ballots for this special election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract exceeding \$1,000 is awarded for printing ballots, the printer, at the request of the election official, shall furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.
7. The clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the election date. The clerk shall cause notice of the time and place of the test to be given at least two (2) days in advance by publishing the Notice of Testing once in the official newspaper and by causing the notice to be posted in the administrative offices of the school district, the office of the County Auditor and the office of any other local election official conducting the test.
8. The clerk is hereby authorized and directed to cause notice of the location of the counting center or the place where the ballots will be counted to be published in the official newspaper at least once during the week preceding the week of the election and in the newspaper of widest circulation once on the day preceding the election, or once the week preceding the election if the newspaper is a weekly.
9. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Minnesota Statutes, Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditors and deputy city clerks who have received training in the processing and counting of absentee ballots. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional

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compensation shall not be paid for ballot board duties performed during that staff member's duty day.

10. The clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the combined polling place during the November 7, 2017 special election. The election judges shall act as clerks of election, count the ballots cast, and submit the results to the school board for canvass in the manner provided for other school district elections. The election must be canvassed between the third and the tenth day following the election.
11. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

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

Michelle Hebner, Michael Holden, Toni Korpi, Heather McBride, Terry Murray, Roxanne Skogstad-Ditsch, Ted Saxton

and the following voted against the same: None.

whereupon said resolution was declared duly passed and adopted.

3. Moved by Roxanne Skogstad-Ditsch, seconded by Toni Korpi to accept the Resolution for the Acceptance of Gifts and Donations. Motion carried 7-0. Roll Call Vote Aye: Michelle Hebner, Michael Holden, Toni Korpi, Heather McBride, Terry Murray, Roxanne Skogstad-Ditsch and Ted Saxton; Roll Call Vote Nay: None.

Resolution for Acceptance of Gifts and Donations

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

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

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

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

- Bronco Track Boosters; Gold Discus from Girls Track \$214.00

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- PCA IFalls Mill; FHS Athletics \$2,000.00

4. Program Consent: Moved by Michelle Hebner, seconded by Heather McBride to approve the Program Consent Agenda with corrections to the amount in item 4.3. Correct amount is \$81,223.76. Motion carried 7-0.
4. 1. Approve the minutes from the regular meeting of June 19th and the special meeting of June 23rd.
 4. 2. Approve the bills due and payable amounting to \$291,988.40.
 4. 3. Approve payroll and benefits in amount of ~~\$81,1223.76~~ \$81,223.76 for July 1 - July 14th.
 4. 4. Approve a contract with INAC for Food Service Management Services for the 2017 - 2018 school year.
 4. 5. Approve the FY2019 10 year Long Term Facility Maintenance Plan.
 4. 6. Re-certify and designate Kevin Grover, Superintendent, as the District's Identified Official with Authority (IOWA) for granting local user access to MDE electronic systems.
 4. 7. Approve the agreement with Kootasca for collaborative services for the 2017 - 2018 school year.
 4. 8. Receive the Short Term Investment Report for June 2017 and the fiscal year 2016 - 2017 Investment Summary Report.
 4. 9. Receive Student Activity Account Reports for 2016 - 2017 fiscal year.
 4. 10. Approve the PSEO contract with RRCC for the 2017 - 2018 school year.
 4. 11. Approve Lease Agreement with Backus Community Center for ALC room rental.
 4. 12. Receive the FES Student Handbook for approval in August.
 4. 13. Receive summary report of donations received and expended for fiscal year 2016 - 2017.
 4. 14. Receive FHS Student Handbook for approval in August.
 4. 15. Approve Joint Powers Agreement with Recreation Commission.
5. Personnel Consent: Motion by Heather McBride, seconded by Roxanne Skogstad-Ditsch to approve the Personnel Consent Agenda as presented. Motion carried 7-0.
5. 1. Hire Amis MacKenzie as Head Boys Basketball Coach for the 2017 - 2018 season.
 5. 2. Accept letter of resignation due to retirement of Sue Hewitt effective September 30, 2017.
 5. 3. Approve the July 1, 2017 to June 30, 2019 contract with Education Minnesota Educational Support Paraprofessionals (L4798).
 5. 4. Reaffirm the letter of retirement from Angela Cody effective November 22, 2017.
 5. 5. Accept the letter of resignation from Stacy Robar as .273 FTE Elementary Education Teacher effective 2017 - 2018 school year.
 5. 6. Hire Shelby Nosan as Head Girls Softball Coach for the 2017 - 2018 season.
 5. 7. Hire Michelle McDonald as Assistance Girls Hockey Coach for the 2017 - 2018 season.
 5. 8. Hire Kim Begg effective June 30, 2017 as full time boiler man.
Added to agenda 7/17/2017
 5. 9. Hire Norm Oustad effective July 24, 2017 as 0.50 FTE Custodian.
Added to Agenda 7/17/2017
 5. 10. Accept resignation from Pete Benedix as Wrestling Coach effective immediately.
Added to Agenda 7/17/2017

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Falls High School Cafeteria

- 6. Policy Consent: Motion by Michelle Hebner, seconded by Toni Korpi to approve the Policy Consent Agenda as presented. Motion carried 7-0.
 - 6. 1. Approve School Board Policy #534 Unpaid Meal Charges.

REPORTS AND INFORMATION

- 1. Administrative Reports:
 - 1. 1. Tim Everson, Principal, presented current enrollment numbers are 26 students down from prior year; noting these are very soft numbers. The PDT team has been meeting during the summer to work on Handbook, In Service and Curriculum development and mapping.
 - 1. 2. Melissa Tate, Principal – No report available.
 - 1. 3. Kevin Grover, Superintendent, presented a Kootasca handout for members information, reviewed attendance at the Montana Institute as part of the P&I grant and thank you to the group who donated their time, materials and supplies for the outdoor cement pad by WEE to be used by students. Set dates for working board meetings for purpose of referendum and bond discussions. First work session board meeting set for 6:00 pm on July 24th.

CLOSE SESSION: Motion by Michelle Hebner, seconded by Toni Korpi to close regular session and enter into closed session to perform the performance evaluation of the Superintendent.

Motion by Michelle Hebner, seconded by Toni Korpi to reopen from closed session.

REOPEN: Michael Holden, Board Chair, read the following statement pertaining to the performance evaluation of the Superintendent, Kevin Grover. “Superintendent, Kevin Grover, actively worked to meet his annual performance goals and the majority of board member comments were supportive of his work toward his goals. He was ranked between distinguished and accomplished in the overall ranking. Job well done.”

Motion by Roxanne Skogstad-Ditsch to adjourn the meeting at 6:50 p.m., seconded by Toni Korpi.

Approved Meeting Minutes:

Toni Korpi, Clerk

Date

Michael Holden, Chair

Date

SCHOOL BOARD WORK SESSION MEETING MINUTES

International Falls Public Schools, ISD #361

July 24, 2017 at 6:00 p.m.

Falls Senior High School Cafeteria, 1515 11th Street, International Falls, MN

District Website: www.isd361.k12.mn.us

Mission Statement: *In partnership with parents and the community, the International Falls School District will prepare every student to become a productive citizen by developing their maximum potential within a safe climate of mutual respect and trust.*

A Work Session of the School Board of Independent School District #361 was held Monday, July 24, 2017, beginning at 6:00 PM in the FHS Cafeteria.

Mike Holden, Board Chair, called the meeting to order at 6:00 pm. Members present were:

Michelle Hebner, Michael Holden, Toni Korpi, Heather McBride, Ted Saxton, Roxanne Skogstad-Ditsch, Terry Murray and Kevin Grover.

Moved by Michelle Hebner, seconded by Toni Korpi to approve agenda as presented. Motion carried 7-0.

New Business:

1.0 Motion by Heather McBride, seconded by Roxanne Skogstad-Ditsch to discuss and plan for the upcoming referendum and bond election. Motion carried 7-0. Superintendent Grover presented a draft power point presentation to be shared with community. There will be a Board meeting on August 14, 2017 at 6:00 pm in the Falls High School Library for follow up discussion and planning.

Adjournment:

Motion by Mike Holden, seconded by Michelle Hebner to adjourn the meeting at 7:20 pm. Motion carried 7-0

Approved Minutes:

District Clerk

Date

Board Chair

Date

SCHOOL BOARD WORK SESSION MEETING MINUTES

International Falls Public Schools, ISD #361
August 14, 2017 at 6:00 p.m.
Falls Senior High Library, 1515 11th Street, International Falls, MN
District Website: www.isd361.k12.mn.us

Mission Statement: *In partnership with parents and the community, the International Falls School District will prepare every student to become a productive citizen by developing their maximum potential within a safe climate of mutual respect and trust.*

A Work Session of the School Board of Independent School District #361 was held Tuesday, August 14, 2017, beginning at 6:00 PM in the FHS Library.

Mike Holden, Board Chair, called the meeting to order at 6:00 pm. Members present were:

Michelle Hebner, Michael Holden, Toni Korpi, Heather McBride, Ted Saxton, Roxanne Skogstad-Ditsch, Terry Murray and Kevin Grover. Member Heather McBride left meeting at 7:05 pm.

Moved by Heather McBride, seconded by Toni Korpi to approve agenda as presented. Motion carried 7-0.

New Business:

1.0 Motion by Roxanne Skogstad-Ditsch, seconded by Michelle Hebner to discuss and plan for the upcoming referendum and bond election. Motion carried 7-0.

Adjournment:

Motion by Terry Murray, seconded by Toni Korpi to adjourn the meeting at 4:10 pm. Motion carried 6-0.

Approved Minutes:

District Clerk

Date

Board Chair

Date

August 21, 2017

Check Detail

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	AMOUNT
201134340	Select Account	7/17/2017	38464800	Medical FSA: 07/10/2017 - 07/12/2017 Dep Care FSA: 7/14/2017		0 \$ 2,153.20
201134341	AFSCME Council 65	7/21/2017	20170721AD	Payroll accrual		0 \$ 708.57
	AFSCME Council 65	7/21/2017	20170721AD	Payroll accrual		0 \$ 16.48
	AFSCME Council 65	7/21/2017	20170721AD	Payroll accrual		0 \$ 14.34
	AFSCME Council 65	7/21/2017	20170721AD	Payroll accrual		0 \$ 0.66
201134342	Falls Education Foundation	7/21/2017	20170721AD	F Payroll accrual		0 \$ 10.00
201134343	ARROWHEAD LIBRARY SYSTEM	7/20/2017	6795	Library Catalog System	6201800000	\$ 625.00
201134344	Bond Trust Services Corp.	7/20/2017	36656	Alt Bond Paying Agent Fee		0 \$ 450.00
201134345	CITIZENS FOR BACKUS	7/20/2017	70117	Lease Agreement (July)	101800001	\$ 593.29
201134346	Marco Technologies LLC	7/20/2017	70717	FHS; Cost Per Copy	3001800006	\$ 1,294.71
	Marco Technologies LLC	7/20/2017	4431324	Guid Office Cost per Copy	7101800000	\$ 16.25
	Marco Technologies LLC	7/20/2017	4435670	Bus Office Copy Per Copy	1101800002	\$ 31.27
201134347	SOUND NORTH	7/20/2017	19326	Cable		0 \$ 32.97
	SOUND NORTH	7/20/2017	19339	Cable		0 \$ 9.99
201134354	CRANDALLS SEPTIC PUMPING	7/20/2017	4929	Baseball Field Tiolet		0 \$ 100.00
	CRANDALLS SEPTIC PUMPING	7/20/2017	4930	Track Field Tiolet		0 \$ 150.00
201134355	Falls Advanced Chiropractic Center	7/20/2017	60217	DOT Physical (B.S)		0 \$ 85.00
	Falls Advanced Chiropractic Center	7/20/2017	62117	DOT Physical (K.P)		0 \$ 85.00
201134356	MN ENERGY RESOURCES CORP	7/20/2017	71017	FES; Natural Gas (June)		0 \$ 185.09
	MN ENERGY RESOURCES CORP	7/20/2017	71117	Stadium; Natural Gas (June)		0 \$ 19.24
201134357	MN POWER	7/20/2017	71217	Garage; Electricity (June)		0 \$ 369.65
	MN POWER	7/20/2017	071217A	Arena; Electricity (June)		0 \$ 917.62
201134357	MN POWER	7/20/2017	071217FES	FES; Electricity (June)		0 \$ 883.90
	MN POWER	7/20/2017	071217FHS	FHS; Electricity (June)		0 \$ 7,377.62
	MN POWER	7/20/2017	071217S	Stadium & Fields; Electricity (June)		0 \$ 87.39
201134358	OFFICE MAX	7/20/2017	44924	FES; 2 Pocket Folders		0 \$ 4.88
	OFFICE MAX	7/20/2017	983703	FES; 2 Pocket Folders		0 \$ 34.16
201134359	RATWIK ROSZAK & MALONEY PA	7/20/2017	63017	Attorney Consultations (June)		0 \$ 9,028.27
201134360	DELTA DENTAL	7/20/2017	6973824	Dental Insurance - August		0 \$ 1,820.56
	DELTA DENTAL	7/20/2017	6973824	Dental Insurance - August		0 \$ 4,966.64

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	DELTA DENTAL	7/20/2017	6973824	Dental Insurance - August	0 \$	86.10
	DELTA DENTAL	7/20/2017	6973824	Dental Insurance - August	0 \$	86.10
201134361	Select Account	7/24/2017	38468662	Medical FSA: 07/14/2017 - 7/24/2017	0 \$	640.33
201134362	Madison National Life	7/24/2017	1262180	Life Insurance - August 2017	0 \$	44.10
	Madison National Life	7/24/2017	1262180	Life Insurance - August 2017	0 \$	1,477.60
201134363	Madison National Life	7/24/2017	1262181	LTD Insurance - August 2017	0 \$	150.37
201134364	BOWMAN CONSTRUCTION CO	7/26/2017	2530	WEE Patio Project; Cement	0 \$	1,705.00
201134365	CANON FINANCIAL SERVICES INC	7/26/2017	17518001	FHS 6075 Canon Lease	0 \$	330.00
201134366	CENEX COOP SERVICE INC OF BAUDE	7/26/2017	78487	Fuel	7601800003 \$	15,765.00
201134367	FALLS LUMBER COMPANY INC	7/26/2017	181181	WEE Patio Project; Paint	0 \$	85.48
	FALLS LUMBER COMPANY INC	7/26/2017	181189	WEE Patio Project; Rebar	0 \$	24.75
	FALLS LUMBER COMPANY INC	7/26/2017	181184	WEE Patio Project; Screws	0 \$	61.98
	FALLS LUMBER COMPANY INC	7/26/2017	181183	WEE Patio Project; Rebar	0 \$	94.92
	FALLS LUMBER COMPANY INC	7/26/2017	181159	WEE Patio Project; Rebar	0 \$	172.53
	FALLS LUMBER COMPANY INC	7/26/2017	181160	WEE Patio Project; Exp Joints	0 \$	164.50
201134367	FALLS LUMBER COMPANY INC	7/26/2017	181166	WEE Patio Project; 2 X 4's	0 \$	10.77
201134368	KAURALA, Paul	7/26/2017	70617	Sharpening Zamboni Blade	0 \$	80.00
201134369	NORTHERN LUMBER CO	7/26/2017	698384	WEE Patio Project; Paint	0 \$	40.74
201134370	RENAISSANCE LEARNING INC	7/26/2017	433029	Star Reading & Math Renewal	6051800005 \$	7,062.00
	RENAISSANCE LEARNING INC	7/26/2017	4334023	Star Reading & Math Renewal	6051800005 \$	5,353.00
201134371	BREMER BANK	7/28/2017	7282017	Student Activity Account - new account setup	0 \$	23,000.00
201134372	NCPERS MINNESOTA	7/31/2017	1649817	PERA Life Insurance - August 2017	0 \$	160.00
201134373	Select Account	7/31/2017	38473508	Medical FSA: 07/21/2017 - 7/27/2017	0 \$	39.89
201134374	Falls Education Foundation	8/4/2017	20170804	ADF Payroll accrual	0 \$	10.00
201134375	Select Account	8/7/2017	38477866	Medical FSA: 08/01/2017 - 08/04/2017 Dep Care FSA: 08/04/2017 - 08/07/2017	0 \$	4,682.98
201134376	Select Account	8/7/2017	1199724	Participant Fees: August 2017	0 \$	275.20
201700008	Internal Revenue Service	7/14/2017	20170714	ADF Payroll accrual	0 \$	2,642.75

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	Internal Revenue Service	7/14/2017	20170714ADF	Payroll accrual	0 \$	647.83
	Internal Revenue Service	7/14/2017	20170714ADM	Payroll accrual	0 \$	618.24
	Internal Revenue Service	7/14/2017	20170714AFF	Payroll accrual	0 \$	2,642.75
	Internal Revenue Service	7/14/2017	20170714AFM	Payroll accrual	0 \$	618.24
201700009	MINNESOTA REVENUE	7/14/2017	20170714ADS	Payroll accrual	0 \$	346.53
201700010	MN Teachers Retirement Associator	7/14/2017	20170714ADT	Payroll accrual	0 \$	3,168.76
	MN Teachers Retirement Associator	7/14/2017	20170714AFT	Payroll accrual	0 \$	3,168.76
201700017	Educator Benefit Consultants, LLC	7/21/2017	20170721AD1	Payroll accrual	0 \$	311.55
	Educator Benefit Consultants, LLC	7/21/2017	20170721AD1	Payroll accrual	0 \$	401.39
	Educator Benefit Consultants, LLC	7/21/2017	20170721AD1	Payroll accrual	0 \$	4.00
	Educator Benefit Consultants, LLC	7/21/2017	20170721AD1	Payroll accrual	0 \$	100.00
	Educator Benefit Consultants, LLC	7/21/2017	20170721ADT	Payroll accrual	0 \$	146.16
	Educator Benefit Consultants, LLC	7/21/2017	20170721AD1	Payroll accrual	0 \$	138.47
	Educator Benefit Consultants, LLC	7/21/2017	20170721ADT	Payroll accrual	0 \$	27.70
	Educator Benefit Consultants, LLC	7/21/2017	20170721AD1	Payroll accrual	0 \$	60.00
	Educator Benefit Consultants, LLC	7/21/2017	20170721AFT	Payroll accrual	0 \$	153.86
	Educator Benefit Consultants, LLC	7/21/2017	20170721AFT	Payroll accrual	0 \$	230.78
	Educator Benefit Consultants, LLC	7/21/2017	20170721AFT	Payroll accrual	0 \$	60.00
201700018	ING	7/21/2017	20170721AFH	Payroll accrual	0 \$	158.48
	ING	7/21/2017	20170721AFH	Payroll accrual	0 \$	6.92
201700019	Internal Revenue Service	7/21/2017	20170721ADF	Payroll accrual	0 \$	3,122.88
	Internal Revenue Service	7/21/2017	20170721ADF	Payroll accrual	0 \$	270.85
	Internal Revenue Service	7/21/2017	20170721ADF	Payroll accrual	0 \$	45.00
	Internal Revenue Service	7/21/2017	20170721ADF	Payroll accrual	0 \$	15.00
201700019	Internal Revenue Service	7/21/2017	20170721ADF	Payroll accrual	0 \$	12.00
	Internal Revenue Service	7/21/2017	20170721ADF	Payroll accrual	0 \$	5,580.63
	Internal Revenue Service	7/21/2017	20170721ADF	Payroll accrual	0 \$	307.44
	Internal Revenue Service	7/21/2017	20170721ADM	Payroll accrual	0 \$	730.38
	Internal Revenue Service	7/21/2017	20170721ADM	Payroll accrual	0 \$	63.34
	Internal Revenue Service	7/21/2017	20170721AFF	Payroll accrual	0 \$	3,122.88
	Internal Revenue Service	7/21/2017	20170721AFF	Payroll accrual	0 \$	270.85
	Internal Revenue Service	7/21/2017	20170721AFM	Payroll accrual	0 \$	730.38
	Internal Revenue Service	7/21/2017	20170721AFM	Payroll accrual	0 \$	63.34
201700020	MINNESOTA REVENUE	7/21/2017	20170721ADS	Payroll accrual	0 \$	9.00

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	MINNESOTA REVENUE	7/21/2017 20170721ADS	Payroll accrual	0 \$	6.00
	MINNESOTA REVENUE	7/21/2017 20170721ADS	Payroll accrual	0 \$	2,207.06
	MINNESOTA REVENUE	7/21/2017 20170721ADS	Payroll accrual	0 \$	132.40
	MINNESOTA REVENUE	7/21/2017 20170721ADS	Payroll accrual	0 \$	12.00
201700021	MN Teachers Retirement Associator	7/21/2017 20170721ADT	Payroll accrual	0 \$	925.23
	MN Teachers Retirement Associator	7/21/2017 20170721ADT	Payroll accrual	0 \$	174.77
	MN Teachers Retirement Associator	7/21/2017 20170721AFT	Payroll accrual	0 \$	925.23
	MN Teachers Retirement Associator	7/21/2017 20170721AFT	Payroll accrual	0 \$	174.77
201700022	Public Employees Retirement Associ	7/21/2017 20170721ADF	Payroll accrual	0 \$	2,376.29
	Public Employees Retirement Associ	7/21/2017 20170721ADF	Payroll accrual	0 \$	113.07
	Public Employees Retirement Associ	7/21/2017 20170721AFP	Payroll accrual	0 \$	2,741.85
	Public Employees Retirement Associ	7/21/2017 20170721AFP	Payroll accrual	0 \$	130.46
201700023	Public Employees Retirement-DCP	7/21/2017 20170721ADL	Payroll accrual	0 \$	24.60
	Public Employees Retirement-DCP	7/21/2017 20170721AFC	Payroll accrual	0 \$	24.60
201700026	Educator Benefit Consultants, LLC	8/4/2017 20170804ADT	Payroll accrual	0 \$	311.55
	Educator Benefit Consultants, LLC	8/4/2017 20170804ADT	Payroll accrual	0 \$	401.39
	Educator Benefit Consultants, LLC	8/4/2017 20170804ADT	Payroll accrual	0 \$	4.00
	Educator Benefit Consultants, LLC	8/4/2017 20170804ADT	Payroll accrual	0 \$	100.00
201700026	Educator Benefit Consultants, LLC	8/4/2017 20170804ADT	Payroll accrual	0 \$	146.16
	Educator Benefit Consultants, LLC	8/4/2017 20170804ADT	Payroll accrual	0 \$	138.47
	Educator Benefit Consultants, LLC	8/4/2017 20170804ADT	Payroll accrual	0 \$	27.70
	Educator Benefit Consultants, LLC	8/4/2017 20170804ADT	Payroll accrual	0 \$	60.00
	Educator Benefit Consultants, LLC	8/4/2017 20170804AFT	Payroll accrual	0 \$	153.86
	Educator Benefit Consultants, LLC	8/4/2017 20170804AFT	Payroll accrual	0 \$	230.78
	Educator Benefit Consultants, LLC	8/4/2017 20170804AFT	Payroll accrual	0 \$	60.00
201700027	ING	8/4/2017 20170804AFH	Payroll accrual	0 \$	158.48
	ING	8/4/2017 20170804AFH	Payroll accrual	0 \$	6.92
201700028	Internal Revenue Service	8/4/2017 20170804ADF	Payroll accrual	0 \$	3,187.13
	Internal Revenue Service	8/4/2017 20170804ADF	Payroll accrual	0 \$	333.62
	Internal Revenue Service	8/4/2017 20170804ADF	Payroll accrual	0 \$	45.00
	Internal Revenue Service	8/4/2017 20170804ADF	Payroll accrual	0 \$	15.00
	Internal Revenue Service	8/4/2017 20170804ADF	Payroll accrual	0 \$	12.00
	Internal Revenue Service	8/4/2017 20170804ADF	Payroll accrual	0 \$	10.17
	Internal Revenue Service	8/4/2017 20170804ADF	Payroll accrual	0 \$	5,522.57

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	Internal Revenue Service	8/4/2017	20170804ADF Payroll accrual	0 \$	343.91
	Internal Revenue Service	8/4/2017	20170804ADM Payroll accrual	0 \$	745.40
	Internal Revenue Service	8/4/2017	20170804ADM Payroll accrual	0 \$	78.00
	Internal Revenue Service	8/4/2017	20170804AFF Payroll accrual	0 \$	3,187.13
	Internal Revenue Service	8/4/2017	20170804AFF Payroll accrual	0 \$	333.62
	Internal Revenue Service	8/4/2017	20170804AFM Payroll accrual	0 \$	745.40
	Internal Revenue Service	8/4/2017	20170804AFM Payroll accrual	0 \$	78.00
201700029	MINNESOTA REVENUE	8/4/2017	20170804ADS Payroll accrual	0 \$	9.00
	MINNESOTA REVENUE	8/4/2017	20170804ADS Payroll accrual	0 \$	6.00
	MINNESOTA REVENUE	8/4/2017	20170804ADS Payroll accrual	0 \$	2,194.75
	MINNESOTA REVENUE	8/4/2017	20170804ADS Payroll accrual	0 \$	155.03
	MINNESOTA REVENUE	8/4/2017	20170804ADS Payroll accrual	0 \$	12.00
201700030	MN Teachers Retirement Associator	8/4/2017	20170804ADT Payroll accrual	0 \$	1,112.92
	MN Teachers Retirement Associator	8/4/2017	20170804ADT Payroll accrual	0 \$	144.23
	MN Teachers Retirement Associator	8/4/2017	20170804AFT Payroll accrual	0 \$	1,112.92
	MN Teachers Retirement Associator	8/4/2017	20170804AFT Payroll accrual	0 \$	144.23
201700031	Public Employees Retirement Associ	8/4/2017	20170804ADF Payroll accrual	0 \$	2,242.78
	Public Employees Retirement Associ	8/4/2017	20170804ADF Payroll accrual	0 \$	111.89
201700031	Public Employees Retirement Associ	8/4/2017	20170804AFP Payroll accrual	0 \$	2,587.84
	Public Employees Retirement Associ	8/4/2017	20170804AFP Payroll accrual	0 \$	129.08
201700032	Public Employees Retirement-DCP	8/4/2017	20170804ADI Payroll accrual	0 \$	24.60
	Public Employees Retirement-DCP	8/4/2017	20170804AFC Payroll accrual	0 \$	24.60
201700033	ING	8/4/2017	20170804BFH Payroll accrual	0 \$	3,833.50
201700034	Internal Revenue Service	8/4/2017	20170804BDF Payroll accrual	0 \$	-
201700035	MINNESOTA REVENUE	8/4/2017	20170804BDS Payroll accrual	0 \$	-
3000	CASH	8/3/2017	90517 4 Start-Up Cash Boxes for Secretaries	0 \$	200.00
3001	NORTHEAST SERVICE COOPERATIVE	8/4/2017	31647 IEA H & S Site Visits Apr - 17-Jun	0 \$	1,600.00
3002	AUTO-JET MUFFLER CORP	8/4/2017	410222 Transpor; Tail Pipe	0 \$	150.92
3003	CXTec	8/4/2017	6887395 Single Mode Fiber Connection	6051800002 \$	1,877.44
	CXTec	8/4/2017	6887530 Single Mode Fiber Connection	6051800002 \$	797.12
	CXTec	8/4/2017	6889067 Supplies	6051800002 \$	1,430.00

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3004	Education Innovation Partners	8/4/2017	1125	Teleprescence Connection	0 \$	202.08
3005	FRONTIER	8/4/2017	071617A	Arena; Monthly Telephone Service	8101800003 \$	43.06
	FRONTIER	8/4/2017	080917P	Pool; Monthly Telephone Service	8101800003 \$	34.06
	FRONTIER	8/4/2017	071617G	Garage; Monthly Telephone Service	8101800003 \$	34.06
	FRONTIER	8/4/2017	071617FES	FES; Monthly Telephone Service	8101800003 \$	204.36
	FRONTIER	8/4/2017	071617FHS	FHS; Monthly Telephone Service	8101800003 \$	556.96
3006	HAWKINS INC	8/4/2017	4111325	Pool Chemicals	8101800015 \$	818.11
3007	HILLYARD HUTCHINSON	8/4/2017	602614780	FHS; Discovery 20	0 \$	652.49
	HILLYARD HUTCHINSON	8/4/2017	602622002	FHS wax	8101800010 \$	1,774.67
	HILLYARD HUTCHINSON	8/4/2017	602622003	Boiler and operating products	8101800011 \$	926.00
	HILLYARD HUTCHINSON	8/4/2017	602622003	Boiler and operating products	8101800011 \$	926.00
3008	MENARDS	8/4/2017	98080	FHS; Paint	0 \$	93.05
	MENARDS	8/4/2017	98096	FHS; Marking Paint	0 \$	46.72
	MENARDS	8/4/2017	97871	FHS; PVC Parts	0 \$	10.66
	MENARDS	8/4/2017	98176	FES; Recip Blade Kit	0 \$	91.11
	MENARDS	8/4/2017	97747	Ball Field; PVC Parts	0 \$	26.05
	MENARDS	8/4/2017	97751	FHS; PVC Parts	0 \$	84.86
3008	MENARDS	8/4/2017	98327	FHS; Drill Bits	0 \$	9.58
	MENARDS	8/4/2017	98297	FHS; Nails	0 \$	10.58
	MENARDS	8/4/2017	98360	FHS; Lumber	0 \$	8.47
	MENARDS	8/4/2017	98654	FES; Paint Supplies	0 \$	100.86
	MENARDS	8/4/2017	98717	FHS; Bolts	0 \$	3.99
3009	MN ENERGY RESOURCES CORP	8/4/2017	72017	Garage; Natural Gas Services	8101800004 \$	62.33
3010	NORTHEAST SERVICE COOPERATIVE	8/4/2017	31503	FY18 Health & Safty Asst Prpgram	0 \$	2,247.69
	NORTHEAST SERVICE COOPERATIVE	8/4/2017	31565	FY18 Annual Membership	0 \$	200.00
3011	OFFICE MAX	8/4/2017	95511	Office Supplies	5001800000 \$	41.19
	OFFICE MAX	8/4/2017	114802	Copy Machine Paper	1101800003 \$	236.53
3012	SCHOOL SPECIALTY	8/4/2017	2.0812E+11	FES Second Grade Supplies	1301800006 \$	195.24

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3013	UP NORTH BUILDERS INC	8/4/2017	2934	Sign Base Installation	0	\$	3,000.00
3014	WATER DEPT	8/4/2017	0720FHS	FHS; Water Usage	8101800016	\$	641.95
	WATER DEPT	8/4/2017	072017FES	FES; Water Usage	8101800016	\$	536.90
	WATER DEPT	8/4/2017	0720A	Arena; Water Usage	8101800016	\$	2,175.68
	WATER DEPT	8/4/2017	0720G	Garage; Water Usage	8101800016	\$	53.67
3015	Gjertson, John	8/7/2017	8/7/2017	Early Retirement Incentive - J. Gjertson	0	\$	259.15
3016	INDUSTRIAL LUBRICANT COMPANY	8/9/2017	0175506-IN	Oil Drum	0	\$	503.30
3017	KANTOR ELECTRIC INC	8/9/2017	13915	Fiber for Computer Run	0	\$	780.28
	KANTOR ELECTRIC INC	8/9/2017	13987	Wire Parking Lot Lights	0	\$	1,545.29
3018	MR FAITH SOUND & LIGHT INC	8/9/2017	71817	PALS Dances 7/18/17	5001800003	\$	482.19
	MR FAITH SOUND & LIGHT INC	8/9/2017	80317	PALS Dances for 8/3/17	5001800003	\$	486.64
3019	NAPA FALLS SUPPLY	8/9/2017	769802	FHS; Supplies	0	\$	72.95
3020	O'REILLY AUTO PARTS	8/9/2017	3901-307874	FHS; Mirrors	0	\$	51.89
3021	Pioneer Manufacturing Co	8/9/2017	646541	Field paint	8101800017	\$	683.95
3022	R&R SPECIALTIES, INC	8/9/2017	62693	Fan motor for Zamboni	8101800008	\$	345.51
3023	ROCHESTER TELECOM SYSTEMS INC	8/9/2017	72217	Long Distance Phone Calls	8101800020	\$	18.88
	ROCHESTER TELECOM SYSTEMS INC	8/9/2017	72217	Long Distance Phone Calls	8101800020	\$	18.88
3024	WASCHKE FAMILY CENTER	8/9/2017	804674	Tan Van; Belt Kit	0	\$	135.95
3025	MN PEIP	8/10/2017	619812	Medical Insurance - September 2017	0	\$	12,279.58
	MN PEIP	8/10/2017	619812	Medical Insurance - September 2017	0	\$	100,652.54
3026	Bjorkquist, Robin	8/10/2017	KaBjork	Lunch Acct Refund (Attending RRCC)	0	\$	23.15
3027	Select Account	8/14/2017	38482578	Medical FSA: 08/04/2017 - 8/10/2017	0	\$	1,461.01
3028	Deedrick, Danyelle	8/14/2017	7/6/2017	Refund for 6 Community Ed classes @ \$20/each.	0	\$	120.00
3029	STAR Autism Support	8/14/2017	HEIDI THOMF	REGISTRATION FOR HEIDI THOMPSON FOR STAR AUTISM SUPPORT 8/7-8/17	0	\$	200.00
3030	ACT FINANCE	8/15/2017	125814	ACT Plus Writing Test	0	\$	5,148.00
3031	ARROWHEAD LIBRARY SYSTEM	8/15/2017	6809	Library Catalog System	6201800000	\$	625.00

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ARROWHEAD LIBRARY SYSTEM	8/15/2017	14141	Library Catalog System	6201800000	\$	272.50
3032 BOWMAN CONSTRUCTION CO	8/15/2017	72017	School Parking Lot: Removal asphalt	0	\$	159,052.00
BOWMAN CONSTRUCTION CO	8/15/2017	072017A	Arena; Parking Lot Stabilization	0	\$	53,000.00
BOWMAN CONSTRUCTION CO	8/15/2017	072017WE	West End; Cement Pad Project	0	\$	1,115.00
BOWMAN CONSTRUCTION CO	8/15/2017	072017WE	West End; Cement Pad Project	0	\$	1,115.00
3033 CDW Government	8/15/2017	JND9600	Supplies	6051800006	\$	147.04
CDW Government	8/15/2017	JRQ7739	Supplies	6051800012	\$	576.53
3034 CITIZENS FOR BACKUS	8/15/2017	80117	Lease Agreement (Aug)	101800001	\$	598.05
3035 CORRIN'S PLUMBING AND HEATING	8/15/2017	7362	FHS; Pipe fittings	0	\$	280.20
CORRIN'S PLUMBING AND HEATING	8/15/2017	4338	FHS; Pipe fittings	0	\$	107.21
3036 Educator Benefit Consultants, LLC	8/15/2017	37935	403b Third Party Admin Svc	1101800000	\$	154.83
3037 FERGUSON SEALCOATING	8/15/2017	1919	Layout and Paint Lines in Student Parking Lot	0	\$	2,585.00
3038 FRIENDS GARBAGE SERVICE, LLC	8/15/2017	9085838	Garbage Pickups	8101800005	\$	1,535.70
3039 GUARDIAN PEST CONTROL INC	8/15/2017	1777512	Pest Control Service	8101800021	\$	64.65
3040 HOUGHTON MIFFLIN	8/15/2017	953224100	FES Reading Workbooks	1301800005	\$	1,049.47
HOUGHTON MIFFLIN	8/15/2017	953224100	FES Reading Workbooks	1301800005	\$	3,148.38
HOUGHTON MIFFLIN	8/15/2017	953253252	PER Cycle 6-8th Grade Math Books	2561800000	\$	30,953.69
3041 K&K MEYERS INC	8/15/2017	21481	FES; Window Repair	0	\$	102.99
K&K MEYERS INC	8/15/2017	21475	WEE Cement Pad	0	\$	1,430.00
K&K MEYERS INC	8/15/2017	21491	Repair Broken Window	0	\$	99.01
3042 KOERTER'S INC	8/15/2017	119230	Gas for Small Motors	0	\$	326.63
3043 KOOCHICHING COUNTY	8/15/2017	80117	Solid Waste Fee	0	\$	1,500.00
3044 Marco Technologies LLC	8/15/2017	4498845	REPLACEMENT KONICA STAPLES	3001800001	\$	204.49
Marco Technologies LLC	8/15/2017	337092118	Comm Ed; Konica Lease	5001800002	\$	470.97
Marco Technologies LLC	8/15/2017	337092100	FHS; Cost Per Copy	3001800006	\$	1,294.71
3045 MCGRAW HILL COMPANIES	8/15/2017	9.8259E+10	FES Math Workbooks	1301800004	\$	1,257.46
MCGRAW HILL COMPANIES	8/15/2017	9.8259E+10	FES Math Workbooks	1301800004	\$	7,782.04
3046 MIDCONTINENT COMMUNICATIONS	8/15/2017	81617	ALC Phone & Data	3001800008	\$	166.57
3047 MIDWEST SPORTSWEAR	8/15/2017	30687	Football Equipment	2921800001	\$	831.25
MIDWEST SPORTSWEAR	8/15/2017	30687	Football Equipment	2921800001	\$	236.37

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3048 MN SCHOOL BOARD ASSN	8/15/2017	17131T0D6G4K	Grover Summer Session	0 \$	280.00
3049 NORTH STAR PUBLISHING	8/15/2017	32403	District Calendar	0 \$	3,284.86
NORTH STAR PUBLISHING	8/15/2017	32403	District Calendar	0 \$	250.00
3050 OFFICE DEPOT	8/15/2017	9.4759E+11	Labels for all staff meeting	1101800004 \$	35.91
			mailing and pens		
OFFICE DEPOT	8/15/2017	9.4759E+11	Envelopes for district	1101800005 \$	1.30
			mailing		
OFFICE DEPOT	8/15/2017	9.4759E+11	Envelopes for district	1101800005 \$	10.69
			mailing		
OFFICE DEPOT	8/15/2017	9.4754E+10	Envelopes for district	1101800005 \$	13.99
			mailing		
OFFICE DEPOT	8/15/2017	9.4754E+10	Envelopes for district	1101800005 \$	115.11
			mailing		
3051 RAINY LAKE MEDICAL CENTER	8/15/2017	3057	PT/OT Therapies Services	3001800013 \$	2,742.73
3052 SCHOLOGY	8/15/2017	16395	Premium Subscriptions	0 \$	4,428.00
			(7/1/17-6/30/18)		
3053 THE JOURNAL	8/15/2017	73117	Advertising Local Newspaper	1101800001 \$	792.90
3054 TIERNEY BROTHERS INC	8/15/2017	747502	Supplies	6051800007 \$	1,264.20
3055 XEROX CORP	8/15/2017	90038053	FES Copy Machine Rental	1101800007 \$	478.09
XEROX CORP	8/15/2017	90038054	FHS Copy Machine Rental	1101800007 \$	478.09
171800178 Amdahl, Rachel	8/15/2017	8/3/2017	Refund for Partial Swim	0 \$	35.00
			Lessons		
171800179 Grover, Kevin	8/15/2017	80917	Meals & Mileage Reimbursemer	0 \$	255.79
171800180 Olson-Line, Karla	8/15/2017	80317	Mileage Reimbursement for	0 \$	326.09
			Cadet Training		
BMO Credit Card Purchases	8/3/2017		See Attached Report	\$	16,542.65
TOTAL				\$	614,713.91

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Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX8335	07/27/2017	478620590	SteelEug000	Steele Eugene L	LUCKY SEVEN GENERA, COOK, MN, 5		07/31/2017		Invoiced	A	20.00
	1	Gas car train the trainer				ES080300000	08/03/2017	20.00			
	07/20/2017	477881085	SteelEug000	Steele Eugene L	FLEETPRIDE 560, BEMIDJI, MN, 56	FLEETPRI000	07/31/2017		Invoiced	A	-186.82
	1	Reimbursement to credit card after company cha				ES080300001	08/03/2017	-186.82			
	07/20/2017	477881086	SteelEug000	Steele Eugene L	FLEETPRIDE 560, BEMIDJI, MN, 56	FLEETPRI000	07/31/2017		Invoiced	A	85.31
	1	Filters				ES080300001	08/03/2017	85.31			
	07/14/2017	477302886	SteelEug000	Steele Eugene L	FLEETPRIDE 560, BEMIDJI, MN, 56	FLEETPRI000	07/31/2017		Invoiced	A	186.82
	1	Credit card charge that we did not order. late				ES080300001	08/03/2017	186.82			
	07/14/2017	477302887	SteelEug000	Steele Eugene L	ALL SEASON EQUIPMENT,, INTL FAL	ALL SEAS000	07/31/2017		Invoiced	A	19.86
	1	Tire repair				ES080300002	08/03/2017	19.86			
	07/12/2017	477002725	SteelEug000	Steele Eugene L	NAPA FALLS SUPPLY 00229, INTERNA	NAPA FAL000	07/13/2017		Invoiced	A	26.12
	1	Windshield washer fluid, Grease and grease fit				ES080300003	08/03/2017	26.12			
	07/11/2017	476872810	SteelEug000	Steele Eugene L	MANNCO TRUCKING INC, INTERNATIO	MANNCO T000	07/13/2017		Invoiced	A	123.15
	1	Oil and fuel filters				ES080300004	08/03/2017	123.15			
											7 transaction(s) for XXXXXXXXXXXX8335. Total Amount ==>>
											274.44
XXXXXXXXXXXX6612	07/20/2017	477881087	JOHNSBAR002	Johnson Barbara J	SAFE SITTER INC, 800-2554089, I	SAFE SIT000	07/31/2017		Invoiced	A	91.00
	1					BJ080300000	08/03/2017	91.00			
XXXXXXXXXXXX6620	07/26/2017	478472057	HOLT THO000	Holt Thomas T	GRAND CASINO STORIES D, HINCKLE		07/31/2017		Invoiced	A	21.35
	1	7/24/2017 Dinner for Jeremy and I at Train The				TH08021700000	08/03/2017	21.35			
	07/26/2017	478472058	HOLT THO000	Holt Thomas T	INT*IN *POWER PLUS INT, 770-957		07/31/2017		Invoiced	A	36.90
	1	Chainwheel hardware				TH08021700000	08/03/2017	36.90			
	07/21/2017	478052901	HOLT THO000	Holt Thomas T	MENARDS INTNL FALLS, INTL FALLS	MENARDS 000	07/31/2017		Invoiced	A	163.55
	1	Paint for arena				TH08021700001	08/03/2017	163.55			
	07/21/2017	478052902	HOLT THO000	Holt Thomas T	KOERTERS, INTERNATIONAL, MN, 56		07/31/2017		Invoiced	A	66.13
	1	Fuel for small motors				TH08021700000	08/03/2017	66.13			
	07/21/2017	478052903	HOLT THO000	Holt Thomas T	WW GRAINGER, 877-2022594, IL, 6	GRAINGER000	07/31/2017		Invoiced	A	53.53
	1	Exhaust motor for FES duct work				TH08021700002	08/03/2017	53.53			
	07/21/2017	478052904	HOLT THO000	Holt Thomas T	STATE SUPPLY CO, 08777757705, M	STATE SU000	07/31/2017		Invoiced	A	5,260.49
	2	greenpatch mortar			8101800012	TH08021700003	08/03/2017	135.65			
	3	manhole gasket			8101800012	TH08021700003	08/03/2017	65.40			
	4	handhole gasket			8101800012	TH08021700003	08/03/2017	99.72			
	5	cage traps 1721			8101800012	TH08021700003	08/03/2017	574.56			
	6	Cage traps 4326			8101800012	TH08021700003	08/03/2017	711.00			
	7	3/4" trap			8101800012	TH08021700003	08/03/2017	1,510.20			
	8	1 1/4" traps			8101800012	TH08021700003	08/03/2017	795.60			
	9	1 1/2"trap			8101800012	TH08021700003	08/03/2017	348.05			

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Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX6620	continued...										
	10	high temp insulation caulk			8101800012	TH08021700003	08/03/2017	88.10			
	11	flue brush			8101800012	TH08021700003	08/03/2017	34.06			
	12	stack thermometer			8101800012	TH08021700003	08/03/2017	39.35			
	13	Head mechanism model 63m-hd			8101800012	TH08021700003	08/03/2017	669.76			
	14	1/2" brass gauge cock			8101800012	TH08021700003	08/03/2017	37.94			
	15	model 150-14 gasket			8101800012	TH08021700003	08/03/2017	16.60			
	16	model 37-39 gasket			8101800012	TH08021700003	08/03/2017	7.00			
	17	Man hole gasket			8101800012	TH08021700003	08/03/2017	34.22			
	18	shipping & Handling			8101800012	TH08021700003	08/03/2017	93.28			
07/20/2017		477881088 HOLT THO000 Holt Thomas T			MENARDS INTNL FALLS, INTL FALLS	MENARDS 000	07/31/2017		Invoiced	A	5.98
	1	Ready Patch for walls at FES			TH08021700001		08/03/2017	5.98			
07/20/2017		477881089 HOLT THO000 Holt Thomas T			MENARDS INTNL FALLS, INTL FALLS	MENARDS 000	07/31/2017		Invoiced	A	-64.08
	1	Credit for return product			TH08021700001		08/03/2017	-64.08			
07/20/2017		477881090 HOLT THO000 Holt Thomas T			MENARDS INTNL FALLS, INTL FALLS	MENARDS 000	07/31/2017		Invoiced	A	59.96
	1	Carpet cleaner ISD 361 after tax			TH08021700001		08/03/2017	59.96			
07/20/2017		477881091 HOLT THO000 Holt Thomas T			MENARDS INTNL FALLS, INTL FALLS	MENARDS 000	07/31/2017		Invoiced	A	-38.20
	1	return merchandise			TH08021700001		08/03/2017	-38.20			
07/20/2017		477881092 HOLT THO000 Holt Thomas T			MENARDS INTNL FALLS, INTL FALLS	MENARDS 000	07/31/2017		Invoiced	A	35.74
	1	Spot and stain remover			TH08021700001		08/03/2017	35.74			
07/20/2017		477881093 HOLT THO000 Holt Thomas T			KOERTERS, INTERNATIONAL, MN, 56		07/31/2017		Invoiced	A	63.18
	1	Hi octane fuel for small motors			TH08021700000		08/03/2017	63.18			
07/19/2017		477752897 HOLT THO000 Holt Thomas T			STATE SUPPLY CO, 08777757705, M	STATE SU000	07/31/2017		Invoiced	A	1,291.08
	2	2 1/2" BRONZE PRESSURE RELIEF VALVE for steam			8101800009	TH08021700004	08/03/2017	590.87			
	3	3" Bronze pressure relief valve for steam			8101800009	TH08021700004	08/03/2017	700.21			
07/14/2017		477302888 HOLT THO000 Holt Thomas T			MENARDS INTNL FALLS, INTL FALLS	MENARDS 000	07/31/2017		Invoiced	A	11.78
	1	Tape and tarp for WEE patio project			TH08021700001		08/03/2017	11.78			
07/13/2017		477123830 HOLT THO000 Holt Thomas T			MENARDS INTNL FALLS, INTL FALLS	MENARDS 000	08/07/2017		Invoiced	A	38.20
	1				TH08021700001		08/03/2017	38.20			
07/13/2017		477123831 HOLT THO000 Holt Thomas T			MENARDS INTNL FALLS, INTL FALLS	MENARDS 000	07/31/2017		Invoiced	A	10.23
	1	Mouse traps			TH08021700001		08/03/2017	10.23			
07/12/2017		477002726 HOLT THO000 Holt Thomas T			MENARDS INTNL FALLS, INTL FALLS	MENARDS 000	07/13/2017		Invoiced	A	15.98
	1	paint supplies			TH08021700001		08/03/2017	15.98			
07/10/2017		476735910 HOLT THO000 Holt Thomas T			OREILLY AUTO #3901, INTERNATIONAL	O'REILLY000	07/13/2017		Invoiced	A	7.29
	1	thermostat and seal for Zamboni			TH08021700005		08/03/2017	7.29			
07/07/2017		476525320 HOLT THO000 Holt Thomas T			FALLS LUMBER, INTERNATIONAL, MN	FALLS LU000	07/13/2017		Invoiced	A	27.47
	1	White marking paint and wood stakes for WEE pa			TH08021700006		08/03/2017	27.47			

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Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX6620	continued...										
	07/07/2017	476525321	HOLT THO000	Holt Thomas T	FORESTLAND SALES & SER, INTERNA	FORESTLA000	07/13/2017		Invoiced	A	60.03
	1	High octane gas for small motors				TH08021700007	08/03/2017	60.03			
	07/07/2017	476525322	HOLT THO000	Holt Thomas T	FORESTLAND SALES & SER, INTERNA	FORESTLA000	07/13/2017		Invoiced	A	44.19
	1	High octane gas for small motors				TH08021700007	08/03/2017	44.19			
	07/07/2017	476525323	HOLT THO000	Holt Thomas T	OREILLY AUTO #3901, INTERNATION	O'REILLY000	07/13/2017		Invoiced	A	31.45
	1	2 cycle oil and fuel treatment for small motor				TH08021700005	08/03/2017	31.45			
	07/07/2017	476525324	HOLT THO000	Holt Thomas T	OREILLY AUTO #3901, INTERNATION	O'REILLY000	07/13/2017		Invoiced	A	9.49
	1	Fuel additive for small motors				TH08021700005	08/03/2017	9.49			
	07/07/2017	476525325	HOLT THO000	Holt Thomas T	OREILLY AUTO #3901, INTERNATION	O'REILLY000	07/13/2017		Invoiced	A	74.59
	1	Anti freeze, Radiator hoses, silicon, repair k				TH08021700005	08/03/2017	74.59			
	07/07/2017	476525326	HOLT THO000	Holt Thomas T	FERGUSON ENTERPRISES,, 701-237-	FERGUSON000	07/13/2017		Invoiced	A	-15.41
	1	Tax refund				TH08021700008	08/03/2017	-15.41			
											25 transaction(s) for XXXXXXXXXXXX6620. Total Amount ==>> 7,270.90
XXXXXXXXXXXX7362	07/27/2017	478620591			USPS PO 2647200549, INTL FALLS,	POSTMAST000	07/31/2017		Invoiced	A	7.10
	1	postage; referendum notice				08021700000	08/03/2017	7.10			
	07/26/2017	478472059			MC *MIDCONTINENT COMM, 800-888-	MIDCONTI000	07/31/2017		Invoiced	A	85.00
	2	Internet Service for Bus Garage				7601800005 08021700001	08/03/2017	85.00			
	07/24/2017	478262395			AMAZON MKTPLACE PMTS, AMZN.COM/	AMAZON B000	07/31/2017		Invoiced	A	239.04
	2	Nb-battery AC14B8K 15.2V 48Wh for Acer Chromeb				6051800008 08021700002	08/03/2017	239.04			
	07/21/2017	478052905			AMAZON MKTPLACE PMTS, AMZN.COM/	AMAZON B000	07/31/2017		Invoiced	A	587.79
	2	HIGHFINE Replacement Keyboard for Dell Latitud				6051800009 08021700003	08/03/2017	587.79			
	07/21/2017	478052906			CTS*FRONTIER ONLINEPAY, 800-921	FRONTIER000	07/31/2017		Invoiced	A	144.78
	2	Arena Phone Service				8101800003 08021700004	08/03/2017	144.78			
	07/21/2017	478052907			LAMAR MEDIA CORP, 225-237-1068,	LAMAR CO000	07/31/2017		Invoiced	A	500.00
	1	Billboards, P&I Grant				08021700005	08/03/2017	500.00			
	07/20/2017	477881094			AMAZON MKTPLACE PMTS, AMZN.COM/	AMAZON B000	07/31/2017		Invoiced	A	63.04
	2	Dell Latitude E5520 Replacement Laptop 15.6" L				6051800010 08021700006	08/03/2017	63.04			
	07/14/2017	477302889			IMPACT APPLICATIONS IN, 412-567		07/31/2017		Invoiced	A	655.00
	2	IMPACT SUBSCRIPTION RENEWAL - PACKAGE 2 (300 B				2921800002 08021700007	08/03/2017	655.00			
	07/14/2017	477302890			AMAZON MKTPLACE PMTS, AMZN.COM/	AMAZON B000	07/31/2017		Invoiced	A	22.50
	2	"Package of Two" Smith Corona XL1000, XL1500,				1301800003 08021700008	08/03/2017	22.50			
	07/12/2017	477002727			INT*IN *ADVANCEDC TOOLW, 253-770		07/13/2017		Invoiced	A	2,022.96
	3	User Management Resource Administrator annual				6051800004 08021700009	08/03/2017	2,022.96			
											10 transaction(s) for XXXXXXXXXXXX7362. Total Amount ==>> 4,327.21

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Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount	
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount				
XXXXXXXXXXXX7124	07/17/2017	477506967	BLESIMIC000	Blesi Michael E	SOUNDNORTH, INTL FALLS, MN, 566	SOUND NO000	07/31/2017		Invoiced	A	40.00	
	2	XLR > 1/4 Cable			6051800001	MB080300000	08/03/2017	7.03				
	3	XLR Cable			6051800001	MB080300000	08/03/2017	7.99				
	4	1/4 > 1/4 Cable			6051800001	MB080300000	08/03/2017	14.99				
	5	XLR to XLR Mic Cable			6051800001	MB080300000	08/03/2017	9.99				
	07/14/2017	477302891	BLESIMIC000	Blesi Michael E	SOLARWINDS, 866-530-8100, TX, 7	SOLARWIN000	07/31/2017		Invoiced	A	423.00	
	2	Solarwinds Engineer's Toolset Per seat license			6051800003	MB080300001	08/03/2017	423.00				
					2 transaction(s) for XXXXXXXXXXXXX7124. Total Amount ==>							463.00
XXXXXXXXXXXX7648	07/27/2017	478620592	SLATIBET000	Slatinski BethAnne K	MARRIOTT ATL MARQUIS F, 866-435		07/31/2017		Invoiced	A	25.86	
	1					BS080300000	08/03/2017	25.86				
	07/26/2017	478472060	SLATIBET000	Slatinski BethAnne K	MINERO RESTAURANT, ATLANTA, GA,		07/31/2017		Invoiced	A	36.31	
	1					BS080300000	08/03/2017	36.31				
	07/26/2017	478472061	SLATIBET000	Slatinski BethAnne K	HARD ROCK ATLANTA R, ATLANTA, G		07/31/2017		Invoiced	A	44.78	
	1					BS080300000	08/03/2017	44.78				
	07/26/2017	478472062	SLATIBET000	Slatinski BethAnne K	MARRIOTT ATL MARQUIS F, 866-435		07/31/2017		Invoiced	A	23.41	
	1					BS080300000	08/03/2017	23.41				
	07/25/2017	478373776	SLATIBET000	Slatinski BethAnne K	WHISTLE STOP EXPRESS, JULIETTE,		07/31/2017		Invoiced	A	42.57	
	1					BS080300000	08/03/2017	42.57				
	07/25/2017	478373777	SLATIBET000	Slatinski BethAnne K	Meehans Public House D, ATLANTA		07/31/2017		Invoiced	A	42.48	
	1					BS080300000	08/03/2017	42.48				
	07/24/2017	478262396	SLATIBET000	Slatinski BethAnne K	GIBNEYS PUB, ATLANTA, GA, 30303		07/31/2017		Invoiced	A	32.15	
	1					BS080300000	08/03/2017	32.15				
	07/24/2017	478262397	SLATIBET000	Slatinski BethAnne K	SQU*SQ *RAPID TAXI 020, Riverda		07/31/2017		Invoiced	A	34.00	
	1					BS080300000	08/03/2017	34.00				
	07/24/2017	478262398	SLATIBET000	Slatinski BethAnne K	OTG MANAGEMENT MIDWEST, PHILADE		07/31/2017		Invoiced	A	29.07	
	1					BS080300000	08/03/2017	29.07				
	07/17/2017	477506968	SLATIBET000	Slatinski BethAnne K	BIG SKY LODGING, BIG SKY, MT, 5		07/31/2017		Invoiced	A	506.94	
	1					BS080300000	08/03/2017	506.94				
	07/17/2017	477506969	SLATIBET000	Slatinski BethAnne K	BIG SKY LODGING, BIG SKY, MT, 5		07/31/2017		Invoiced	A	506.94	
	1					BS080300000	08/03/2017	506.94				
	07/17/2017	477506970	SLATIBET000	Slatinski BethAnne K	BIG SKY LODGING, BIG SKY, MT, 5		07/31/2017		Invoiced	A	506.94	
	1					BS080300000	08/03/2017	506.94				
	07/17/2017	477506971	SLATIBET000	Slatinski BethAnne K	BIG SKY LODGING, BIG SKY, MT, 5		07/31/2017		Invoiced	A	506.94	
	1					BS080300000	08/03/2017	506.94				
	07/17/2017	477506972	SLATIBET000	Slatinski BethAnne K	HERTZ RENT A CAR, BELGRADE, MT,		07/31/2017		Invoiced	A	714.62	
	1					BS080300000	08/03/2017	714.62				

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX7648	continued...										
	07/17/2017	477506973	SLATIBET000	Slatinski BethAnne K	COPPER HORSE RESTAURAN, BELGRAD		07/31/2017		Invoiced	A	73.98
	1					BS080300000	08/03/2017	73.98			
	07/14/2017	477302892	SLATIBET000	Slatinski BethAnne K	ALBERTOS AUTHENTIC MEX, BIG SKY		07/31/2017		Invoiced	A	59.75
	1					BS080300000	08/03/2017	59.75			
	07/14/2017	477302893	SLATIBET000	Slatinski BethAnne K	CONOCO - THRIFTWAY SS, BOZEMAN,		07/31/2017		Invoiced	A	10.00
	1					BS080300000	08/03/2017	10.00			
	07/14/2017	477302894	SLATIBET000	Slatinski BethAnne K	BULLWINKLE S SALOON, WEST YELLO		07/31/2017		Invoiced	A	99.43
	1					BS080300000	08/03/2017	99.43			
	07/13/2017	477123832	SLATIBET000	Slatinski BethAnne K	CENEX TOWN PUM07081219, BOZEMAN		07/31/2017		Invoiced	A	8.41
	1					BS080300000	08/03/2017	8.41			
	07/13/2017	477123833	SLATIBET000	Slatinski BethAnne K	COPPER WHISKEY BAR & G, BOZEMAN		07/31/2017		Invoiced	A	73.00
	1					BS080300000	08/03/2017	73.00			
	07/12/2017	477002728	SLATIBET000	Slatinski BethAnne K	MILKIES PIZZA & PUB, BIG SKY, M		07/13/2017		Invoiced	A	56.35
	1					06301700000	06/30/2017	56.35			
	07/12/2017	477002729	SLATIBET000	Slatinski BethAnne K	MINNEAPOLIS AIRPORT, SAINT PAUL		07/13/2017		Invoiced	A	63.64
	1					06301700000	06/30/2017	63.64			
	07/04/2017	476144692	SLATIBET000	Slatinski BethAnne K	AMAZON MKTPLACE PMTS, AMZN.COM/	AMAZON B000	07/13/2017		Invoiced	A	172.00
	1	Lateral File				06301700001	06/30/2017	172.00			
	07/04/2017	476144693	SLATIBET000	Slatinski BethAnne K	KMART 9689, INTERNATIONAL, MN,	KMART 000	07/13/2017		Invoiced	A	278.01
	1	Office Supplies				06301700002	06/30/2017	278.01			
	07/04/2017	476144694	SLATIBET000	Slatinski BethAnne K	KMART 9689, INTERNATIONAL, MN,	KMART 000	07/13/2017		Invoiced	A	73.62
	1	Food Supplies				06301700002	06/30/2017	73.62			
	07/04/2017	476144695	SLATIBET000	Slatinski BethAnne K	SPORTSMENS SERVICE, INTERNATION		07/13/2017		Invoiced	A	50.00
	1					06301700000	06/30/2017	50.00			
	26 transaction(s) for XXXXXXXXXXXX7648. Total Amount ==>										4,071.20
XXXXXXXXXXXX2322	07/04/2017	476144698	MCDONGEO000	McDonald George F	MENARDS INTNL FALLS, INTL FALLS	MENARDS 000	07/13/2017		Invoiced	A	44.90
	1	Charged in error, credit will be issued				Gmc080100000	07/04/2017	44.90			
	72 transaction(s). Total Amount ==>										16,542.65

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



MAP Agreement

APPLICATION NO.
2281321

CONTRACT NO.

Meter Reading Contact Person : Mike Blesi mblesi@isd361.k12.mn.us

Managed Account Program

Phone: 800.892.8548 | Fax: 800.847.3087

The words User, Lessee, you and your refer to Customer. The words Owner, Lessor, we, us and our refer to Marco Technologies LLC.

CUSTOMER INFORMATION

FULL LEGAL NAME OF CUSTOMER International Falls Independent School District			STREET ADDRESS 1515 11Th St	
CITY International Falls	STATE MN	ZIP 56649	PHONE 218-283-2571	FAX
BILLING NAME (IF DIFFERENT FROM ABOVE)			BILLING STREET ADDRESS	
CITY	STATE	ZIP	EMAIL mblesi@isd361.k12.mn.us	
EQUIPMENT LOCATION (IF DIFFERENT FROM ABOVE)				

EQUIPMENT WITH CONSOLIDATED MINIMUMS

Make/Model/Accessories	Serial #	Starting Meter B&W
1. KONICA BIZHUB 958 B&W 95 PPM PRINTER/COPIER/SCANNER		
2. NJPA Contract 083116-KON		
3. ** staples included		

Minimum Payment* \$ \$422.13 B&W Print Allowance 0 Excess Print Charge - B&W* \$0.005900
*plus applicable taxes

EQUIPMENT WITH CONSOLIDATED MINIMUMS

Make/Model/Accessories	Serial #	Starting Meter B&W
1.		
2.		
3.		

Minimum Payment* \$ _____ B&W Print Allowance _____ Excess Print Charge - B&W* _____
*plus applicable taxes

MARCO SUPPORT DESK (By selecting "YES" you agree that the Marco Support Desk Monthly Fee will be added to the monthly Lease Payment.)



Do you wish to enroll in the Marco Support Desk for equipment listed herein?
 Yes OR No

Number of Devices Enrolled:

Marco Support Desk Device Fees

1 - 5 Devices : \$10 6 - 15 Devices : \$20 16+ Devices : \$30

If enrolled, the equipment on this contract will qualify for Marco Support Desk. If no box is checked, then you have elected to waive Marco Support Desk coverage for equipment listed herein.

FREQUENCY OF MINIMUM PAYMENT

Please Check One: Monthly Quarterly Semi Annually Annually

METER READING FREQUENCY

Please Check One: Monthly Quarterly Semi Annually Annually

TERM AND PAYMENT SCHEDULE

Term in Months 60

The contract payment ("Minimum Payment") period is monthly unless otherwise indicated.

SUPPLIES COVERAGE LEVELS

Please Check One: All Inclusive B&W Inclusive No Supplies Included
(If none is checked, no supplies will be included)

THIS IS A NONCANCELABLE / IRREVOCABLE AGREEMENT; THIS AGREEMENT CANNOT BE CANCELED OR TERMINATED.

OWNER ACCEPTANCE

Marco Technologies LLC

X

OWNER

SIGNATURE

TITLE

DATE

PRIVACY AND INFORMATION SECURITY

You acknowledge that the equipment you have received may be equipped with a hard drive that may store personal and confidential information ("PCI") and you understand the privacy and information security risks associated with PCI that may be stored on your Equipment. You agree to be responsible for safeguarding any PCI and you agree to indemnify and hold Marco Technologies LLC harmless from any loss, misappropriation or breach of the PCI that may be stored on your Equipment.

International Falls Independent School District

X

CUSTOMER (as referenced above)

SIGNATURE

TITLE

DATE

CUSTOMER ACCEPTANCE

By signing below, you certify to Owner that you have received, read, and agree to all terms and conditions on this page and on second of this two-page Agreement.

International Falls Independent School District

X

CUSTOMER (as referenced above)

SIGNATURE

TITLE

DATE

41-6001826

FEDERAL TAX I.D. #

PRINT NAME

ACCEPTANCE OF DELIVERY

You certify that all the Equipment listed above has been received, installed, inspected, and is fully operational and unconditionally accepted.

International Falls Independent School District

X

CUSTOMER (as referenced above)

SIGNATURE

TITLE

DATE OF DELIVERY

1. **AGREEMENT:** For business purposes only, you agree to rent from us the goods, together with all replacements, parts, repairs, additions, and accessories incorporated therein or attached thereto (the "Equipment") and/or agree that you have requested that we finance certain licensed software and services for you ("Financed Items"), which are included in the word "Equipment" unless separately stated, all as described on page 1 of this Agreement, excluding equipment marked as not financed under this Agreement, as it may be supplemented from time to time. You agree to all of the terms and conditions contained in this Agreement which is the entire agreement regarding the Equipment ("Agreement") and which supersedes any purchase order or invoice. You authorize us to correct or insert missing Equipment identification information and to make corrections to your proper legal name and address. All other modifications to the Agreement must be in writing signed by each party. This Agreement becomes valid upon execution by us and will begin on the date the Equipment is delivered to you or any later date we designate. If we designate a later commencement date, you agree to pay us an additional amount equal to the periodic payments due under this Agreement prorated for the period between the date the Equipment is delivered to you and the commencement date. Unless otherwise stated in an addendum hereto, this Agreement will renew for 12-month term(s) unless you (a) provide us written notice between 90 and 150 days (before the end of any term) that you want to return the Equipment and (b) you timely return the Equipment in accordance with paragraph 3 of this Agreement. If any provision of this Agreement is declared unenforceable in any jurisdiction, the other provisions herein shall remain in full force and effect in that jurisdiction and all others.

2. **RENT, TAXES AND FEES:** You agree to pay the amounts payable under the terms of this Agreement (each, a "Payment") when due, plus any applicable sales, use and property taxes. If more than one Minimum Payment is listed on the first page or on the attached Schedule(s), you agree that you are obligated to pay the sum of the Minimum Payments. The Minimum Payment will be adjusted proportionately upward or downward, as necessary, to comply with the tax laws of the state in which the Equipment is located. If we pay any taxes, or other expenses that you owe hereunder, you agree to reimburse us when we request and to pay us a processing fee for each expense or charge we pay on your behalf. We may charge you for any filing fees required by the Uniform Commercial Code (UCC) or other laws, which fees vary state-to-state. If for any reason your check is returned for nonpayment, you will pay us a bad check charge of \$30 or, if less, the maximum charge allowed by law. You cannot pay off this Agreement or return the Equipment prior to the end of the term without our consent. If we consent, we may charge you, in addition to the other amounts owed, an early termination fee equal to 5% of the price of the Equipment. We may make a profit on any fees, estimated tax payments and other charges paid under this Agreement.

3. **MAINTENANCE AND LOCATION OF EQUIPMENT; SECURITY INTEREST:** We are the owner of the Equipment and have sole title to the Equipment (excluding Financed Items). We do not own any software that is included with the Financed Items and cannot transfer any interest in such software to you. We are not responsible for the software or the obligations of you or the licensor under any license agreement. At your expense, you agree to keep the Equipment: (1) in good repair, condition and working order, in compliance with applicable manufacturers' and regulatory standards; (2) free and clear of all liens and claims; and (3) only at your address shown on page 1, and you agree not to move it unless we agree. As long as you have given us the written notice as required in paragraph 1 prior to the expiration or termination of this Agreement's term, you agree to return all but not less than all of the Equipment (excluding Financed Items) and all related manuals and use and maintenance records to a location we specify, at your expense, in retail re-saleable condition, full working order and complete repair. You are solely responsible for removing any data that may reside in the Equipment you return, including but not limited to hard drives, disk drives or any other form of memory. You grant us a security interest in the Equipment to secure all amounts you owe us under any agreement with us, and you authorize us to file a financing statement (UCC-1).

4. **COLLATERAL PROTECTION; INSURANCE; INDEMNITY; LOSS OR DAMAGE:** You agree to keep the Equipment fully insured against risk of loss, with us as lender's loss payee, in an amount not less than the original cost until this Agreement is terminated. You also agree to obtain general public liability insurance acceptable to us and to include us as an additional insured on the policy. You will provide written notice to us within 10 days of any modification or cancellation of your insurance policy(s). You agree to provide us certificates or other evidence of insurance acceptable to us. If you fail to comply with this requirement within 30 days after the start of this Agreement, we have the option, but not the obligation, to secure property loss insurance on the Equipment from a carrier of our choosing in such forms and amounts as we deem reasonable to protect our interests. If we secure insurance on the Equipment, we will not name you as an insured party, your interests may not be fully protected, and you will reimburse us the premium which may be higher than the premium you would pay if you obtained insurance, and which may result in a profit to us through an investment in reinsurance. If you are current in all of your obligations under the Agreement at the time of loss, any insurance proceeds received will be applied, at our option, to repair or replace the Equipment, or to pay us the remaining payments due or to become due under this Agreement, plus our booked residual, both discounted at 2% per annum. We are not responsible for, and you agree to hold us harmless and reimburse us for and to defend on our behalf against, any claim for any loss, expense, liability or injury caused by or in any way related to delivery, installation, possession, ownership, use, condition, inspection, removal, return or storage of the Equipment. You are responsible for the risk of loss or for any destruction of or damage to the Equipment. No such loss or destruction of or damage to the Equipment will relieve you from your payment obligations under this Agreement. If the Equipment is destroyed and we have not otherwise agreed in writing, at our election, you will either repair or replace the damaged/destroyed Equipment with comparable equipment acceptable to us, or pay to us (a) all past due amounts and (b) all remaining Payments for the unexpired term, plus our booked residual (both discounted at 2%). Any proceeds of insurance will be paid to us and credited, at our option, against any loss or damage. You authorize us to sign on your behalf and appoint us as your attorney-in-fact to endorse in your name any insurance drafts or checks issued due to loss or damage to the Equipment. All indemnities will survive the expiration or termination of this Agreement.

5. **ASSIGNMENT: YOU HAVE NO RIGHT TO SELL, TRANSFER, ASSIGN OR SUBLEASE THE EQUIPMENT OR THIS AGREEMENT, without our prior written consent.** We may sell, assign, or transfer our rights under this Agreement, in whole or in part, without notice. You agree that if we do so, our assignee will have our assigned rights under this Agreement but none of our obligations (including but not limited to, any obligation to provide maintenance or supplies for the Equipment or Marco Support Desk services) and will not be subject to any claim, defense, or set-off that may be assertable against us or anyone else. Notwithstanding the foregoing, if we sell or assign this Agreement or our rights in the Equipment, we will retain our obligations within the Agreement.

6. **DEFAULT AND REMEDIES:** You will be in default if: (a) you do not pay the Payment or other sum due to us or any other person when due or if you fail to perform in accordance with the covenants, terms and conditions of this Agreement or any other agreement with us or any of our affiliates or any material agreement with any other lender, (b) you make or have made any false statement or misrepresentation to us, (c) you or any guarantor dies, dissolves or terminates existence, (d) there has been a material adverse change in your or any guarantor's financial, business or operating condition, or (e) any guarantor defaults under any guaranty for this Agreement. If any part of a Payment is more than 5 days late, you agree to pay a late charge equal to: 1) the greater of 5% of the Payment which is late or \$20.00 or 2) if less, the maximum charge allowed by law. If you are ever in default, at our option, we may require that you pay 1) all past due amounts, and 2) all remaining Payments for the unexpired term, plus our booked residual (both discounted at 2%). We may recover interest on any unpaid amount, from the due date, at the rate of 18% per year. Concurrently and cumulatively, we may also use any or all of the remedies available to us under Articles 2A and 9 of the UCC and any other law, including requiring that you: (1) at your expense, return the Equipment to us to a location we specify; and (2) immediately stop using any Financed Items. In the event of any dispute or enforcement of our rights under this Agreement, you agree to pay our reasonable attorneys' fees (including those incurred before or at trial, on appeal or in any other proceeding), actual court costs, any other collection costs and repossession costs. The net proceeds of the sale of any Equipment, if any, will be credited against the amounts you owe us under this Agreement. **WE WILL NOT BE LIABLE FOR ANY CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES.** Any delay or failure to enforce our rights under this Agreement will not prevent us from enforcing any rights at a later time. You agree that this Agreement, in the hands of our assignee, is, or shall be treated as, a "Finance Lease" as defined by Article 2A of the UCC and your rights and remedies are governed exclusively by this Agreement. You waive all rights under sections 2A-507 through 522 of the UCC. If interest is charged or collected in excess of the maximum lawful rate, we will not be subject to any penalties.

7. **INSPECTIONS AND REPORTS:** We will have the right, at any reasonable time, to inspect the Equipment and any documents relating to its use, maintenance and repair. You agree to provide updated annual and/or quarterly financial statements to us upon request.

8. **FXED OR SCANNED DOCUMENTS:** The original of this Agreement shall be that copy which bears your facsimile or original signature, and which bears our original signature. You agree to execute any further documents that we may request to carry out the intents and purposes of this Agreement.

9. **WARRANTY DISCLAIMERS:** YOU CHOSE ANY/ALL THIRD-PARTY SERVICE PROVIDERS BASED ON YOUR JUDGMENT. YOU ARE UNCONDITIONALLY OBLIGATED TO MAKE ALL PAYMENTS UNDER THIS AGREEMENT REGARDLESS OF ANY CLAIM OR COMPLAINT AGAINST ANY SUPPLIER, LICENSOR OR MANUFACTURER, AND ANY FAILURE OF A SERVICE PROVIDER TO PROVIDE SERVICES WILL NOT EXCUSE YOUR OBLIGATIONS TO US UNDER THIS AGREEMENT. YOU ARE NOT ENTITLED TO REDUCE OR SET-OFF AGAINST AMOUNTS DUE UNDER THIS AGREEMENT FOR ANY REASON. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE.

10. **LAW, JURY WAIVER:** This Agreement will be governed by and construed in accordance with the law of the state of our principal place of business or, if we assign this Agreement, our assignee, and adjudicated in a federal or state court in such state. You consent to jurisdiction and venue in such state and waive the defense of inconvenient forum. For any action arising out of or relating to this Agreement or the Equipment, **YOU AND WE WAIVE ALL RIGHTS TO A TRIAL BY JURY.**

11. **MAINTENANCE AND SUPPLIES:** The charges established by this Agreement include payment for the use of the designated Equipment and accessories, and, if indicated by the selection of a Supplies Coverage Level on the first page of this Agreement, maintenance (during normal business hours); inspection, adjustment, parts replacement, drums and cleaning material required for the proper operation. Paper, staples and MICR cartridges must be separately purchased by you. Imager network support on connected Equipment is not included and will be billable at the prevailing hourly rate, at your expense. Supplies for units may or may not be included in this Agreement. If necessary, the service and supply portion of this Agreement may be assigned. If included, the amount payable under this Agreement for supplies is based on the industry standard and the manufacturer estimated yield for black toner and developer based on an average per page coverage of 6% and for color toner and developer based on an average per page coverage of 20%. If your toner and developer usage exceeds the average page coverage amount, we in our sole discretion reserve the right to increase the amount payable under this Agreement for supplies in order to adjust for any increased toner and developer usage in excess of the industry standard. We may charge you a monthly supply freight fee to help offset our costs of delivering supplies to you.

12. **EXCESS CHARGES AND COST ADJUSTMENTS:** You agree to comply with our billing procedures and provide us with periodic meter readings on the Equipment. If we are unable to gather a meter reading from you using your preferred method of collection after 3 attempts, you will be assessed a \$3 fee per month per device to collect your reads. If you make more than the applicable allowed prints in any period, you agree to pay us an additional amount equal to the number of excess prints made during such period, multiplied by the applicable Excess Print Charge. At the end of the first 12 months after commencement of this Agreement, and once each successive 12-month period thereafter, we may increase the Minimum Payment and the Excess Print Charge(s) by a maximum of 15% of the existing Minimum Payment or Excess Print Charge(s).

13. **SUPPLIES LEVEL COVERAGE INFORMATION:** All Inclusive is defined as including all colors (cyan, magenta, yellow and black) of toners, developers, drums and drums kits. B&W Inclusive is defined as only including black toners, black developers, black drums and black drums kits. Cyan, magenta and yellow toners, developers, drums and drums kits are not included. No Supplies Included is defined as not including any toners, developers, drums or drums kits.

14. **MARCO SUPPORT DESK:** If you selected "yes" on page 1, the charges established by this Agreement include payment for Marco Support Desk, Monday-Friday from 8:00 am to 5:00 pm CST. Marco Support Desk is included for all Equipment listed on this Agreement and is also available for equipment not listed on this Agreement at Marco's published prevailing rates. All Marco Support Desk is provided as phone or internet support. Any on-site support will be billed at Marco's prevailing published rates. Such Marco Support Desk is separate and distinct from this Agreement and shall not affect your obligations under this Agreement in any way. You agree to pay all amounts owing under this Agreement regardless of any claim you may have against us relating to the Marco Support Desk. Marco Support Desk includes the following:

- Changes to your network such as: replaced or upgraded workstations and/or servers, IP address changes etc. that require reconfiguring your imager(s) on your network for printing or scanning. This would also include a best attempt to reconfigure scan to email for changes made by your Internet Service Provider.
- Reinstallation and configuration of Manufacturer Companion Software and drivers on additional or upgraded workstations: Sharpdesk, PC Fax Drivers, EFI Command Workstation, EFI Remote scan and Marco installed meter monitoring software.
- New or upgraded end user software that results in printing issues requiring updating print drivers or configurations; Additional training sessions for key operators and/or end users; Other printing or scanning software related issues as it applies to the imager(s).



MAP Agreement

APPLICATION NO.

2281319

CONTRACT NO.

Meter Reading Contact Person : Mike Blesi mblesi@isd361.k12.mn.us

Managed Account Program**Phone: 800.892.8548 | Fax: 800.847.3087**

The words User, Lessee, you and your refer to Customer. The words Owner, Lessor, we, us and our refer to Marco Technologies LLC.

CUSTOMER INFORMATION

FULL LEGAL NAME OF CUSTOMER International Falls Independent School District			STREET ADDRESS 1515 11Th St	
CITY International Falls	STATE MN	ZIP 56649	PHONE 218-283-2571	FAX
BILLING NAME (IF DIFFERENT FROM ABOVE)			BILLING STREET ADDRESS	
CITY	STATE	ZIP	EMAIL mblesi@isd361.k12.mn.us	
EQUIPMENT LOCATION (IF DIFFERENT FROM ABOVE)				

EQUIPMENT WITH CONSOLIDATED MINIMUMS

Make/Model/Accessories	Serial #	Starting Meter Color	Starting Meter B&W
1. KONICA BIZHUB C658 65-PPM COLOR MFP			
2. NJPA Contract # 083116-KON			
3. ** includes staples			
Color Print Allowance		0	Excess Print Charge - Color* \$0.045900
B&W Print Allowance		0	Excess Print Charge - B&W* \$0.007100
Minimum Payment* \$		\$341.54	*plus applicable taxes

EQUIPMENT WITH CONSOLIDATED MINIMUMS

Make/Model/Accessories	Serial #	Starting Meter B&W
1.		
2.		
3.		
Minimum Payment* \$		
B&W Print Allowance		
Excess Print Charge - B&W*		
		*plus applicable taxes

MARCO SUPPORT DESK (By selecting "YES" you agree that the Marco Support Desk Monthly Fee will be added to the monthly Lease Payment.)

Do you wish to enroll in the Marco Support Desk for equipment listed herein?

Yes OR No

Number of Devices Enrolled:

Marco Support Desk Device Fees

1 - 5 Devices : \$10	6 - 15 Devices : \$20	16+ Devices : \$30
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If enrolled, the equipment on this contract will qualify for Marco Support Desk. If no box is checked, then you have elected to waive Marco Support Desk coverage for equipment listed herein.

FREQUENCY OF MINIMUM PAYMENTPlease Check One: Monthly Quarterly Semi Annually Annually**METER READING FREQUENCY**Please Check One: Monthly Quarterly Semi Annually Annually**TERM AND PAYMENT SCHEDULE**

Term in Months 60

The contract payment ("Minimum Payment") period is monthly unless otherwise indicated.

SUPPLIES COVERAGE LEVELSPlease Check One: All Inclusive B&W Inclusive No Supplies Included (If none is checked, no supplies will be included)**THIS IS A NONCANCELABLE / IRREVOCABLE AGREEMENT; THIS AGREEMENT CANNOT BE CANCELED OR TERMINATED.****OWNER ACCEPTANCE**

Marco Technologies LLC

OWNER

SIGNATURE

TITLE

DATE

PRIVACY AND INFORMATION SECURITY

You acknowledge that the equipment you have received may be equipped with a hard drive that may store personal and confidential information (PCI) and you understand the privacy and information security risks associated with PCI that may be stored on your Equipment. You agree to be responsible for safeguarding any PCI and you agree to indemnify and hold Marco Technologies LLC harmless from any loss, misappropriation or breach of the PCI that may be stored on your Equipment.

International Falls Independent School District

CUSTOMER (as referenced above)

SIGNATURE

TITLE

DATE

CUSTOMER ACCEPTANCE

By signing below, you certify to Owner that you have received, read, and agree to all terms and conditions on this page and on second of this two-page Agreement.

International Falls Independent School District

CUSTOMER (as referenced above)

SIGNATURE

TITLE

DATE

FEDERAL TAX I.D. #

PRINT NAME

ACCEPTANCE OF DELIVERY

You certify that all the Equipment listed above has been received, installed, inspected, and is fully operational and unconditionally accepted.

International Falls Independent School District

CUSTOMER (as referenced above)

SIGNATURE

TITLE

DATE OF DELIVERY

29683 (V7.2) - Rev. 08/29/2016

1. **AGREEMENT:** For business purposes only, you agree to rent from us the goods, together with all replacements, parts, repairs, additions, and accessories incorporated therein or attached thereto (the "Equipment") and/or agree that you have requested that we finance certain licensed software and services for you ("Financed Items"), which are included in the word "Equipment" unless separately stated) all as described on page 1 of this Agreement, excluding equipment marked as not financed under this Agreement, as it may be supplemented from time to time. You agree to all of the terms and conditions contained in this Agreement which is the entire agreement regarding the Equipment ("Agreement") and which supersedes any purchase order or invoice. You authorize us to correct or insert missing Equipment identification information and to make corrections to your proper legal name and address. All other modifications to the Agreement must be in writing signed by each party. This Agreement becomes valid upon execution by us and will begin on the date the Equipment is delivered to you or any later date we designate. If we designate a later commencement date, you agree to pay us an additional amount equal to the periodic payments due under this Agreement prorated for the period between the date the Equipment is delivered to you and the commencement date. Unless otherwise stated in an addendum hereto, this Agreement will renew for 12-month term(s) unless you (a) provide us written notice between 90 and 150 days (before the end of any term) that you want to return the Equipment and (b) you timely return the Equipment in accordance with paragraph 3 of this Agreement. If any provision of this Agreement is declared unenforceable in any jurisdiction, the other provisions herein shall remain in full force and effect in that jurisdiction and all others.

2. **RENT, TAXES AND FEES:** You agree to pay the amounts payable under the terms of this Agreement (each, a "Payment") when due, plus any applicable sales, use and property taxes. If more than one Minimum Payment is listed on the first page or on the attached Schedule(s), you agree that you are obligated to pay the sum of the Minimum Payments. The Minimum Payment will be adjusted proportionately upward or downward, as necessary, to comply with the tax laws of the state in which the Equipment is located. If we pay any taxes, or other expenses that you owe hereunder, you agree to reimburse us when we request and to pay us a processing fee for each expense or charge we pay on your behalf. We may charge you for any filing fees required by the Uniform Commercial Code (UCC) or other laws, which fees vary state-to-state. If for any reason your check is returned for nonpayment, you will pay us a bad check charge of \$30 or, if less, the maximum charge allowed by law. You cannot pay off this Agreement or return the Equipment prior to the end of the term without our consent. If we consent, we may charge you, in addition to the other amounts owed, an early termination fee equal to 5% of the price of the Equipment. We may make a profit on any fees, estimated tax payments and other charges paid under this Agreement.

3. **MAINTENANCE AND LOCATION OF EQUIPMENT; SECURITY INTEREST:** We are the owner of the Equipment and have sole title to the Equipment (excluding Financed Items). We do not own any software that is included with the Financed Items and cannot transfer any interest in such software to you. We are not responsible for the software or the obligations of you or the licensor under any license agreement. At your expense, you agree to keep the Equipment: (1) in good repair, condition and working order, in compliance with applicable manufacturers' and regulatory standards; (2) free and clear of all liens and claims; and (3) only at your address shown on page 1, and you agree not to move it unless we agree. As long as you have given us the written notice as required in paragraph 1 prior to the expiration or termination of this Agreement's term, you agree to return it all but not less than all of the Equipment (excluding Financed Items) and all related manuals and use and maintenance records to a location we specify, at your expense, in retail re-saleable condition, full working order and complete repair. You are solely responsible for removing any data that may reside in the Equipment you return, including but not limited to hard drives, disk drives or any other form of memory. You grant us a security interest in the Equipment to secure all amounts you owe us under any agreement with us, and you authorize us to file a financing statement (UCC-1).

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5. **ASSIGNMENT: YOU HAVE NO RIGHT TO SELL, TRANSFER, ASSIGN OR SUBLEASE THE EQUIPMENT OR THIS AGREEMENT, without our prior written consent.** We may sell, assign, or transfer our rights under this Agreement, in whole or in part, without notice. You agree that if we do so, our assignee will have our assigned rights under this Agreement but none of our obligations (including but not limited to, any obligation to provide maintenance or supplies for the Equipment or Marco Support Desk services) and will not be subject to any claim, defense, or set-off that may be assertable against us or anyone else. Notwithstanding the foregoing, if we sell or assign this Agreement or our rights in the Equipment, we will retain our obligations within the Agreement.

6. **DEFAULT AND REMEDIES:** You will be in default if: (a) you do not pay the Payment or other sum due to us or any other person when due or if you fail to perform in accordance with the covenants, terms and conditions of this Agreement or any other agreement with us or any of our affiliates or any material agreement with any other lender, (b) you make or have made any false statement or misrepresentation to us, (c) you or any guarantor dies, dissolves or terminates existence, (d) there has been a material adverse change in your or any guarantor's financial, business or operating condition, or (e) any guarantor defaults under any guaranty for this Agreement. If any part of a Payment is more than 5 days late, you agree to pay a late charge equal to: 1) the greater of 5% of the Payment which is late or \$20.00 or 2) if less, the maximum charge allowed by law. If you are ever in default, at our option, we may require that you pay 1) all past due amounts, and 2) all remaining Payments for the unexpired term, plus our booked residual (both discounted at 2%). We may recover interest on any unpaid amount, from the due date, at the rate of 18% per year. Concurrently and cumulatively, we may also use any or all of the remedies available to us under Articles 2A and 9 of the UCC and any other law, including requiring that you: (1) at your expense, return the Equipment to us to a location we specify; and (2) immediately stop using any Financed Items. In the event of any dispute or enforcement of our rights under this Agreement, you agree to pay our reasonable attorneys' fees (including those incurred before or at trial, on appeal or in any other proceeding), actual court costs, any other collection costs and repossession costs. The net proceeds of the sale of any Equipment, if any, will be credited against the amounts you owe us under this Agreement. **WE WILL NOT BE LIABLE FOR ANY CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES.** Any delay or failure to enforce our rights under this Agreement will not prevent us from enforcing any rights at a later time. You agree that at this Agreement, in the hands of our assignee, is, or shall be treated as, a "Finance Lease" as defined by Article 2A of the UCC and your rights and remedies are governed exclusively by this Agreement. You waive all rights under sections 2A-507 through 522 of the UCC. If interest is charged or collected in excess of the maximum lawful rate, we will not be subject to any penalties.

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8. **FAXED OR SCANNED DOCUMENTS:** The original of this Agreement shall be that copy which bears your facsimile or original signature, and which bears our original signature. You agree to execute any further documents that we may request to carry out the intents and purposes of this Agreement.

9. **WARRANTY DISCLAIMERS: YOU CHOSE ANY/ALL THIRD-PARTY SERVICE PROVIDERS BASED ON YOUR JUDGMENT. YOU ARE UNCONDITIONALLY OBLIGATED TO MAKE ALL PAYMENTS UNDER THIS AGREEMENT REGARDLESS OF ANY CLAIM OR COMPLAINT AGAINST ANY SUPPLIER, LICENSOR OR MANUFACTURER, AND ANY FAILURE OF A SERVICE PROVIDER TO PROVIDE SERVICES WILL NOT EXCUSE YOUR OBLIGATIONS TO US UNDER THIS AGREEMENT. YOU ARE NOT ENTITLED TO REDUCE OR SET-OFF AGAINST AMOUNTS DUE UNDER THIS AGREEMENT FOR ANY REASON. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE.**

10. **LAW, JURY WAIVER:** This Agreement will be governed by and construed in accordance with the law of the state of our principal place of business or, if we assign this Agreement, our assignee, and adjudicated in a federal or state court in such state. You consent to jurisdiction and venue in such state and waive the defense of inconvenient forum. For any action arising out of or relating to this Agreement or the Equipment, **YOU AND WE WAIVE ALL RIGHTS TO A TRIAL BY JURY.**

11. **MAINTENANCE AND SUPPLIES:** The charges established by this Agreement include payment for the use of the designated Equipment and accessories, and, if indicated by the selection of a Supplies Coverage Level on the first page of this Agreement, maintenance (during normal business hours); inspection, adjustment, parts replacement, drums and cleaning material required for the proper operation. Paper, staples and MICR cartridges must be separately purchased by you. Imager network support on connected Equipment is not included and will be billable at the prevailing hourly rate, at your expense. Supplies for units may or may not be included in this Agreement. If necessary, the service and supply portion of this Agreement may be assigned. If included, the amount payable under this Agreement for supplies is based on the industry standard and the manufacturer estimated yield for black toner and developer based on an average per page coverage of 6% and for color toner and developer based on an average per page coverage of 20%. If your toner and developer usage exceeds the average page coverage amount, we in our sole discretion reserve the right to increase the amount payable under this Agreement for supplies in order to adjust for any increased toner and developer usage in excess of the industry standard. We may charge you a monthly supply freight fee to help offset our costs of delivering supplies to you.

12. **EXCESS CHARGES AND COST ADJUSTMENTS:** You agree to comply with our billing procedures and provide us with periodic meter readings on the Equipment. If we are unable to gather a meter reading from you using your preferred method of collection after 3 attempts, you will be assessed a \$3 fee per month per device to collect your reads. If you make more than the applicable allowed prints in any period, you agree to pay us an additional amount equal to the number of excess prints made during such period, multiplied by the applicable Excess Print Charge. At the end of the first 12 months after commencement of this Agreement and once each successive 12-month period thereafter, we may increase the Minimum Payment and the Excess Print Charge(s) by a maximum of 15% of the existing Minimum Payment or Excess Print Charge(s).

13. **SUPPLIES LEVEL COVERAGE INFORMATION:** All Inclusive is defined as including all colors (cyan, magenta, yellow and black) of toners, developers, drums and drums kits. B&W Inclusive is defined as only including black toners, black developers, black drums and black drums kits. Cyan, magenta and yellow toners, developers, drums and drums kits are not included. No Supplies Included is defined as not including any toners, developers, drums or drums kits.

14. **MARCO SUPPORT DESK:** If you selected "yes" on page 1, the charges established by this Agreement include payment for Marco Support Desk, Monday-Friday from 8:00 am to 5:00 pm CST. Marco Support Desk is included for all Equipment listed on this Agreement and is also available for equipment not listed on this Agreement at Marco's published prevailing rates. All Marco Support Desk is provided as phone or internet support. Any on-site support will be billed at Marco's prevailing published rates. Such Marco Support Desk is separate and distinct from this Agreement and shall not affect your obligations under this Agreement in any way. You agree to pay all amounts owing under this Agreement regardless of any claim you may have against us relating to the Marco Support Desk.

Marco Support Desk includes the following:

- Changes to your network such as: replaced or upgraded workstations and/or servers, IP address changes etc. that require reconfiguring your imager(s) on your network for printing or scanning. This would also include a best attempt to reconfigure scan to email for changes made by your Internet Service Provider.
- Reinstallation and configuration of Manufacturer Companion Software and drivers on additional or upgraded workstations: Sharpdesk, PC Fax Drivers, EFI Command Workstation, EFI Remote scan and Marco installed meter monitoring software.
- New or upgraded and user software that results in printing issues requiring updating print drivers or configurations; Additional training sessions for key operators and/or end users; Other printing or scanning software related issues as it applies to the imager(s).



AGREEMENT NO.

STATE AND LOCAL GOVERNMENT ADDENDUM

Addendum to Agreement # _____, between _____ International Falls Independent School District _____, as Customer and Marco Technologies LLC, as Lessor.

The parties wish to amend the above-referenced Agreement by adding the following language:

REPRESENTATIONS AND WARRANTIES OF CUSTOMER: You hereby represent and warrant to us that: (a) you have been duly authorized by the Constitution and laws of the applicable jurisdiction and by a resolution of your governing body to execute and deliver the Agreement and to carry out its obligations hereunder; (b) all legal requirements have been met, and procedures have been followed, including public bidding, in order to ensure the enforceability of the Agreement; (c) this Agreement is in compliance with all laws applicable to you, including any debt limitations or limitations on interest rates or finance charges; (d) the Equipment will be used by you only for essential governmental or proprietary functions of you consistent with the scope of your authority, will not be used in a trade or business of any person or entity, by the federal government or for any personal, family or household use; and your need for the Equipment is not expected to diminish during the term of the Agreement; (e) you have funds available to pay contracted Payments until the end of your current appropriation period, and you intend to request funds to make contracted Payments in each appropriation period, from now until the end of the term of this Agreement; and (f) your exact legal name is as set forth on page one of the Agreement.

NON-APPROPRIATION OR RENEWAL: If either sufficient funds are not appropriated to make contracted Payments or any other amounts due under this Agreement or (to the extent required by applicable law) this Agreement is not renewed, this Agreement shall terminate and you shall not be obligated to make contracted Payments under the Agreement beyond the then-current fiscal year for which funds have been appropriated. Upon such an event, you shall, no later than the end of the fiscal year for which contracted Payments have been appropriated, deliver possession of the Equipment to us. If you fail to deliver possession of the Equipment to us, the termination shall nevertheless be effective but you shall be responsible, to the extent permitted by law and legally available funds, for the payment of damages in an amount equal to the portion of contracted Payments thereafter coming due that is attributable to the number of days after the termination during which you fail to deliver possession and for any other loss suffered by us as a result of your failure to deliver possession as required. You shall notify us in writing within seven days after your failure to appropriate funds sufficient for the payment of the contracted Payments or (to the extent required by applicable law) this Agreement is not renewed, but failure to provide such notice shall not operate to extend the Agreement term or result in any liability to you.

TITLE TO THE EQUIPMENT: If the selected purchase option for this Agreement is \$1.00 or \$101.00, unless otherwise required by law, upon your acceptance of the Equipment, title to the Equipment shall be in your name, subject to our interest under this Agreement.

The parties wish to amend the above-referenced Agreement by adding the following language:

Any provision in the Agreement stating that the Agreement shall automatically renew unless the Equipment is purchased, returned or a notice requirement is satisfied is hereby amended and restated as follows: "This Agreement will renew for month-to-month terms unless you purchase or return the Equipment (according to the conditions herein) or send us written notice at least 30 days (before the end of any term) that you do not want it renewed."

Any provision in the Agreement stating that we may assign this Agreement is hereby amended and restated as follows: "We may sell, assign, or transfer this Agreement without notice to or consent from you, and you waive any right you may have to such notice or consent."

Any provision in the Agreement stating that you grant us a security interest in the Equipment to secure all amounts owed to us under any agreement is hereby amended and restated as follows: "To the extent permitted by law, you grant us a security interest in the Equipment to secure all amounts you owe us under this Agreement, and you authorize us to file a UCC-1 financing statement."

NOTE: A FACSIMILE OF THIS DOCUMENT WITH SIGNATURE SHALL BE CONSIDERED TO BE AN ORIGINAL. CAPITALIZED TERMS IN THIS DOCUMENT ARE DEFINED AS IN THE AGREEMENT, UNLESS SPECIFICALLY STATED OTHERWISE.

Any provision in the Agreement stating that you shall indemnify and hold us harmless is hereby amended and restated as follows: "You shall not be required to indemnify or hold us harmless against liabilities arising from the Agreement. However, as between you and us, and to the extent permitted by law and legally available funds, you shall bear the risk of loss for, shall pay directly, and shall defend against any and all claims, liabilities, proceedings, actions, expenses, damages or losses arising under or related to the Equipment, including, but not limited to, the possession, ownership, lease, use or operation thereof, except that you shall not bear the risk of loss of, nor pay for, any claims, liabilities, proceedings, actions, expenses, damages or losses that arise directly from events occurring after you have surrendered possession of the Equipment in accordance with the terms of the Agreement to us or that arise directly from our gross negligence or willful misconduct."

Any provision in the Agreement stating that a default by you under any agreement with our affiliates or other lenders shall be an event of default under the Agreement is hereby amended and restated as follows: "You will be in default if: (a) you do not pay any Payment or other sum due to us under the Agreement when due or if you fail to perform in accordance with the covenants, terms and conditions of this Agreement, (b) you make or have made any false statement or misrepresentation to us, (c) you dissolve, terminate your existence or file bankruptcy, or (d) there has been a material adverse change in your financial, business or operating condition."

Any provision in the Agreement stating that you shall pay our attorneys' fees is hereby amended and restated as follows: "In the event of any dispute or enforcement of rights under this Agreement or any related agreement, you agree to pay, to the extent permitted by law and to extent of legally available funds, our reasonable attorneys' fees (including any incurred before or at trial, on appeal or in any other proceeding), actual court costs and any other collection costs, including any collection agency fee."

Any provision in the Agreement requiring you to pay amounts due under the Agreement upon the occurrence of a default, failure to appropriate funds or failure to renew the Agreement is hereby amended to limit such requirement to the extent permitted by law and legally available funds.

Any provision in the Agreement stating that the Agreement is governed by a particular state's laws and you consent to such jurisdiction and venue is hereby amended and restated as follows: "This Agreement will be governed by and construed in accordance with the laws of the state where you are located. You consent to jurisdiction and venue of any state or federal court in such state and waive the defense of inconvenient forum."

By signing this Addendum, Customer acknowledges the above changes to the Agreement and authorizes Lessor to make such changes. In all other respects, the terms and conditions of the Agreement remain in full force and effect and remain binding on Customer.

Marco Technologies LLC

LESSOR

X

SIGNATURE

International Falls Independent School District

CUSTOMER

X

SIGNATURE

TITLE

DATE

TITLE

DATE

NOTE: A FACSIMILE OF THIS DOCUMENT WITH SIGNATURE SHALL BE CONSIDERED TO BE AN ORIGINAL. CAPITALIZED TERMS IN THIS DOCUMENT ARE DEFINED AS IN THE AGREEMENT, UNLESS SPECIFICALLY STATED OTHERWISE.

**CONTRACT FOR MEDIA CONSULTATION SERVICES
BETWEEN**

**INTERNATIONAL FALLS ISD 361
1515 11TH STREET
INTERNATIONAL FALLS, MN 56649**

**AND
SARA THOMPSON,
POSITIVE COMMUNITY NORMS (PCN) MEDIA SPECIALIST
38580 BEACH STREET
WARROAD, MN 56763**

The Planning and Implementation Grant received by International Falls ISD 361 requires media consultation services to complete its Positive Community Norms (PCN) media campaign. This contract between International Falls ISD 361 and Sara Thompson provides the necessary media consultation services for the grant.

This contract does not constitute any relationship of employment. The following outlines the understanding between International Falls ISD 361 and Sara Thompson, PCN Media Specialist.

INDEPENDENT CONTRACTOR STATUS

Contractor is to be and shall remain an independent contractor with respect to any and all work performed under this Contract. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship or agents, partners, joint ventures or associates between the parties, or as constituting Contractor as the employee of International Falls ISD 361 for any purpose or in any manner whatsoever.

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

The Contractor agrees to defend, indemnify, and hold International Falls ISD 361, its employees and officials harmless from any claims, demands, actions or causes of action, including reasonable attorney's fees and expenses arising out of act or omission on the part of the Contractor, or its subcontractors, partners or independent contractors or any of their agents or employees in the performance of or with relation to any of the work or services to be performed or furnished by the Contractor or the subcontractors, partner, or independent contractors or any of their agents or employees under the agreement.

INSURANCE

Contractor agrees, that in order to protect itself and International Falls ISD 361 under the indemnity provisions set forth above, it will at all times during the term of this Contract keep in force policies of insurance.

The PCN Marketing Contractor will be responsible for assisting with all PCN message development and pilot testing (see attached PCN Marketing work plan below).

The contract services will meet all state standards and practices as required by the Department of Human Services- Alcohol and Drug Abuse Division.

All communication documents and publications are the property of International Falls ISD 361. International Falls ISD 361 shall provide access to necessary documents needed for media and communications work.

The Grant Coordinator will review and make all final decisions regarding media and communications.

The PCN Marketing Contractor will adhere to all applicable data practices and privacy standards, including those in HIPAA.

Sara Thompson agrees she is an independent contractor. International Falls ISD 361 shall not be responsible for any Social Security, Unemployment, State or Federal tax withholding, or any such costs. Sara Thompson agrees she is responsible for all such costs listed above.

International Falls ISD 361 shall pay the PCN Marketing Contractor as follows:
\$1160 per month July 1, 2017-June 30, 2018. The total annual amount is \$11,600.
\$1195 per month July 1, 2018-June 30, 2019. The total annual amount is \$11,950.
\$1230 per month July 1, 2019-June 30, 2020. The total annual amount is \$12,300.
\$1265 per month July 1, 2021-June 30, 2022. The total annual amount is \$12,650.

This total contract does include mileage and travel costs for one monthly site visit. Travel costs for any additional meetings, conferences, or trainings required by the grant will be reimbursable. Mileage will be reimbursed at the federal rate. Any additional expenses incurred will be subject to approval by International Falls ISD 361.

This contract is for the time period of July 1, 2017 through June 30, 2018.

Any alteration of the provisions of this agreement shall be valid when placed in writing, duly signed and attached to the original of this agreement.

Cancellation of this agreement may be done by either party with a 60-day notice given in writing.

Kevin Grover
Superintendent ISD 361

Sara Thompson
PCN Marketing Contractor

Date

Date

PCN Marketing Contractor Work Plan

Work with coordinator in the development and implementation of the Seven-Step Positive Community Norms Process. The Seven Step process is outlined below. The Media Consultant will assist the coordinator in the following ways:

Step One: Planning and Environmental Advocacy

- Package community information, stories and Seven Core Principles into materials that are useful to you in your conversations and meaningful to your stakeholders.
- Plan steps needed to reach out to stakeholders and communicate with them.
- Help with branding creation such as logos, campaign name, etc.

Step Two: Baseline Data

- Study the data
- Set campaign objectives

Step Three: Message Development

- Interpret your principles and ideas
- Create meaningful messages that speak to your focus audiences, align with your goals and stay true to the PCN framework
- Research available media sources and their reach to your focus audiences.
- Partner message with appropriate media sources.

Step Four: Communication Plan

- Conduct communication research
- Plan advertising approaches
- Evaluate media buys/match them to your budget
- Plan publicity (press releases)
- Plan activities for various focus audiences
- Create a written communication plan

Step Five: Pilot Testing and Refining

- Create a plan for implementing and evaluating your pilot tests.
- Refine the media pieces to reflect community input.

Step Six: Implementation

- Implement your communications plan
- Analyze public response
- Collect data for the next round of messages

Step Seven: Evaluation

Work with coordinator in conducting:

- Formative evaluation
- Process evaluation
- Outcome evaluation
- Impact evaluation
- Reflection and action



STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES
MINNESOTA STATE UNIVERSITY, MANKATO

MEMORANDUM OF AGREEMENT
FOR STUDENT TRAINING EXPERIENCE/INTERNSHIP

This Agreement is made between the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Minnesota State University, Mankato, 238 Wigley Administration Center, Mankato, MN 56001 (“the University”) and International Falls Public Schools, 1515 Eleventh Street, International Falls, MN 56649-2501 (“the School”). This Agreement, and any written changes and additions to it, shall be interpreted according to the Laws of the State of Minnesota.

The purpose of this Memorandum of Agreement is to outline the terms of the training/internship experience for the student of the University and to identify the responsibilities of the University and the School.

A. THE PARTIES UNDERSTAND THAT:

1. The University has a Student Teaching Program (the “Program”) for qualified students enrolled in the University; and
2. The University has been given authority to enter into Agreements regarding academic programs; and
3. The School has facilities for providing a suitable training experience that meets the educational needs of students enrolled in the Program of the University; and
4. It is in the general interest of the School to provide a training site where University students can learn and develop skills and qualifications needed to achieve the student’s occupational goals and satisfy the Program requirements while assisting in the development of trained personnel to meet future area employment needs; and
5. The University and the School want to cooperate to furnish a training experience at the School for students of the University enrolled in the Program.

B. RESPONSIBILITIES OF EACH PARTY

1. **The University agrees to:**
 - a. Make arrangements with the School to place teacher candidates who are eligible for placement under Minnesota law and University policies and procedures that will support the student’s occupational goals and meet any applicable Program requirements.

- b. Provide general student teaching supervision by University designees.
- c. Cooperate with the School in the development and implementation of the Student Teaching Program.
- d. Make available upon request, a copy of a national background check conducted by Verified Credentials, Inc. on each teacher candidate.
- e. Make periodic visits to the School's training site to observe the student or receive periodic reports from the School and/or the student, and discuss the student's performance and progress with the student and any site supervisor at the School, as needed.
- f. Discuss with the School any problems or concerns arising from the student's participation.
- g. Notify the School in the event the student is no longer enrolled in the Program at the University.
- h. Keep any necessary attendance and progress records as set forth in the University attendance policy.
- i. Assist in the evaluation of the student's performance in the training experience.

2. The School agrees to:

- a. Provide the teacher candidate, so placed by the University, an opportunity to work in a teaching-learning situation under the supervision of a practicing teacher who holds a continuing license in the content area and has at least three (3) years total teaching experience.
- b. Cooperate with the University in the development and implementation of the Student Teaching Program including co-teaching.
- c. Cooperate with the University with the execution and completion of the state mandated edTPA, the teacher performance assessment required for initial licensure teacher preparation programs. See Attachment B attached to this Agreement and made part of it.
- d. Encourage cooperating teachers to engage in professional development associated with student teaching. The School shall provide appropriate supervision of the teacher candidate pursuant to rules promulgated by its board. Such rules may not conflict with any minimum requirements established by the State or the University with regard to the Student Teaching Program.
- e. Immediately notify the University if there is a change in the licensure status of any practicing teacher providing supervision to any student teacher assigned hereunder.
- f. Not replace any of its employees nor fill any vacancies normally filled by an employee with a teacher candidate assigned under this Agreement. Therefore, a teacher candidate shall not act as a substitute teacher.
- g. Consider and treat any teacher candidate placed at the School pursuant to this Agreement as an employee for purposes of worker's compensation, liability insurance coverage and the provision of legal counsel.
- h. Reserve the right to deny a student teaching opportunity to an applicant and to terminate a student teaching assignment for cause.

- j. Cooperate with the University in providing a mutually agreeable training experience at the School that supports the student's educational and occupational goals.
- k. Consult with the University about any difficulties arising at the School's training site that may affect the student's participation.
- l. Assist in the evaluation of the student's performance and provide time for consultation with the University concerning the student, as needed.

3. **LIABILITY**

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The University's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section 3.732 et seq., and other applicable law.

4. **TERM OF AGREEMENT**

This Agreement is in effect from July 1, 2017, or when fully executed, and shall remain in effect until June 30, 2022. This Agreement may be terminated by giving at least seven (7) days' advance oral notice to the other parties, with a follow up letter confirming termination delivered to the other party on or before the actual termination date.

5. **FINANCIAL CONSIDERATION**

The University will pay to the School or cooperating teacher an amount not to exceed One Hundred Seventy-five and 00/100 Dollars (\$175.00) for each full-time student teacher placed in the School.

6. **CHANGES OR ADDITIONS TO THE AGREEMENT**

Any changes or additions to this Agreement must be in writing and signed by authorized representatives of each party.

7. **ASSIGNMENT**

Neither the University nor the School shall assign or transfer any rights or obligations under this Agreement without first obtaining the written consent of the other party.

8. **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

The School agrees that in fulfilling the duties of this Agreement, the School is responsible for complying with the Americans with Disabilities Act, 42 U.S.C. Chapter 12101, et seq., and any regulations promulgated to the Act. The University IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

9. **DATA PRIVACY**

The requirements of Minnesota Statute Section 13.05, subd. 11 apply to this contract. The State of Minnesota has laws (the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 [“the Act”]) that classify the University’s written and electronic information as public, private or confidential. Except as otherwise provided in law or University policy, data on students is private and may not be shared with any other party. If the Facility receives a request from a third party for any data provided to the Facility by the University, the Facility agrees to immediately notify the University. The University will give the FACILITY instructions concerning the release of the data to the requesting party before the data is released and the Facility agrees to follow those instructions. The parties additionally acknowledge that the Family Educational Rights and Privacy Act, 20 U.S.C.1232g and 34 C.F.R. 99, apply to the use and disclosure of education records that are created or maintained under this agreement.

10. **STUDENT TEACHING ASSIGNMENT CONTRACT**

The student assigned to a training experience/internship at the School shall be required to sign a **Student Teaching Assignment Contract** (see Attachment A attached to this Agreement and made part of it) before the student begins the training experience/internship at the School.

11. **NON-DISCRIMINATION**

The School recognizes that it is the policy of the University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals, regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran’s status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The School agrees to adhere to this policy in implementing this Agreement.

[Remainder of page intentionally left blank]

In signing this Memorandum of Agreement, we agree to work together to assist the student in learning and/or applying the tasks and skills identified. We understand that the Individualized Training Plan for the student can be modified or dissolved at any time upon the mutual agreement of the School and University.

APPROVED:

1. SCHOOL: INTERNATIONAL FALLS PUBLIC SCHOOLS

Approved:

By: Kevin Grover
Title: Superintendent
Date:

**2. UNIVERSITY: MINNESOTA STATE COLLEGES AND UNIVERSITIES
MINNESOTA STATE UNIVERSITY, MANKATO**

Recommended:

By: Elizabeth S. Finsness
Title: Director of Field Experience & International Experience
Date:

Approved:

By: Richard J. Straka
Title: V.P. for Finance and Administration
Date:

3. AS TO FORM AND EXECUTION:

By: Vickie Hanson
Title: Office Administrator
Date:

Attachment A

Student Teaching Assignment Contract

For more information, please contact Elizabeth S. Finsness
 Director of Field and International Experience
 Phone 507-389-1123 Fax 507-389-2270
elizabeth.finsness@mnsu.edu

Student Name _____ Date _____
 School _____ City _____ School Phone (____) _____
 Grade/Subject(s) _____ Mentor Teacher _____
 Approximate Student Teaching Dates _____ Fall ____ Spring ____ Summer ____

Please read agreement sections of both the mentor teacher and teacher candidates.

<u>Mentor Teacher Agrees to...</u>	<u>Teacher Candidate Agrees to...</u>
Be specific in directions for all work assignments and due dates. Acquaint and integrate the teacher candidate with and into the classroom, school, and district environment and policies. Actively model effective planning for instruction throughout experience. Function as a mentor/resource person in matters pertaining to classroom and professional practice. Attend Pairs Training. Co-plan and co-teach with the teacher candidate. Other: _____	Meet all deadlines and put forth best effort. Maintain professional attitude toward all members of the school community. Know, follow, and enforce rules, regulations, and policies of the mentor teacher/school/district. Prepare written unit and lesson plans for any teaching assignment in advance of teaching as prescribed. Be proactive to improve teaching skills by being reflective, observant of other teaching methods and taking constructive criticism positively. Other: _____

CHECKLIST

All items listed below must be completed and checked off prior to the student teaching experience and before returning this form.

- _____ Mentor teacher has been directed to Teacher Candidate Handbook at <http://ed.mnsu.edu/field/>.
- _____ Mentor teacher and teacher candidate have discussed expectations/roles/assignments.
- _____ Mentor teacher and teacher candidate have viewed the edTPA video at <http://vimeo.com/74137447>.
- _____ Teacher candidate and mentor teacher have set next meeting date for: _____.
- _____ Teacher candidate has been or will be provided a school/district handbook and/or other materials to help prepare for this experience.

Teacher Candidate Mailing Address (All future mailings will be sent to the address below)

_____ Street Address _____ City _____ State _____ Zip Code

_____ Area Code & Phone Number _____ Minnesota State Mankato Email Address

Acknowledgment & Acceptance: I have reviewed this document and discussed its contents. My signature means that I understand what is expected of me as a cooperating teacher or student teacher and that I will do my best to follow the aforementioned guidelines/agreement.

Teacher Candidate

_____ I accept the student teaching assignment

Teacher

_____ I accept the student teaching placement

 Teacher Candidate Signature Date

 Cooperating Teacher(s) Signature Date

 Cooperating Teacher Email Address

RETURN THE APPROPRIATE (2) COPIES WITHIN THREE WEEKS FROM DATE TYPED ON TOP OF CONTRACT TO:

Office of Field and International Experience, 119 Armstrong Hall, Minnesota State University, Mankato, MN 56001.

A member of the Minnesota State Colleges and University System and an Affirmative Action/Equal Opportunity University.
 This document is available in alternative format to individuals with disabilities by calling the Office of Field & International Experience at (507) 389-1517 (v) 800-627-3529 or 771 (MRS/TTY).

Attachment B

Minnesota §122A.09 Subd. 4(c) requires teacher preparation programs to *include a content-specific, board-approved, performance-based assessment that measures teacher candidates in three areas: planning for instruction and assessment; engaging students and supporting learning; and assessing student learning.* Beginning January 1, 2014, teacher preparation programs throughout the state have been required to conduct the edTPA with every teacher candidate. The edTPA process provides evidence based feedback as well as opportunities for teacher candidates to engage in self-reflection. The educative process provided by the edTPA fosters professional growth and better prepares candidates for the challenges of classroom instruction.

Minnesota State University, Mankato requests schools and school districts to join Minnesota State University, Mankato in supporting teacher candidates who will be completing the edTPA process. Your support is critical in these key ways.

- Support teacher candidates in completing the edTPA by **reviewing policies for the use of video** in your classrooms to ensure that current district procedures for obtaining parental permission are adequate and by working with candidates to secure parental permission.
- **Collaborate with teacher preparation programs** in ensuring mutually beneficial student teaching placements. Well-integrated student teaching experiences help to foster candidate success in the edTPA process and contribute to veteran teacher professional development.

Cooperating teachers in your schools can assist teacher candidates by **providing practical support, feedback, and assistance** during their student teaching experiences.

STATE OF MINNESOTA

MINNESOTA STATE COLLEGES AND UNIVERSITIES

Rainy River Community College

CONCURRENT ENROLLMENT AGREEMENT

2017-2018 Academic Year

THIS 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 RAINY RIVER COMMUNITY COLLEGE (hereinafter "The COLLEGE"), and **ISD 361, Falls High School**, (hereinafter "HIGH SCHOOL(S)").

WHEREAS: The COLLEGE is an autonomous college in the Minnesota State system, which share a President through their respective memberships in the Northeast Higher Education District; and

WHEREAS: HIGH SCHOOLS are affiliated with **FALLS HIGH SCHOOL School District #361**

WHEREAS: It is understood that the individual members of HIGH SCHOOLS, acting under the authority of their school district, and THE COLLEGE, respectively, need to act at times jointly and at times severally, as appropriate to the circumstance, with respect to this agreement; and

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

WHEREAS: HIGH SCHOOLS are 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 the COLLEGE through the CEP; and

WHEREAS: It is understood that the goals of the CEP can best be accomplished if individual HIGH SCHOOLS and the COLLEGE, collaboratively establish long-term working relationships to develop and improve delivery of services to the high schools' students; and

WHEREAS: The governing policies of the 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 Board Policy, Chapter 3 Section 5):

Definitions

Post-Secondary Enrollment Options Program or "PSEO". The Post-Secondary Enrollment Options Program is the program 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 postsecondary credit for college or university courses completed on a college or university campus, at a high school, or at another location.

PSEO Concurrent Enrollment Course. 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

The Minnesota State Colleges and Universities shall provide opportunities for students to participate in the Post-Secondary Enrollment Options 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 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 students to perform to the college's or university's academic and student conduct standards.

Developmental courses. Colleges and universities shall not enroll students in developmental courses through PSEO.

and;

WHEREAS: HIGH SCHOOLS and the COLLEGE wish to enter into this Agreement through their respective agents for the delivery of 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 coordinator:

- Provides necessary registration, drop-add, and withdrawal information.
- Provides students with information outlining student responsibilities (including their responsibility to communicate with their high school about their academic performance in CEP courses) and describing available academic and student support services. This information, in print or electronic form, may be provided to the high school for subsequent distribution to the students. It may also be available online or through student orientation sessions (Minnesota State Board Policy Chapter 3.5.1 Part 3 Subpart A).
- Provides necessary Student-Parent Agreement and Student Information Forms.
- Provides necessary Drop/Add and Withdrawal Forms.
- Maintains records documenting each CEP course.
- Provides evaluation tools for the purpose of evaluating each college faculty collaborator, as well as the program in general.

Ensure that the assessment coordinator:

- Provides the means for college readiness assessment testing for potential CEP students twice each academic year, in cooperation with HIGH SCHOOL guidance and counseling personnel.
- Makes arrangements for students to take assessment tests on the college campus, when geographically feasible.

Ensure that the records office:

- Creates course lists and grade sheets.
- Makes appropriate record adjustments for students in accordance to Drop/Add and Withdrawal policies.
- Makes grades available to students approximately three weeks after the semester ends.
- Provides student transcripts upon receipt of written request and fee payment.
- 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 CEP teachers, giving additional time and attention to teachers new to the program.
- Initiates an orientation session with new high school teachers and initial contacts with experienced teachers at the time of the CEP assignment (Minnesota State System Procedures Chapter 3.5.1 Part 4 Subpart D Number 1).

- Collaborates with the high school CEP teacher to clarify the approved college course outline and to create a course syllabus for the CEP course.
- Provides current college text information and/or exam copies of the text, course outlines, sample syllabi, sample exams, assignments, and exercises for the high school teacher's use.
- 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 CEP teachers to assure that assessment meets college criteria.
- Provides college course lists and grade sheets to the high school CEP teacher.
- Visits the class during the semester to observe teaching and student response to instruction, meeting with the teacher after each classroom observation. Classes taught by high school CEP teachers who have taught the course previously will be visited once, while classes taught by high school CEP teachers who have not taught the course previously will be visited twice.
- Meets regularly (face-to-face, ITV, online, by telephone, etc.) with the high school CEP teacher and monitors assignments, exams, projects, student academic achievement, and instructional effectiveness to ensure that the course meets the learning outcomes contained in the course outline approved by the college, and that students are held to college-level standards (Minnesota State System Procedures Chapter 3.5.1 Part 4 Subpart D Number 1).
- Arranges to guest lecture twice during the semester for courses of both new and experienced CEP teachers, if requested in writing to do so by the high school teacher.
- Submits to the CEP coordinator and to the high school principal, a brief written report of each meeting and a final written report at the end of the semester for each CEP course assigned.
- Reviews selected graded assignments, tests and papers.
- Confers with the high school CEP teacher not less than once per month and is available to the high school teacher by phone, e-mail, or other means.
- Extends to high school CEP teachers, invitations to participate in appropriate campus-based and/or program-specific faculty development activities (Minnesota State System Procedures Chapter 3.5.1 Part 4 Subpart D Number 2).

B. HIGH SCHOOL'S DUTIES. The HIGH SCHOOL shall:

Ensure the following program logistics:

- By March 1 of each year, provide general information about the CEP to all students in grades 8, 9, 10, and 11 enrolled in their high school (MN Statutes, Section 124D.09, Subdivision 7).
- Anytime January-March, coordinate for assessment testing, at the providing the COLLEGE if geographically feasible.
- By April 1 of each year, return to the COLLEGE's CEP coordinator, the completed *Course Proposal Application* to request courses for the following academic year and to provide the start and end dates for both semesters of the high school calendar.
- Several weeks prior to the scheduled assessment test date, have students each complete a *Student Information Form*. (These students are those scheduled to take the assessment test and who may potentially be enrolling in a CEP course the following academic year.)
- No later than two weeks prior to the scheduled assessment test date, send completed *Student Information Forms* to the COLLEGE's CEP coordinator.
- By May 15 of each year, send to the COLLEGE's CEP coordinator, the completed *Student-Parent Agreement Forms*.
- By May 15 of each year for Fall Semester, and by December 1 of each year for Spring Semester, send enrollment lists to the COLLEGE'S CEP coordinator.
 - (1) The enrollment list for each CEP course offered shall include the full name of each student who plans to enroll in the course, with the understanding that in order to be listed, the student meets the criteria to be eligible for participation in a CEP course (see "Student Qualifications" section).
 - (2) In order to complete an assessment test, the student must provide a completed *Student Information Form*.
 - (3) In order to register for a course, the student must have met CEP program requirements and course pre-requisites, and provide a completed *Student-Parent Agreement Form*.

- Assist in student compliance with the Drop/Add and Withdrawal Policies (see “Other Provisions” section), sign off on forms as student advisor, and forward completed forms to the COLLEGE’s CEP coordinator.
- To the extent possible, provide counseling services to students and their parents or guardian before students enroll in CEP courses. This ensures that the students and their parents or guardian are fully aware of the risks and possible consequences of enrolling in 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 maximum enrollment of a course with a CEP component is to be the same as it is for other, similarly structured courses in the high school, and the total enrollment (CEP students and non-CEP students combined) must not exceed the course maximum established by the providing COLLEGE.
- HIGH SCHOOLS will have the option to run courses with enrollment fewer than ten students, but only after consultation with and approval from the providing COLLEGE prior to the start of the semester.
- CEP courses should be scheduled at times not normally used for school sports and activities to minimize absences due to school related activities.

Ensure that each high school CEP teacher does the following:

- Creates a course syllabus for the CEP course in collaboration with the college faculty. This is to be completed and shared with the college collaborator no later than one month prior to the first day of the CEP course. This syllabus is to be provided to each student within a maximum of one week after the first class meeting (Minnesota State Board Policy, Chapter 3.22 Part 3). The syllabus needs to contain the components outlined in the COLLEGE’s *Concurrent Enrollment Course Syllabus Guidelines*, and other requirements as may be established by the HIGH SCHOOL.
- Provides the college faculty collaborator with documentation that ensures each CEP course is equivalent in content and rigor to the same course offered on the college campus. This documentation should include 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 course. The college faculty collaborator reserves the right to approve any mid-terms, as well as the final examination. If not approved, the college faculty collaborator must demonstrate that the exam does not evaluate at a college level and/or it is not consistent with the course outline.
- Assigns final, whole letter grades to each student on the class list, which is provided by the college faculty collaborator. This completed grade sheet is to be signed and sent to the college faculty collaborator immediately after the semester ends.

Ensure the following program support:

- Schedule high school CEP teachers so that they are responsible for no more than two CEP courses per semester, unless approved by the Provost of the providing COLLEGE.

II. OTHER PROVISIONS.

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

Teacher Qualifications

- The minimum qualifications for CEP instructors shall be the system established credential fields and minimum qualifications for faculty, as designated in Minnesota State Board Policy 3.32 and System Procedure 3.32.1 College Faculty Credentialing. Exceptions to this requirement must fall under the provisions of the “Timeline & Approval Process for CEP Teacher Professional Development Plans” and the “Professional Development Plan for CEP Teachers” must be used (refer to documents, attached).
- The CEP HIGH SCHOOL shall forward a completed *High School CEP Teacher Application*, copies of transcripts and a resume to the providing COLLEGE’s CEP coordinator. Repeat teachers need to

submit updated documentation if they further their education and earn credentials to teach in a different discipline.

- Each high school teacher selected to teach a CEP course requires the approval of the teacher's principal and of the college based on the recommendations of its faculty (Minnesota State System Procedures Chapter 3.5.1 Part 4 Subpart E).

Student Admissions Requirements

- Eligible students are juniors with a class rank in the upper one-third of their class and seniors with a class rank in the upper one-half of their class.
- If the high school does not keep class ranking, eligible students are juniors with a score at or above the 70th percentile on a nationally standardized, norm-referenced test and seniors with a score at or above the 50th percentile on a nationally standardized, norm-referenced test.
- If the high school does not keep class ranking and no standardized test score is available, eligible students are juniors with a GPA of 3.00 or better and seniors with a GPA of 2.50 or better. (This is pursuant to Minnesota State System Procedures Chapter 3.5.1 Part 2 Subpart A Number 3, which allows documentation other than that specified above).
- Potential CEP students must participate in assessment testing in reading, English (determined from reading assessment), and mathematics prior to course registration, and CEP students must place at or above college level in reading and English skills. (A student can take this assessment test up to twice each year.)
- Potential CEP students can also meet college-readiness admissions standards by achieving established minimum ACT, SAT, and/or MCA assessment scores.
- CEP students must meet the required prerequisites for each course in which they wish to enroll, before their course begins.
- A student who does not meet the admissions standards indicated above may petition for admission to the providing COLLEGE after an admissions review process. This decision is based upon a completed *Student Petition Form* which includes a signed statement by the HIGH SCHOOL Principal. This statement needs to provide evidence of the student's readiness and ability to perform college-level work as well as the indication that the student could benefit from college courses and is recommended for admission.
- All student petitions will be reviewed in accordance to the procedures outlined in the providing the COLLEGE'S admissions review process.

Exceptions Requirements

- A high school that wishes to have a college offer a PSEO concurrent enrollment course to its students, but cannot generate sufficient enrollment to offer that course only to CEP students, may request approval for an exception from the provost of the college. The provost of the college shall approve or deny the request after the appropriate college consultation process (Minnesota State System Procedures Chapter 3.5.1 Part 4 Subpart H). Requests from high schools must be received by July 1 of each year for Fall Semester and December 1 of each year for Spring Semester.
- Enrollment of CEP students in a course will be greater than the enrollment of non-CEP students (Minnesota State System Procedures Chapter 3.5.1 Part 4 Subpart H Number 2a).
- The non-CEP students enrolled in CEP courses must have taken the assessment test. It is not necessary that the student achieve the prerequisite score required by students enrolled to earn college credit.
- Students may choose to be non-CEP students and not receive college credit, even if they are eligible and qualify for the CEP course.

Student Requirements

- Potential CEP students shall inform the high school by March 30 of each year of the student's intent to enroll in CEP courses during the following school year. (This is to assist in planning. A student is not bound by notifying or not notifying the district by this time.) [See Minnesota Statute, 124D.09 Post-secondary Enrollment Options Act, Subd 7.]
- Potential CEP students must return to their high school guidance counselor their completed *Student Information Form* and *Student-Parent Agreement Form*.
- Potential CEP students must indicate the courses in which they intend to enroll by way of the high school's designated registration system.

- The COLLEGE's Drop-Add and Withdrawal Policy applies to enrolled CEP students. It is understood that adjustments will be made to the student's record by the COLLEGE's records office in accordance to the Drop/Add and Withdrawal policies outlined below.

Dropping and Adding a Course

Students may make a change(s) in their course schedules **only** through the fifth (5th) class day of the high school's calendar. Dropped classes do not appear on the student's transcript.

Withdrawal

Students may withdraw from courses after the fifth (5th) class day through the final date for official course withdrawal. The final date for official course withdrawal is the last day on which students may officially terminate their enrollment in a course, and shall be the date on which eighty percent (80%) of the days in the academic semester at the high school have elapsed. For courses not on a standard academic semester schedule, such as those courses "stretched" over both fall and spring semesters, the final date for official course withdrawal shall be established as the date on which eighty percent (80%) of the instructional days for the course have elapsed (Minnesota State Board Policy, Chapter 3 Part 3 Subpart A).

Grades of "W" for withdrawal will be recorded on the student's official transcript. No withdrawals from the courses may be made after the final date for official course withdrawal. Withdrawals that are not officially processed through the CEP coordinator and records office will be recorded on the student's permanent record with a grade of "F".

III. CONSIDERATION AND TERMS OF PAYMENT.

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

HIGH SCHOOLS will pay \$2,000 for each CEP course offered during a semester.

If no CEP course is offered during the Academic Year, no yearly fee is due; however, the HIGH SCHOOL will need to pay any costs incurred by COLLEGE due to the administration of assessment tests. These costs include a per test fee, as well as mileage, food and lodging reimbursements (if applicable), and staff time administering and scoring the tests.

- B. Terms of Payment. Payment shall be made by HIGH SCHOOL(S) within thirty (30) days after the COLLEGE has presented invoices for services performed to the HIGH SCHOOL. Invoices for course fees shall be calculated once each academic year with the invoice to be submitted to the appropriate high school no later than May 15.

- V. TERMS OF AGREEMENT. This agreement shall be effective January 1, 2017, or upon the date that the final required signature is obtained by the COLLEGE, whichever occurs later, and shall remain in effect until June 30, 2018, or until all obligations set forth in this Agreement have been satisfactorily fulfilled, whichever occurs first.

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

VII. AUTHORIZED REPRESENTATIVES.

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

- A. For collective actions, HIGH SCHOOLS' Authorized Representative for the purposes of administration of this Agreement is:

Falls High School, ISD 361: Kevin Grover, Superintendent, 1515 11th Street, International Falls, MN, 56649.

- B. For individual actions, the Authorized Representative of each COLLEGE for the purpose of administration of this agreement is as follows:

RAINY RIVER COMMUNITY COLLEGE: Dr. Roxanne Kelly, Provost, Rainy River Community College, 1501 Highway 71, International Falls, MN 56649.

- VIII. ASSIGNMENT. Neither the COLLEGE nor the HIGH SCHOOL(S) may assign or transfer any rights or obligations under this Agreement without the prior written consent of the other party.
- IX. 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.
- X. LIABILITY. HIGH SCHOOL(S) agree to indemnify and save and hold the COLLEGE, their representatives and employees, harmless from any and all claims or causes of action arising from the performance of this contract by the HIGH SCHOOL(S) or the HIGH SCHOOL(S)' agents or employees. This clause shall not be construed to bar any legal remedies the HIGH SCHOOLS may have for the COLLEGES' failure to fulfill their obligations pursuant to this contract.
- XI. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE. HIGH SCHOOL(S) agree that in fulfilling the duties of this contract, HIGH SCHOOL(S) are responsible for complying with the applicable provisions of the Americans with Disabilities Act, 42 U.S.C. Section 12101, et seq. and regulations promulgated pursuant to it. The COLLEGE(S) 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.
- XII. GOVERNMENT DATA PRACTICES ACT. HIGH SCHOOL(S) must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the 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(S) in accordance with this contract. The civil remedies of Minnesota Statutes Section 13.08, apply to the release of the data referred to in this Article by either HIGH SCHOOL(S) or the 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 COLLEGE. The COLLEGE will give HIGH SCHOOL instructions concerning the release of the data to the requesting party before the data is released.
- XIII. OWNERSHIP OF MATERIALS AND INTELLECTUAL PROPERTY RIGHTS. The 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 the 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 the 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, the 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 COLLEGE, their contractors and/or employees, or those developed by the HIGH SCHOOL or any HIGH SCHOOL employee prior to the existence of this contract.
- XIV. 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 COLLEGES' authorized representative.

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

APPROVED:

1. SCHOOL DISTRICT #361

By (authorized signature)
Title: Kevin Grover, Superintendent, School District #361
Date

2. RAINY RIVER COMMUNITY COLLEGE

By (authorized signature)
Title: Dr. Roxanne Kelly, Provost, Rainy River Community College
Date

Appendix A: RRCC/FHS 2017-2018 Concurrent Enrollment Courses
Appendix B: RRCC 2017-2018 Academic Calendar

Appendix A
RRCC / FHS 2017-2018
Concurrent Enrollment Courses

Fall Semester, 2017

MATH 1005 Beginning College Algebra (4)
HS Instructor: Timm Ringhofer
College Collaborator: Jeff Wickstrom
MATH 1170 Pre-Calculus (5)
HS Instructor: Timm Ringhofer
College Collaborator: Jeff Wickstrom
SPAN 1020 Beginning Spanish II (4)
HS Instructor: Rosa Christianson
College Collaborator: Sue Nordquist

Spring Semester, 2016

MATH 1145 College Algebra (4)
HS Instructor: Timm Ringhofer
College Collaborator: Jeff Wickstrom
MATH 2220 Calculus I (5)
HS Instructor: Timm Ringhofer
College Collaborator: Jeff Wickstrom
NSG 1000 Nursing Assistant (3)
HS Instructor: Sue Palm
College Collaborator: Laura Zika
SPAN 2020 Intermediate Spanish I (4)
HS Instructor: Rosa Christianson
College Collaborator: Sue Nordquist

Appendix B
RRCC 2017-2018
Academic Calendar – FINAL

FALL SEMESTER 2017

August 16, 17	Administrative Duty Day
August 21	Fall Semester Begins-Orientation Day
August 25	Last day to Add/Drop
September 4	Labor Day – NO CLASSES/COLLEGE CLOSED
September 7	Financial Aid Disbursement
September 29	NHED Duty Day-NO CLASSES/COLLEGE OPEN
October 9	Student Academic Conference Day - NO CLASSES/COLLEGE OPEN
October 12	Mid-Term
October 19, 20	Faculty Association (MSCF Day)- NO CLASSES/COLLEGE OPEN
November 6	Spring and Summer Semester Registration Begins
November 10	Veteran's Day NO CLASSES/COLLEGE CLOSED
November 22	Last day to Withdraw from full term courses 4:30 p.m. deadline
November 23, 24	Thanksgiving Holiday - NO CLASSES/COLLEGE CLOSED
December 12, 13, 14, 15	Final Exams
December 20	Final Grades Due from Instructors 4:30 p.m.
December 16– January 7	Winter Vacation - NO CLASSES

SPRING SEMESTER 2018

January 5	Administrative Faculty Duty Day
January 8	Spring Semester Classes Begin
January 12	Last day to Add/Drop
January 15	Martin Luther King Jr. Day - NO CLASSES/COLLEGE CLOSED
January 25	Financial Aid Disbursement
February 19	Presidents' Day - NO CLASSES/COLLEGE CLOSED
March 1	Mid-Term
March 5-9	Spring Break – NO CLASSES/COLLEGE OPEN
March 30	Administrative Duty Day –NO CLASSES/COLLEGE OPEN
April 2	Fall Semester Registration Begins
April 16	Last day to Withdraw from full term courses 4:30 p.m. deadline
May 7, 8, 9, 10	Final Exams
May 11	COMMENCEMENT
May 11	Administrative Duty Day
May 16	Final Grades Due from Instructors 4:30 p.m.

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

The purpose of this Agreement is to establish a collaborative relationship between Koochiching County Public Health and Human Services (Agency) and School District 361 (School) to provide mutually agreed upon services to students and families with the needs as described herein. The term of this Agreement will be September 1, 2017, through August 31, 2018, or until a renewal Agreement is fully executed.

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

OBLIGATIONS

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

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

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

OTHER

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

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

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

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

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

KOOCHICHING COUNTY PH & HS

INDEPENDENT SCHOOL DISTRICT 361

Director
Koochiching County PH & HS

Chairperson
Board of Education 361

Date: _____

Date: _____

Chair, Koochiching County Board

Superintendent, School District 361

Date: _____

Date: _____

Approved as to form & execution:

Koochiching County Attorney

Date: _____

TELEPRESENCE NETWORK USE AGREEMENT

THIS TELEPRESENCE NETWORK USE AGREEMENT (“**Agreement**”) is effective as of the 19th day of July, 2017, by and between ISD 361, a Minnesota Public School District (“**User**”), and ARROWHEAD HEALTH ALLIANCE, a joint powers board of the County of Carlton Public Health and Human Services, County of Cook Health and Human Services, County of Koochiching Community Services, County of Lake Health and Human Services, and County of St. Louis Health and Human Services under Minn. Stat. § 471.59 (“**Alliance**”).

RECITALS

A. The Alliance was formed by the County of Carlton Public Health and Human Services, County of Cook Health and Human Services, County of Koochiching Community Services, and County of Lake Health and Human Services, and the County of St. Louis Health and Human Services departments became a member in 2012 (“**Counties**”).

B. The Minnesota Department of Human Services (“**DHS**”) owns a Vidyo platform (“**Platform**”) allowing two or more entities to connect and interact via audio-visual networks and equipment established for and at each entity’s location (“**Telepresence Visits**”).

C. DHS and MN.IT entered into a charter with the Alliance pursuant to which the Alliance was granted access to the Platform and MN.IT VidyoNow Help Desk (“**MN.IT**”) in order to make the Platform and MN.IT available to interested persons, entities and government agencies in the Counties for Telepresence Visits.

D. The Arrowhead Telepresence Coalition (“**Coalition**”), working through the Alliance as a conduit intermediary, is developing an integrated network utilizing telepresence connectivity to allow mental health providers, schools, jails, rural hospitals, law enforcement, tribal providers and any other users the ability to engage in Telepresence Visits for a variety of purposes.

F. The parties hereto desire to set forth their understanding and agreement relating to the provision and use of the Platform, MN.IT and Telepresence Visits.

NOW THEREFORE, in consideration of the foregoing and for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Alliance’s Duties.

A. *General Duties.*

- I. Work collaboratively with the User and DHS to identify opportunities to expand access to services utilizing the Platform and Telepresence Visits;

2. Explore opportunities for innovative use of the telepresence technology;
3. Collect and synthesize data it requests from User;
4. Work collaboratively with User and share lessons learned with other users, DHS and other interested parties;
5. Support User's ongoing goal of using Telepresence Visits to make use of the Platform for such purposes as User may deem appropriate.

B. *Specific Duties.*

1. Provide User access and connection to the Platform and obtain an account from DHS for User's connection and use thereof at no charge to User.
2. Assist User with the initial set-up for use and connection to the Platform at no charge to User.
3. Act as liaison between DHS and User with regard to any substantive (non-technical) matters arising out of the use of the Platform or Telepresence Visits.

2. User's Duties, Representations and Warranties.

A. *General Duties:*

1. Work collaboratively with the Alliance and DHS to identify opportunities to expand access to services utilizing the Platform and Telepresence Visits;
2. Participate in ongoing meetings with the Coalition, Alliance and DHS as requested by the Alliance;
3. With the Alliance, explore opportunities for innovative use of the Platform telepresence technology;
4. Submit to the Alliance, at the dates and times requested by the Alliance, data requested in the format provided by the Alliance;
5. Support staff training, participation and redundancy (multiple staff trained) on use of telepresence equipment for Telepresence Visits;
6. Work collaboratively with the Alliance and share lessons learned with the Alliance, DHS, other users and other interested parties;
7. Provide appropriate onsite resources to ensure that telepresence-related equipment is functioning appropriately;
8. Provide ongoing maintenance, support and or replacement of necessary equipment related to telepresence technology and needs for use of the Platform for Telepresence Visits;
9. Provide ongoing maintenance and support of onsite internet connectivity required for use of the Platform;
10. Provide appropriate onsite professional, administrative and information technology (IT) support necessary to ensure successful telepresence connections for Telepresence Visits.
11. Support the ongoing goal of using telepresence to make a measurable

difference in the quality of User's clients and others accessing DHS' Platform.

B. *Representations, Covenants and Acknowledgments of User.*

1. Compliance with Laws. User represents, covenants and warrants that it shall, at all times while this Agreement in in effect, comply with any and all state, federal and local laws, statutes, regulations, rules, ordinances and orders (collectively the "Laws") which apply to User, safety of clients, the type of services provided by User, and the use of the Platform for Telepresence Visits. Such Laws include, but are not limited to, the Health Insurance Portability and Accountability Act of 1996, Pub. Law 104-191, as amended (HIPAA), the Minnesota Data Practices Act, Minn. Stat. Ch. 13, the Minnesota Health Records Act, Minn. Stat. § 144.291 et seq., the HITECH Act of 2009, 45 C.F.R. Parts 160, 162 and 164, Federal Education Rights & Privacy Act, 20 U.S.C. §§ 1232g and 1232h, 34 C.F.R. Part 99 (FERPA), prisoner recordkeeping requirements of Minn. Stat. §§ 241.06, 241.07 and 241.16, and any State of Wisconsin statutes, rules, regulations, orders and ordinances of the same purview, in addition to any other law in Wisconsin or a political subdivision thereof, which is or may be applicable to clients or businesses located in the State of Wisconsin.
2. Equipment.
 - a. User shall assure that all of its equipment attached to or used in connection with the Platform and Telepresence Visits will meet with the Platform's, DHS, and MN.IT approved standards. If User is, at any time, unsure whether its equipment complies with the approved standards, it will work with DHS and MN.IT through the Alliance to address the matter.
 - b. User acknowledges and understands that the Alliance may provide certain equipment to User for the purpose of promoting use of the Platform and Telepresence Visits. Any such equipment is purchased with grant funds received by the Alliance to promote the Coalition and expansion of use of the Platform and Telepresence Visits. Upon delivery of such equipment to User, the equipment becomes property of the User, and User is responsible for all ongoing maintenance, repair and replacement thereof at its own cost. The Alliance does not retain any ownership of or interest in the equipment and will in no way be responsible for, pay for or provide funds to User for the going maintenance, repair and replacement thereof.

- c. Any equipment User receives from the Alliance shall be promptly inspected for defects or incorrect material and notify the Alliance within ten (10) days of delivery of any equipment of such defects or incorrect material. The Alliance shall, in its sole discretion, take prompt action to remedy such defects or incorrect material or replace the equipment if the defect or incorrect material cannot be remedied.
3. Technical Support. User acknowledges and understands:
 - a. The Alliance provides limited technical support. Specific contact information available in Attachment A.
 - b. All support requests must be directed to the Alliance's Telepresence Coordinator and the VidyoNow Helpdesk. Specific contact information available in Attachment A.
4. Staffing Requirements.
 - a. User shall provide sufficient staff and/or contractors to timely and properly perform its duties and obligations in this Agreement, including but not limited those duties listed in subparts 7 through 10 in Section 3.A. above.
5. Report Requirements. User understands and acknowledges:
 - a. The use of the Platform to provide Telepresence Visits is an exploratory project to identify and respond to opportunities and additional uses which Telepresence Visits may provide and any problems or matters which further need to be addressed in an effort to continue expanding access for a variety of services and business purposes in rural communities of the State of Minnesota.
 - b. The Alliance will be requesting and collecting data from User to synthesize with data collected from other users and report to DHS. The Alliance may require User to complete a survey or questionnaire on an established schedule and/or request ad hoc information from User. User shall comply with and timely respond to all requests for information from the Alliance, regardless of the form in which the request is made. User shall use its best efforts to de-identify any information and data with respect to those people involved in Telepresence Visits and comply with all privacy and disclosure laws relating to the information, data and individuals as required by any of the Laws.

3. Liability Limitation and Indemnification.

- A. User shall protect, indemnify, hold harmless and defend the Alliance and the Coalition, their assignees, participants, officers, employees, board members and agents from and against any and all liabilities, losses, damages (including consequential damages), costs, expenses (including reasonable attorneys' fees and costs), causes of action, suits, claims, demands and judgments of any nature (collectively the "**Claims**") which in any way arise from or relate to (which will be collectively referred to as the "**Actions**"):
1. a breach of this Agreement by User or its employees, officers, members, shareholders, agents, board members or any other person or entity associated or contracted with User;
 2. the loss of life, personal injury, death, or damage to property and brought by or on behalf of any third party, including User's clientele, employees, agents, members, shareholders or board members;
 3. User's use of the Platform;
 4. Telepresence Visits conducted by or on behalf of User, whether or not such visits occur on or off User's owned or leased property and whether or not the employee, agent or a third party had User's express or implied permission to conduct or otherwise engage in any Telepresence Visits.
- B. User shall each promptly give to the Alliance notice in writing of all Claims, commenced, pending or threatened, by or before any court or governmental or regulatory agency affecting User and which arise out of or relate in any way to the Platform, this Agreement or the Telepresence Visits.
- C. User hereby releases and forever discharges all Claims it may now have or hereafter accrue arising out of or relating in any way to (i) any of the Actions, (ii) the performance of the Alliance's duties hereunder, (iii) any technical or other issues experienced by User or anyone associated with User with the Platform or MN.IT, (iv) the unavailability of or loss of connection to the Platform and MN.IT at any time, (v) User's internal equipment or connections or its internet service, and (vi) any Telepresence Visits conducted by or on behalf of User, unless such Claims are solely caused by the gross negligence or intentional misconduct of the Alliance or its officers, employees and agents.
4. Events of Default. Any one or more of the following events is an Event of Default under this Agreement:
- A. If User shall fail to observe or perform any covenant, condition, warranty or other agreement contained in this Agreement and such failure is continuing for a period of twenty (20) days following written notice thereof to User by the Alliance,

unless the Alliance shall agree to an extension of time for such longer period as may be reasonably necessary to remedy such failure provided that User is proceeding with reasonable diligence to remedy same.

- B. If any representation, covenant or warranty of User contained in this Agreement shall prove to be untrue or misleading in any material respect.
 - C. If User shall fail to use or otherwise employ the Platform to conduct Telepresence Visits.
5. Remedies. Whenever an Event of Default occurs, the Alliance may exercise any one or more of the following rights, which are in addition to, and shall not limit, any other remedies provided at law or in equity:
- A. Terminate this Agreement upon ten (10) days' written notice to User;
 - B. Waive any default or the failure to cure such default.
6. Notices. All notices, consents, requests, demands and other communications hereunder shall be given to or made upon the respective parties hereto at their respective addresses specified below or, as to any party, at such other address as may be designated by it in a written notice to the other party.

IF TO THE ALLIANCE:

Ric Schaefer
Arrowhead Health Alliance
Suite 10 Alworth Building
306 W. Superior Street
Duluth, MN 55802
Fax - 866.822.2598
e-mail – Ric.Schaefer@arrowheadhealthalliance.org

WITH A COPY TO:

Michele L. Miller, Esq.
Johnson Killen & Seiler, P.A.
230 West Superior Street
Duluth, MN 55802

IF TO USER:

7. Miscellaneous.

- A. Amendments, Etc. This Agreement may not be amended or modified, nor may any of its terms (including without limitation) be modified or waived, except by written instruments signed by the Alliance and User.
- B. Successors. This Agreement shall be binding upon and inure to the benefit of User, the Alliance and their respective legal representatives, successors and assigns; provided, however, that User may not transfer or assign its rights or obligations hereunder without the prior written consent of the Alliance.
- C. Counterparts. This Agreement may be executed in any number of counterparts, and by electronic signature, including PDF and e-mail, all of which taken together shall constitute one agreement, and any of the parties hereto may execute this Agreement by signing any such counterpart.
- D. Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the State of Minnesota.
- E. Headings. The descriptive headings for the sections of this Agreement are inserted for convenience only and shall not define or limit any of the terms or provisions hereof.
- F. Term and Termination. Either party may terminate this Agreement upon thirty (30) days' written notice to the other party. The Alliance may terminate this Agreement at any time, with or without prior Notice, if DHS revokes or terminates its charter with the Alliance or if DHS can no longer provide access to the Platform or accounts for use of the Platform. Unless sooner terminated as provided herein, the term of this Agreement shall terminate on December 31, 2018.
- G. Entire Agreement. This Agreement represents the entire agreement between the parties concerning the subject matter hereof, and all oral discussions and prior agreements letters, proposals, contracts and understandings are merged herein. This Agreement has been negotiated by the parties with full benefit of counsel and should not be construed against any party as the drafter.
- H. Survival. The parties respective representations, covenants and warranties, and User's obligations under Section 4 above, shall survive the term and termination of this Agreement.

[The remainder of this page intentionally left blank.]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed and delivered as of the day and year first above written.

ARROWHEAD HEALTH ALLIANCE:

By: _____
Ric Schaefer, Executive Director

[USER NAME]:

By: _____
Its: _____

ATTACHMENT A
to Telepresence Network Use Agreement

Responsibilities of the Alliance's Telepresence Coordinator:

- Assist in recognizing possible uses for Telepresence throughout the region.
- Working with regional stakeholders to develop telepresence priorities.
- Setup, Coordinate, Install, and Test Telepresence Equipment.
- Work with site professionals (Administrative and IT staff) to determine appropriate equipment needed for each location.
- Set up, test, deliver, and install equipment as needed.
- Provide in-person training on use of equipment.
- Coordinate with onsite IT staff and DHS Office of Telecommunity Development Help Desk.
- Testing and usage of equipment to promote comfort with internet telepresence.

Contact information for the Alliance's Telepresence Coordinator:

Savanah Thompson

Email: savanah.thompson@arrowheadhealthalliance.org

Office: (218) 623-7808

Cell: (719) 433-2908

VidyoNow Helpdesk

The VidyoNow Helpdesk is available Monday through Friday 8:00 to 4:30 to assist with Technical Support Issues (some examples listed below).

- Troubleshooting audio/visual issues.
- Troubleshooting connectivity issues especially as it relates to port and firewall connections.
- Assisting with password resets other login related concerns.

The VideoNow Helpdesk can be reached by calling 651-431-2070.



Falls Elementary School

Principal: Melissa Tate

Student Handbook

2017-2018

PK-5

Dear Students, Parents, and Guardians:

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

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

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

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

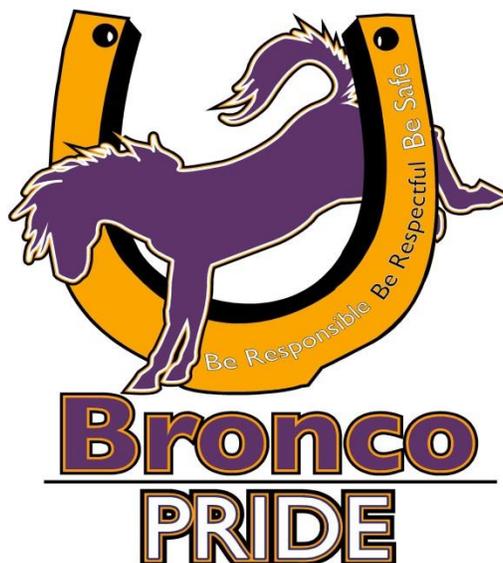
Being Respectful, Being Responsible and Being Safe

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

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

Sincerely,

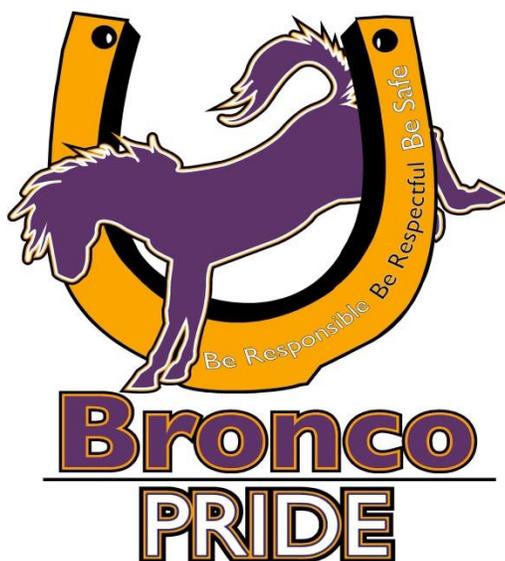
Falls Elementary School Staff



International Falls School District

Mission Statement:

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



Vision:

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

Independent School District 361
School/Home Compact
Falls Elementary

Dear Parent/Guardian:

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

STUDENT AGREEMENT: As a student I pledge to:

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

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

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

TEACHER AGREEMENT: As a teacher I pledge to:

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

PRINCIPAL AGGEMENT: As a principal I pledge to:

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

Bronco Pride

August, 2017

Dear Parents, Guardians and Students,

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

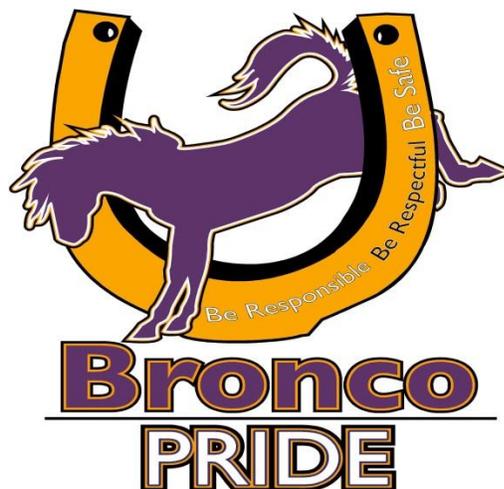
The Parent/Student handbook was created to inform families of our school-wide procedures and expectations for student behavior at Falls Elementary School. Our goal is to continue to utilize the PBIS program to recognize positive behaviors. This year we will continue to focus on teaching behavioral expectations,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

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

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

Sincerely,

Falls Elementary Staff



Bronco Pride Matrix

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

FALLS ELEMENTARY INFORMATION AND POLICIES:

HOMEWORK:

Students are usually given study time during the school day to complete assignments. As the child progresses through the grades, the amount of homework gradually increases. The important factor is that the students take responsibility for their assignments, seeing that they are completed and handed in to the teacher. If it appears that your child has an excessive amount of homework to do, please contact his/her classroom teacher to express your concerns. Late assignments that have not been pre-approved may result in a lower grade.

ACCIDENTS:

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

ARRIVAL:

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

Supervision is provided from **7:45 – 8:30.** Classes **begin** at 8:30 please drop your child off to allow for enough time for hanging up clothes and settling in.

VISITOR-CHECK-IN-POLICY:

As part of our district's Crisis Management Plan, to help ensure the safety of our students, when entering our Schools, please remember to:

- **Sign in at the office.**
- **Get a "Visitor Badge".**
- **Sign out when leaving and return "Visitors Badge".**
- **Enter and Exit using only the main office doors.**

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

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

RELEASE OF STUDENT:

Early dismissal from school is discouraged.

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

- Indicate the time of dismissal in a note to the teacher. A student cannot be released from school without a parent/guardian (or designated adult) present to pick them up.

- Sign your child out from school in the office.
- Pick your child up at the office.
- Your child must sign back in at the office upon returning to school that day.

AFTER SCHOOL PICK-UP: Falls Elementary School

Please finalize your after school plans **before** your child comes to school. If you are going to pick up your child, please send the classroom teacher a dated note indicating that your child will be picked up. When picking up your child after school, please report to the elementary gym where your child/ren will be waiting. Please exit the school using the main office doors once you have your child. We ask that you do not go to your son/daughters classroom to pick them up or to wait for them.

AFTER SCHOOL ACTIVITIES:

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

ATTENDANCE POLICY:

Schools are responsible for teaching your child but we can't do our job if your child is absent. A child who misses a day of school also misses a day of learning that might never be replaced. **You can help by making school a top priority.** Build the habit of good daily attendance and you will help your child see that school is important. **If your child will be absent or late from school, please call the office (283-2571 ext 230 before 10:00a.m. explaining the reason for their absence.**

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

Reporting an Absence

If your child will be absent or late from school, please call the office (283-2571 ext 230) before 10:00 a.m. explaining the reason for the absence. You may clear your child's absence by calling the elementary office before 10:00 a.m. on the morning of (or within 48 hours of the absence) or by sending a note with your child when they return to school. **All absences must be cleared within 72 hours; those not cleared within 48 hours will become truant and will count towards your child's total number of unexcused absences.**

Excused Absences/Tardies

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

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

Unexcused Absences/Tardies

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

- Absences/tardies that are unreported will be considered unexcused
- Personal transportation problems
- Missing the school bus
- Shopping
- Oversleeping or overtired
- Skipping school or class
- Caring for siblings, family, or friends
- Truancy. An absence by a student which was not approved by the parent and /or the school district.
- Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures. **Parents have up to 72 hours from the date of absence to report the reason for absence. The absence will remain unexcused without notice after 48 hours.**
- Work at home or a business, except under a school-sponsored work release program
- Any other absence not included under the attendance procedures set out in this policy

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

- 1) After three (3) unexcused absences, administration may request a meeting with the family, students, school representative, school social worker, and possibly county or tribal social services in order to

identify barriers to good attendance and develop a plan to improve attendance.

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

Exempt Absences:

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

BREAKFAST AND LUNCH:

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

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

Monies go towards:

- Compensatory Dollars
- Title I funds

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

By filling out this form:

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

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

BUS SERVICE:

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

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

Bus Rules:

1. Immediately follow the directions of the driver.
2. Sit in your assigned seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.

6. No fighting, harassment, intimidation, or horseplay.
7. Do not throw any object.
8. No eating, drinking, or use of tobacco or drugs.
9. Do not bring any weapon or dangerous objects on the school bus.
10. Do not damage the school bus.

Consequences for Bus Violations:

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

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

Any Questions regarding transportation should be directed to Tom Holt, the Transportation Director.

Bus Garage: 283-2050

COMMUNICATION:

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

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

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

CONNECTING WITH YOUR CLASSROOM TEACHER:

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

FIELD TRIPS:

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

DATA PRIVACY:

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

CONFERENCES AND REPORT CARDS:

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

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

MINNESOTA COMPREHENSIVE ASSESSMENT (MCA) REFUSAL TO PARTICIPATE

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

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

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

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

RETENTION AND PROMOTION POLICY:

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

Recommendations for retention will be based on the following criteria:

- **A student who is not sufficiently mature socially, emotionally, mentally, or physically, which interferes with school success.**

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

EXEMPTIONS:

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

DISCIPLINE:

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

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

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

GENERAL SCHOOL RULES:

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

LUNCHROOM GUIDELINES:

- Use proper table manners at all times.

- Keep lunchroom neat and clean.
- Use QUIET voices.
- Always walk.

PLAYGROUND RULES:

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

All Playgrounds:

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

Boundaries:

Do not go past the bike rack

Do not go past the spiderweb playground boundaries

Do not go past the edge of the building (basketball court)

Spiderweb:

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

Zipline/Monkey Bars:

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

Back Playground:

- No Sliding on Ice
- **Boundaries:**
- Do not go past the tree line.
- **Spinners:**
- Hands and feet stay on spinners at all times.
- **Monkey Bars/Climbing Wall:**
- No sitting on top of the monkey bars or climbing wall.

Preschool/Kindergarten Playground:

- **Boundaries:**
- Stay out of the woods
- Stay back of the tree line
- **General Rules:**
- Sliding down hills only, do not play on the back of the snow hills.
- No sliding on the ice at any time.
- Sand toys need to stay in the sandbox.
- No throwing wood chips.
- No sitting on top of the monkey bars.
- No standing on top of the bus or ambulance bars.

Miscellaneous:

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

- No suckers or pop allowed on the playground.
- No electronics of any kind at any time.

SNOW:

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

PLEDGE OF ALLEGIANCE:

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

BULLYING:

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

BULLYING DEFINITION:

Bullying is aggressive behavior that involves unwanted, negative actions.

Bullying involves a pattern of behavior repeated over time.

Bullying involves an imbalance of power or strength.

Recognizing the Difference

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

The complete bullying policy (514) is available from the building principal or on the District 361 web page at:

<http://www.isd361.k12.mn.us/>

ASSAULT: DANGEROUS THREATS:

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

PHYSICAL ASSAULT (FIGHTING):

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

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

SEXUAL, RELIGIOUS, RACIAL HARASSMENT OR VIOLENCE:

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

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

RACIAL HARASSMENT DEFINITION:

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

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

RACIAL VIOLENCE DEFINITION:

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

RELIGIOUS HARASSMENT DEFINITION:

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

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

3. Otherwise adversely affects an individual's employment or academic opportunities.

RELIGIOUS VIOLENCE DEFINITION:

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

SEXUAL HARASSMENT DEFINITION:

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

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

Sexual harassment may include but is not limited to:

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

SEXUAL VIOLENCE DEFINITION:

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

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

Sexual violence may include, but is not limited to:

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

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

VERBAL ASSAULT:

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

DANGEROUS WEAPONS AND ARTICLES:

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

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

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

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

DRESS/CLOTHING:

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

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

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

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

PERSONAL LISTENING DEVICES AND CELL PHONES:

Cell phones, iPods, MP3 players, etc., are prohibited in classrooms, except where a student has special permission under special circumstances. Students may access and use these devices during free periods such as lunch/recess only. Students in violation of this policy will fall under the elementary discipline process.

WEATHER POLICY:

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

VOLUNTEERS:

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

CONFIDENTIALITY:

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

You may also volunteer in the schools by joining and getting involved in the Partners in Education (PIE) group. PIE has done many wonderful things to support students and teachers throughout the past school years. We are very appreciative of all their time, energy and effort and would encourage parents to see how they can become involved.

MANDATED REPORTING:

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

MEDICATION POLICY:

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

IMMUNIZATION:

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

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

A notarized statement that immunization goes against personal beliefs.

ILLNESS AT SCHOOL:

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

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

SPECIAL EDUCATION:

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

STUDENT REGISTRATION:

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

EMERGENCY PHONE NUMBER:

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

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

LOST AND FOUND:

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

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

PERSONAL PROPERTY:

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

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

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

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

To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations

and procedures regarding distribution of non-school sponsored material on school property and at school activities.

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

Independent School District No. 361

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

Section 504 Officer (Gr. K-5)

Melissa Tate

1414 15th Avenue; International Falls, MN 56649

218-283-2571 ext. 232

Section 504 Officer (Gr. 7-12)

Marc Glowack, Dean of Students

1515 11th Street; International Falls, MN 56649

218-283-2571 ext. 110

Alternative: Marc Glowack,

Dean of Students Gr. 6-12

Alternative: Melissa Tate, Elementary Principal

Title IX Officer (District-wide)

Kevin Grover Superintendent of Schools

1515 11th Street; International Falls, MN 56649

218-283-2571 ext. 112

Title IX Officer (Alternate)

Tim Everson, FHS Principal

1515 11th Street; International Falls, MN 56649

218-283-2571 ext. 104

Human Rights Officer

Tim Everson, FHS Principal

1515 11th Street; International Falls, MN 56649

218-283-2571 ext. 104

Human Rights Officer (Alternate)

Melissa Tate, FES Principal

1414 15th Avenue; International Falls, MN 56649

218-283-2571 ext. 232

*FALLS HIGH SCHOOL
STUDENT HANDBOOK
2017-2018*



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WELCOME TO FALLS HIGH SCHOOL

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

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

Superintendent
Kevin Grover

Falls High School Principal
Tim Everson

Dean of Students
Marc Glowack

Counselor
Thane Grewatz

Athletic Director
Bill Mason

Police Liaison
Dane Olson



PREFACE

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

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

An overall rule and operational procedure is to be in the right place, at the right time, doing the best you can of what is expected. When you are uncertain or do not understand a rule/procedure, politely ask questions.

If you have questions regarding Falls High School procedures and practices, please feel free to contact an administrator by calling 283-2571.

ISD #361 EXTENSION/ROOM ASSIGNMENTS
2017-2018 School Year
All Extensions Dial: (218) 283-2571 (updated 8/16/17)

EXT	NAME	ROOM	EXT	NAME	ROOM	EXT	NAME	
271	Adaptive Help-FES	FES208A	194	Grover, Stacy	FHS122	234	Nosan, Shelby	FESGym
109	Amdahl, R Comm. Ed.	CE157	171	Hall Monitor	FHS206A	137	Olson, David	FHS149
107	Anderson, Charlie	FHS218	164	Hamers, Katie	FHS217	245	OT/PT	FES115
263	Auran, Lisa	FES106	256	Hamilton, Jody	FES208	108	OT/PT	FHS103
153	Awe, Will	FHS210	257	Hayward, Laura	FES100	176	P & I Coord.	FHS118
273	Baron, Mandi	FES2B	169	Health Room	FHS226	131	Palm, Sue	FHS132A
182	Besch, Tina	FHS122	100	Heiss, Vicki	FHSOfc	131	Palm, Sue	FESOfc
119	Blesi, Mike	FHSOfc	279	Hemstad, Chris	FHS117	239	Pavleck, Molly	FES110
172	Boelk, Michelle	FHS241	258	Hendrickson, Karli	FES101	242	Peterson, Paul	FES112
175	Boiler Room	FHS141	230	Hell, Jamie	FESOfc	135	Peterson, Sarah	FHS140
151	Boyle, Jay	FHS221	244	Hjelle, Paul	FES114	163	Puncochar, Ryan	FHS219
139	CADD Room	FHS147	185	Holt, Tom	FHSOfc	174	Renberg, Lela	FHS116
122	Casareto, Tony	FHS115	181	Hopkins, Michelle	FHS122	155	Ringhofer, Timm	FHS212
272	Christianson, Ginger	FES2A	128	Jaksa, Carol	FHS121	126	Rolando, Don	FHS119
161	Christianson, Rosa	FHS213	186	Johnson, Barb	CE157	152	Rudolph, Jeanna	FHS209
246	Christianson, Rosa	FES116	275	Johnson, Barb	FESOfc	120	Sandberg, John	FHS113
240	Cody, Angie	FES111	264	Johnson, Shawn	FES107	255	Schindeldecker, D	FES207
145	Computer Lab	FHS202	103	Jorgenson, Lori	FHSOfc	276	Schwartz, Angie	FES2A
278	Conf Room FES	FESOfc	254	Katrin, Jill	FES206	235	Sick Room	FESOfc
123	Conf Room FHS	FHS123	189	Kaviuk, Nick (Equip)	FHS163	271	Speech-FES	FES208
288	Conf Room WEE	FHS112	266	Kitchen FES	FESCaf	288	Speech-FHS	FHS112
121	Copy Room FHS	FHS133A	133	Kitchen FHS	FHS135	113	Staples, Sarah	FHS214
178	Copy Room WEE	FHS100	140	Koenig, Josh	FHS150A	246	Strand, Jeanne	FES116
167	Cowman, Maria	FHS222	170	Koenig, Tamara	FHS229	124	Study Hall	FHS206A
265	Custodians FES	FESCust	166	Kujala, Kasey	FHS208	232	Tate, Melissa	FESOfc
134	Custodians FHS	FHS137	268	LaVigne, Kristie	FES1	162	Taylor, Jenny	FHS104
127	Delack, Leah	FHS120	187	LaVigne, Sandy	FHS157	191	Thompson, Heidi	FHS101
193	Dowty, Derek	FHS114	160	Library-FHS	FHSLMC	105	Toninato, Josie	FHSOfc
146	Duhant, Tracy????	FHS203	237	Library-FES	FESLMC	168	Vollom, Tom	FHS204
260	Ebel, Heather	FES103	132	Line, Karla	FHS130	297	Walls, Missy	FES2
262	Eldien, Brittany	FES105	247	Little, Jeanne	FES200	277	Wenberg, Jen	FES5
248	Erickson, Kevin	FES201	154	Mannausau, Alex	FHS211	147	Wenberg, Jen	FHS204
269	Ettestad, Seth	FES108A	138	Mason, Bill-AD	FHS148	251	Wendt, Sarah	FES203
158	Ettestad, Seth	FHS100A	236	Mason, Terry	FES108	101	West, Lisa	FHS107
104	Everson, Tim	FHSOfc	141	McDonald, George	FHS153	243	Winkel, Katie	FES113
231	Faculty Lounge FES	FESOfc	251	McDonald, Kim	FES203	249	Wood, Nicci	FES202
156	Faculty Lounge FHS	FHS216	117	McDonald, Michelle	FHS108	144	Wood, Norman	FHS201
241	Forsythe, Val????	FES112	102	Mitchell, Debbie	FHSOfc	142	Woods Room	FHS155A
118	Gilbert, Kayla	FHS215	270	MN Reading Corp.	FES5	179	Youso, Laurie	FHS218C
110	Glowack, Marc	FHSOfc	259	Morrison, Jill	FES102	252	Zika, Luke	FES204
106	Grewatz, Thane	FHSOfc	261	Nault, Tylyn	FES104			
112	Grover, Kevin	FHSOfc	253	Nemec, Marci	FES205			
						238	TBA	FES109
Special Numbers			Special Numbers/Fax Numbers			Fax Numbers		
Bronco Arena: 283-2424			ALC/Backus: 373-3300			Falls High School Fax: 283-2384		
Bus Garage: 283-2050			Falls Elementary Fax: 283-3133			Central Office Fax: 283-8104		

INDEPENDENT SCHOOL DISTRICT NO. 361
INTERNATIONAL FALLS, MINNESOTA
2017-18 SCHOOL CALENDAR

TUESDAY	AUGUST 29	ALL EMPLOYEE MEETING-TEACHER WORK DAY
TUESDAY	AUGUST 29	6 th /7 th /New Student Orientation (5:00-5:30 p.m.)
TUESDAY	AUGUST 29	FHS Meet the Teacher Night (5:30-7:30 p.m.)
WEDNESDAY	AUGUST 30	TEACHER INSERVICE DAY
MONDAY	SEPTEMBER 4	NO CLASSES – LABOR DAY
TUESDAY	SEPTEMBER 5	FIRST DAY OF CLASSES
WEDNESDAY	OCTOBER 11	FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.)
THURSDAY	OCTOBER 12	FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.)
FRIDAY	OCTOBER 13	TEACHER INSERVICE – NO CLASSES
THURSDAY	OCTOBER 19	EDUCATION MINNESOTA BREAK – NO CLASSES
FRIDAY	OCTOBER 20	EDUCATION MINNESOTA BREAK – NO CLASSES
FRIDAY	NOVEMBER 3	END OF FIRST QUARTER
MONDAY	NOVEMBER 6	NO CLASSES – EXCHANGE DAY FOR PARENT
	TEACHER	
		CONFERENCES AND EVENING OPEN HOUSE
FRIDAY	NOVEMBER 10	NO CLASSES – EXCHANGE DAY FOR PARENT
TEACHER		
		CONFERENCES
THURSDAY	NOVEMBER 23	THANKSGIVING RECESS – NO CLASSES
FRIDAY	NOVEMBER 24	THANKSGIVING RECESS – NO CLASSES
WEDNESDAY	DECEMBER 13	FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.)
THURSDAY	DECEMBER 21	LAST DAY FOR CLASSES BEFORE WINTER BREAK
TUESDAY	JANUARY 2	SCHOOL REOPENS
MONDAY	JANUARY 22	TEACHER INSERVICE–NO CLASSES
		END OF SECOND QUARTER/FIRST SEMESTER
MONDAY	FEBRUARY 19	PRESIDENT’S DAY – NO CLASSES
WEDNESDAY	FEBRUARY 28	FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.)
TUESDAY	MARCH 27	END OF THIRD QUARTER
FRIDAY	MARCH 30	SPRING BREAK – NO CLASSES
MONDAY	APRIL 2	SPRING BREAK – NO CLASSES
MONDAY	MAY 28	MEMORIAL DAY – NO CLASSES
THURSDAY	MAY 31	LAST DAY OF CLASSES
FRIDAY	JUNE 1	TEACHER WORK DAY
SUNDAY	JUNE 3	GRADUATION – 3:00 PM

WEDNESDAY EARLY DISMISSAL SCHEDULE

Falls Elementary & West End Elementary Schools

Falls High School

School Day	8:30 AM - 3:10 PM	M, T, Th, F	School Day	8:30 AM - 3:20 PM	M, T, Th, F
School Day	8:30 AM - 2:30 PM	Wednesday	School Day	8:30 AM - 2:40 PM	Wednesday

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

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

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

ATTENDANCE

Parents are notified by recorded phone message of all absences not reported to the school on a nightly basis. Parents are notified in writing by mail of all truants. Please clear absences, immediately, by calling 283-2571 ext. 100 absences after 3 days all absences not cleared will turn into a truant. Please leave a detailed message anytime with the following information. Day of absence, Student's First and Last name, Grade, Reason for absence, and Parent/Guardian's First and Last name.

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

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

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

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

Attendance-Extracurricular Activities

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

Students will not be allowed to "sleep in" for a couple of hours the morning after an out-of-town game. Student athletes who fail to comply with this regulation will be rendered **ineligible** for the **next game/contest**. Exceptions will be made for extenuating circumstances.

Any student who is invited or selected to participate in any post season tournament/all-star team must use their allotted absence days (6). Absence exemption will not be granted for participation in sports or other co-curricular activities not sponsored by the school district.

Absences

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

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

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

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

approved by the principal or his designee. Sixty percent (60%) will count against the six (6) allotted absence days per semester; forty percent (40%) will be exempt from the allotted absence days. Due dates for school work while absent should be worked out with the individual teachers.

The pre-excused absence form must be turned into the office at least 2 school days in advance of the requested absence. Students, who have failing grades, incompletes, or detention, will not be approved. Pre-excused absence counts towards the maximum absence rule (6 per semester). Examples of pre-excused absences that may be approved are family vacations (including hunting and fishing), participation in civic and religious events, and personal family business.

PBIS-Positive Behavioral Intervention Supports

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

Tardy Regulations

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

Suspension

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

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

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

Detention

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

Lunch Detention

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

Removal from Class

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

The following is the procedure for the removal from class:

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

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

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

Disciplinary Guidelines

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

- I. Disorderly Conduct:** insubordination, loud profanity, fighting, creating a disturbance or any inappropriate behavior.
- A. 1-10 day suspension OSS/ISS.
 - B. 2 game/2 week suspension from extracurricular events (whichever is greater) whether participating or a spectator.
 - C. Complaint filed with the juvenile officer.
 - D. Hearing with the juvenile officer, administrator, student, parent/guardian or any combination thereof.
- II. Obscenity:** a student using obscene gestures, language, signs, pictures and/or publications.
- A. Assigned detention or ISS
 - B. Possible suspension.
 - C. Parent conference.
 - D. Possible referral to juvenile officer.
- III. Assault:** attack another person without being provoked.
- First Offense:*
- A. 3-10 day suspension OSS/ISS.
 - B. 2 game/2week suspension from extracurricular events (whichever is greater) whether participating or a spectator.
 - C. Defender must file charges with county attorney.
 - D. Hearing with juvenile officer, administrator, student, parent/guardian or any combination thereof
 - E. Disciplinary action against defender will be determined based on circumstances.
- Second Offense:*
- A. Assaulter will be excluded from high school for the remainder of the school year.
 - B. Assaulter will be referred to an alternative learning source.
 - C. Defender must file charge with the county attorney.
 - D. Additional suspension or expulsion will be administered when any school employee is assaulted or injured by a student.
- IV. Bullying and Harassment:** This includes the fear and victimization of a student inhibiting their learning experience and learning environment, relating but not limited to: religious, racial, verbal, cyber, sexual or physical harassment and/or bullying behaviors. NOTE: In harassment cases, the victim has an obligation to report the incident.
- First Offense:*
- A. Administrator and/or juvenile officer resolve.
 - B. Detention or ISS (to be determined by administration)
 - C. 2 game/2week suspension from extracurricular events (whichever is greater) whether participating or a spectator.
 - D. Suspension (ISS/OSS)
- Second Offense:*
- A. Suspension (ISS/OSS)
 - B. Hearing involving administrator, juvenile officer, students, parents/guardian or any combination thereof.
- Third Offense:*
- A. Perpetrator(s) excluded from high school for the remainder of the school year.
 - B. Petition filed by juvenile officer against perpetrator(s).
 - C. Referral to alternative learning source.
- V. Truancy:**
- First Offense:*
- A. One hour of detention per hour skipped, up to three (3) hours.
 - B. One day of ISS per four (4) to six (6) hours of truancy.
 - C. Referral to Juvenile Officer/School Social Worker.
 - D. Parent/guardian notification
- Second Offense:*
- A. One hour of detention per hour skipped, up to three (3) hours.
 - B. One day of ISS per four (4) to six (6) hours of truancy.
 - C. Parent/guardian notification
- Third and Subsequent Offenses:*
- A. One hour of detention per hour skipped, up to three (3) hours.

- B. One day of ISS per four (4) to six (6) hours of truancy.
- C. Informational letter sent home regarding Koochiching County Truancy Program.
- D. Parent/guardian notification.

NOTE: If parent/students fail to clear a pending absence within three (3) school days, they will be recorded as truant. Please clear absences, immediately, by calling 283-2571 ext. 100. (Absent on Monday – must be cleared by the end of the day on Wednesday). Please leave a detailed message anytime with the following information. Day of absence, Student’s First and Last name, Grade, reason for absence, and Parent/Guardian’s First and Last name.

VI. Vandalism and Theft:

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

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

First Offense:

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

Second Offense:

- A. Two days of ISS
- B. Referral to the juvenile officer
- C. Parent conference
- D. 4 game/4 week suspension from extracurricular events (whichever is longer) whether participating or a spectator when offense occurs outside the school day at a district function

Third and Subsequent Offenses:

- A. Three days of ISS
- B. Referral to the juvenile officer
- C. Parent conference
- D. 6 game/6 week suspension from extracurricular events (whichever is longer) whether participating or a spectator when offense occurs outside the school day at a district function

Tobacco offenses accumulate for school career

VIII. Alcoholic Beverages and Drugs:

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

IX. Weapons and Articles:

- A. **It is unlawful for any person to bring to school or have in their possession any weapons:** guns, knives, cigarette lighters, explosive devices (fake or real, makes no difference), fire crackers, stink bombs, stun gun, pepper spray, or anything construed by the school to be dangerous or cause alarm or fear in any person in the school or on school property.
- B. Some chains may also be considered dangerous weapons. A notification will be given and documented. Further wear will result in suspension and/or expulsion proceedings.

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

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

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

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

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

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

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

- A. Inappropriate Comment: General comment not directed at individual or group.
 - 1. Mandatory counselor appointment (Anger Management)
 - 2. Parent meeting with administrator, student, and juvenile officer
 - 3. Detention/ISS
 - 4. Locker search
- B. Threatening statement directed at person or small group.
 - 1. Parent meeting, juvenile officer
 - 2. Mandatory counseling and follow-up
 - 3. ISS/OSS/Expulsion
 - 4. Possible charges
- C. Pre-meditated [thought out] plan or comment of terroristic activity directed at individual or group.
 - 1. Parent meeting and juvenile officer
 - 2. Mandatory counseling and follow-up
 - 3. ISS/OSS/Expulsion
 - 4. Possible charges

XII. Electronic Devices:

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

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

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

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

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

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

*Cell phones, cameras, PDA's, with camera capability and similar devices are not permitted to be used in the locker rooms or bathrooms of ISD 361 at any time. Use of such items in the locker room or bathroom will result in disciplinary action.

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

XII. Dress Code:

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

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

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

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

XIII. Intimacy:

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

First Offense:

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

Second Offense:

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

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

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

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

Disciplinary Actions

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

LEVEL 1

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

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

Failure to comply, subjects the student to Level 2.

LEVEL 2

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

Failure to comply, subjects the student to Level 3.

LEVEL 3

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

Failure to comply, subjects the student to Level 3.

LEVEL 4

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

Canine Detection Services

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

With the recent publicity concerning the dramatic increase in teenage drug use and school violence, the International Falls School District is taking every reasonable precaution to insure a safe and healthy learning environment for all concerned.

Honor Policy

Any student guilty of any form of cheating, including plagiarism and assisting another student to cheat, will receive no credit for the work involved. **Such conduct will require the notification of an administrator and the student's parent/guardian.** Repeated violation may result in loss of credit for the class.

"What is plagiarism? Plagiarism is the act of taking someone else's ideas, thoughts, or writings and claiming them for one's own. This may occur either through ignorance, carelessness, or laziness. Most typically, the student will copy from a source (book, magazine, pamphlet, encyclopedia, or Internet) word for word and neglect to give any source credit for the materials. Whether this happens accidentally or deliberately, it is an illegal and unacceptable practice."

Open Study Hall

Open Study Hall is a privilege that allows juniors and seniors the option of leaving school or reporting to designated areas during their open hour. A student who has been approved for open study hall and receives ISS or OSS will lose their open study hall privilege for that semester. If a student exhibits poor or unsafe behavior (s) during open study hall or is failing a class (es), administration reserves the right to revoke the open study hall privilege until deemed appropriate to reinstitute. Applications may be picked up in the high school office the week of September 5th. Parents may stop in the FHS office to complete the form or a student may take the form with them and notarized return to the FHS office. The student must meet with Mr. Glowack to go over the form before Open study hall is granted.

Dropping Classes (Electives)

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

Behavior Contract

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

Fire and Tornado Drills

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

Lock Down Drills

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

Lockers

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

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

Searches

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

Out of Town Trips

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

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

Parking Regulations

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

Snowmobiles, ATV's, Motorcycles are to be parked in the east parking lot of Bronco Arena; failure to do so may result in detention. Snowmobiles are not to be run on district facility grounds. Disciplinary action will be enforced for the safety and upkeep of district property.

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

Assemblies

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

Closed Noon Hour/Leaving School Grounds

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

Cafeteria

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

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

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

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

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

Emergency Contacts (listed in Skyward)

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

Parent-Teacher Conferences

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

Visitors

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

Hazing Prohibition

The purpose of this policy is to maintain a safe learning environment for students and staff that are free from hazing. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

"Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

FHS Announcement

Daily announcements will be electronically available to each teacher to read and post in their classrooms, and one will be posted in the office. The bulletin contains information pertinent to students and staff. Notices intended for the bulletin should be written, approved by Principal Everson, and given to Vicki Heiss the day before the announcement.

Hall Passes

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

2017-2018 Class Schedule

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

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

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

Class Schedule (Wednesday only)

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

Dances

All dances will be held at the high school with the exception of Harvest Ball, Snowball, and Prom. Dances are limited to grades 7-9 or 9-12 current Falls High School students. Exception: out of town students in grades 11-12 may apply in advance to attend dances.

Student Council

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

2017-2018 STUDENT COUNCIL MEMBERS

Advisor: RACHEL AMDAHL

EXECUTIVE BOARD MEMBER:

President: TORI HELL

Vice President: TENNEYSON AMDAHL

Secretary: GRACE GILBERT

Treasurer: CHRISTIAN NELSON

Historian: GRACE BRAGG

PUBLIC RELATIONS: ANNA LEVENE

~2017-18 Falls High Student Council Members~

7 TH GRADE	8 TH GRADE	9 TH GRADE <i>Freshmen</i>	10 TH GRADE <i>Sophomores</i>	11 TH GRADE <i>Juniors</i>	12 TH GRADE <i>Seniors</i>
BAILEY HERBERG	GRACIE BOWLES	ELLA BAHR	TENNEYSON AMDAHL	ROSE ARNOLD	ANNA LEVENE
ELLEN WINDELS	ADRIAN MANNAUSAU	ANNA WINDELS	GRACIE BAHR	GRACE BRAGG	GINA AURAN
EMMA SAXTON	MEGAN MCBRIDE	BRYANT KOENIG	CHRISTIAN NELSON	GRACE GILBERT	MEGAN NEMEC
HARPER AMDAHL	KADEN VOHLER	OLIVIA MCBRIDE	WESTON PIEKARSKI	MORGAN HEDLUND	JENA SULLIVAN
ISABELLE HEMSTAD	NATHAN JOHNSON	CHLOE SULLIVAN	SHAWN CHRISTOPHERSON	LIBBY MGGINS	ERIC EARLEY
SHAY MANNAUSAU	ALLISON HUTCHINSON	GWENYTH SHINNERS	ANNA COWMAN	WHITNEY GOUIN	TORI HELL
					ARIANA VACURA

Student on the School Board

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

Fund Raising Activities

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

Background Check/Criminal History

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

Technology Use

The intent of our acceptable use policy is to establish and administer guidelines for the use of ISD #361 technology resources by staff, students, and any other users. Technology resources include all voice, video, and data systems such as telephones, televisions, computers, networks, and supplies. The use of technology and the Internet is a privilege, not a right, and inappropriate or unauthorized use will result in disciplinary action, including the termination of those privileges. The complete version of our acceptable use policy can be found with the ISD #361 Attendance Policies or on the Internet at www.isd361.k12.mn.us via the District Wide button.

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

Distribution of Literature/Posters

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

Books and Fines

Students who lose or damage textbooks or other school property must compensate the school for the loss or damage. Willful acts of vandalism to school property will result in charges being filed with law enforcement officials. Conflicts regarding fines and fees will be settled in conciliation court. Non-payment of a fine or fee will result in referral to the credit bureau.

The school will charge an appropriate replacement fee for textbooks, workbooks, or library books lost or destroyed by students.

Fees

Fees are charged in certain classes to cover costs that are above and beyond the allowed costs of materials for student projects. Classroom projects will not be allowed to leave the classroom until all fees have been paid. A fee is charged for each extra-curricular activity a student participates in. A maximum out-of-pocket expense for each family is intended to reduce the financial burden on any one family. Students should not be discouraged from participating in school activities because of cost, as the school district can help students and parents/guardians find alternate sources to help pay fees. Contact the Activities Director at 283-2571 ext.110 for information on activity fees.

Physical Education Class

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

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

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

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

Media Center

The Falls High School Media Center is located in Room #218 (2nd floor) and is open from 8:00 a.m. to 4:30 p.m. on school days. During the school day, students must have a signed pass by his/her teacher. During lunch, students must sign in as they enter the LMC, **leaving the library via the emergency exit during a non-emergency will result in detention/suspension.** Students not using

the library for the purpose of studying, reading, or using the computers will be asked to leave the library.

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

PRINT MATERIALS include magazines, books and newspapers.

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

BOOKS may be checked out for 21 days. REFERENCE MATERIALS can be checked out for 3 days while, MAGAZINES

AND NEWSPAPERS are to be used in the library only.

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

Medication

Medication is given to students at school, or they are allowed to self-administer it per policy, only when their health or learning would be jeopardized without it. Written consent from parents and a health care provider are always required for staff to give medication to students at school. Parents need to contact the school nurse before any medication can be given at school. It must be checked out by the nurse first. All medication must be supplied in a properly labeled bottle. Please contact the nurse (283-2571 ext. 131) if you feel you student requires medicine at school or stop in the school.

School personnel are not allowed to dispense over-the-counter medication to students. The school nurse will assist students who must take prescribed medication regularly during school hours. A consent form signed by a health care provider and parent is needed.

Health Service

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

Homebound Instruction

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

THE MINNESOTA GRADUATION RULE and how it affects YOU

The 2003 Minnesota State Legislature repealed the Profile of Learning. Students may request to graduate under the Profile option by contacting the Guidance Office. Twenty-three (23) standards will have to be completed.

Under the new Graduation Rule, each student will have to:

1. Pass the graduation component of the Minnesota Comprehensive Assessment III in MATH with a score of 600 or above. (This test is first administered in **Grade 11**).
2. Pass the graduation component of the Minnesota Comprehensive Assessment III in READING with a score of 600 or above. (This test is first administered in **Grade 10**)
3. Take the ACT Plus Writing. (ACT is administered in **Grade 11**).

*In the event that state graduation requirements change, ISD 361 will follow the most current requirements and students/parents will be notified of any changes at that time.

Graduation Requirement 24 Credits

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

Honor Roll

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

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

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

An honor roll is issued following each marking period.

Quarter 1
Semester 1

Quarter 3
Semester 2

Grading System

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

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

Bonus GPA Grading System

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

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

Weighted Grades

Weighted grades are set forth for grades 9 through 12. The school district policy encourages students to enroll in the district's most challenging academic courses to maximize rigor and student potential. A weighted grade course is defined by the district as a Falls High School course designated by the School Board as having grades weighted. To qualify for additional weighted points a student must complete the board approved applied course with a semester grade of "C" or higher. For additional information on the ISD 361's weighted grading policy, see School Board Policy 613.5, Series 600.

Academic Excellence Award

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

Activities

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

I. Athletics

Boys' Sports:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Football	Basketball	Track
Cross-Country	Hockey	Baseball
Trap	Swimming	Golf
	Wrestling	Trap

Girls' Sports:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Volleyball	Basketball	Track
Cross-Country	Hockey	Softball
Swimming	Wrestling	Golf
Trap		Trap

II. Cheerleading

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

III. Junior-Senior Prom

The planning of the prom and post prom is done by the Prom Committee (students in junior and senior class) and its advisor(s). All aspects including but not limited to: planning, fundraising, decorating, selling of tickets, and collecting of the Grand March admittance fee are the responsibilities of the Prom committee, the advisor(s), and volunteers.

Prom attendees must be an active FHS junior or senior student **by credit** at the end of the first semester and in good standing at the time of the event. Out of town students may apply in advance to attend prom with a FHS student. Guests attending cannot exceed the age of 19 as of the prom date. Guests must be in good academic and community standing at the time of the event.

IV. Music

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

V. Speech

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

VI. Annual Staff

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

VII. Minnesota Honor Society

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

Minnesota State High School League

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

School Colors

Purple and Gold

School Mascot

Bronco

School Song

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

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

Sportsmanship

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

Religious, Racial and Sexual Harassment

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

1. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:
 - A. name calling, jokes or rumors
 - B. pulling on clothing
 - C. graffiti
 - D. notes or cartoons
 - E. unwelcome touching of a person or clothing

- F. offensive or graphic posters or book covers
 - G. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
 - H. digital harassment in any of the above forms
2. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer.
 3. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
 4. Your right to privacy will be respected as much as possible.
 5. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
 6. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported an incident.
 7. This is a summary of the School District policy against religious, racial and sexual harassment and violence. Complete policies are available in the Superintendent's office upon request or online on the district website.

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

INDEPENDENT SCHOOL DISTRICT #361

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

Section 504 Officer (Gr. K-5)
 Melissa Tate, Elementary Principal
 1414 11th Avenue, International Falls, MN 56649
 218-283-2571 ext. 232
 Alternate: Marc Glowack, Dean of Students Gr. 6-12

Section 504 Officer (Gr. 6-12)
 Marc Glowack, Dean of Students 6-12
 1515 11th Street, International Falls, MN 56649
 218-283-2571 ext. 110
 Alternate: Melissa Tate, Elementary Principal

Title IX Officer (District-wide)
 Kevin Grover Superintendent of Schools
 1515 11th Street, International Falls, MN 56649
 218-283-2571 ext. 112

Title IX Officer (Alternate)
 Tim Everson, FHS Principal
 1515 11th Street, International Falls, MN 56649
 218-283-2571 ext. 104

Human Rights Officer
 Tim Everson, FHS Principal
 1515 11th Street, International Falls, MN 56649
 218-283-2571 ext. 104

Human Rights Officer (Alternate)
 Missy Tate, FES Principal
 1414 11th Avenue, International Falls, MN 56649
 218-283-2571 ext. 232

Directory Information

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

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

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

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

The student management system uses minor and major offenses for recording behavior. Some examples of Minor offenses are: Minor Defiance and Minor Disruption. Some examples of Major offenses are: Defiance, Fighting, Lying/Cheating, and Vandalism.

When a student reaches four minor offenses the four minor offenses change to one major which equals one detention.

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

First Offense:

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

Second Offense:

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

Third Offense:

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

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

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

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

Weather Policy
Closing Schools Due to Inclement Weather

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

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

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

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

No school closing decision will be universally accepted. Issues of family schedules, day care, and a host of other problems are always created when a school closes with little notice to parents. Issues of student safety are paramount and this essentially lies in the

parent's decision making. A parent always reserves the right to keep their child home and this would be treated as an excused absence. Excessive absences will be handled with the school attendance policy.

Minnesota Comprehensive Assessments (MCA) Refusal to Participate

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

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

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

INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361

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BOARD POLICY	413
SERIES:	400
SUBJECT:	HARASSMENT AND VIOLENCE
ADOPTED:	By reference
REVISED: 1999, Revised 2010	Page 1 of 7

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

- d. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

III. DEFINITIONS

a. "Assault" is:

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

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

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

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

d. Protected Classifications: Definitions

- 1. "Age" means the person is over the age of 25 years.
- 2. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
- 3. "Familial status" means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor's legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
- 4. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
- 5. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
- 6. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

7. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.
8. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

e. Sexual Harassment: Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of gender.

F. Sexual Violence: Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;

- c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
- G. Violence; Definition

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

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a pupil, teacher, administrator, or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.
- B. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. School district personnel who fail to inform the building report taker of a report of harassment or violence in a timely manner may be subject to disciplinary action.
- C. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- D. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- E. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.
- F. Use of formal reporting forms is not mandatory.
- G. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. INVESTIGATION

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

VI. SCHOOL DISTRICT ACTION

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

VII. REPRISAL

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

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

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

X. DISSEMINATION OF POLICY AND TRAINING

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

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)
Puller v. Indep. Sch. Dist. No. 701, 528 N.W.2d 273 (Minn. Ct. App. 1998)

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

INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361

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

I. **PURPOSE**

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

II. **GENERAL STATEMENT OF POLICY**

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property an/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with school district's policy (see MSDBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

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

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

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

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

III. DEFINITIONS

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

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

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

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

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

- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
 - 1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 - 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 - 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

- E. “On school premises, on school district property or at school related functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

- H. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts

immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal or the principal's designee or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to one of the following individuals:
 - 1. **Building Principals:**
Tim Everson, Head Principal: Falls High School; 218-283-2571 ext. 104
Marc Glowack, Dean of Students: Falls High School; 218-283-2571 ext. 110
Melissa Tate; Falls Elementary School; 218-283-2571 ext. 232
 - 2. **6 Title IX Officer/Human Rights Officer:**
Kevin Grover, Superintendent of Schools ISD #361 District Office
1515 11th Street; International Falls, MN 56649 218-283-2571 ext. 112

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

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

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

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

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

VI. REPRISAL

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

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. §122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. The incidence and nature of cyberbullying; and
 - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The school district is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

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

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

VIII. NOTICE

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

IX. POLICY REVIEW

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

Legal References:

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

Cross References:

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

All students and parents can access the exact ISD 361 School Board policies on our district website at
http://www.isd361.k12.mn.us/districtwide/sb_policies.shtml

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

BOARD POLICY	405
SERIES:	400
SUBJECT:	Veteran's Preference, Hiring
ADOPTED:	By reference
REVISED:	December 2010, May 2015

Page 1 of 2

I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran's preference points will be applied pursuant to applicable law as follows:
 - 1. A credit of ten points shall be added to the competitive open examination rating of a non disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.

4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.
- D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
 - E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
 - F. The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points, ~~including teaching positions, whenever possible.~~ *The school district may or may not use a 100-point hiring system for filling teaching positions.* If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
 - G. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.
 - H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
 - I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Legal References: Minn. Stat. § 43A.11 (Veteran's Preference)
 Minn. Stat. § 197.455 (Veteran's Preference Applied)
 Minn. Stat. § 197.46 (Veterans Preference Act)
Hall v. City of Champlin, 463 N.W.2d 502 (Minn. 1990)
Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)

Cross References: MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

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

BOARD POLICY	425
SERIES: 400	Employees/Personnel
SUBJECT: Staff Development	
ADOPTED: By reference	
REVISED: 2003, July 2015	Page 1 of 6

I. PURPOSE

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.

II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAM

A. The School Board will establish an Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.

1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents and administrators.
2. Members of the Advisory Staff Development Committee shall be appointed by the School Board. Committee members shall serve a two-year term based upon nominations by board members, teachers and paraprofessionals. The School Board shall appoint replacement members of the Advisory Staff Development Committee as soon as possible following the resignation, death, serious illness or removal of a member from the Committee.

B. The School Board will establish the Site Professional Development Teams.

1. Members of the Site Professional Development Teams will be appointed by the School Board. Team members shall serve a two-year term based upon nominations by board members, teachers and paraprofessionals. The School Board shall appoint replacement members of the Site Professional

Development Teams as soon as possible following the resignation, death, serious illness or removal of a member from the Team.

2. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas and special education.

III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE

- A The Advisory Staff Development Committee will develop a Staff Development Plan which will be reviewed and subject to approval by the School Board twice a year.
- B. The Staff Development Plan must contain the following elements:
 1. Staff development outcomes which are consistent with the education outcomes as may be determined periodically by the School Board;
 2. The means to achieve the Staff Development outcomes;
 3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under Minn. Stat. § 122A.18, Subd. 4;
 4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
 - a. Improve student achievement of state and local education standards in all areas of the curriculum , including areas of regular academic and applied and experiential learning, by using research-based best practices methods;
 - b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings;
 - c. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;
 - d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
 - e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution; and

- f. Effectively deliver digital and blended learning and curriculum and engage students with technology; and
 - g. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.
5. The Staff Development Plan also must:
- a. Support stable and productive professional communities achieved through ongoing and schoolwide progress and growth in teaching practice;
 - b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
 - c. Maintain a strong subject matter focus premised on students' learning goals consistent with Minn. Stat. § 120B.125;
 - d. Ensure specialized preparation and learning about issues related to teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement; and
 - e. Reinforce national and state standards of effective teaching practice.
6. Staff development activities must:
- a. Focus on the school classroom and research-based strategies that improve student learning;
 - b. Provide opportunities for teachers to practice and improve their instructional skills over time;
 - c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
 - d. Enhance teacher content knowledge and instructional skills, including to accommodate the delivery of digital and blended learning and curriculum and engage students with technology;
 - e. Align with state and local academic standards;
 - f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring;
 - g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system;

- h. Provide teachers of English learners, including English as a second language, and content teachers with differentiated instructional strategies critical for ensuring students long-term academic success, the means to effectively use assessment data on the academic literacy, oral academic language, and English language development of English learners, and skills to support native and English language development across the curriculum; and
 - i. Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options.
- 7. Staff development activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance.
 - 8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.

[Note: To the extent the School Board offers K-12 teachers the opportunity for more staff development training under Minn. Stat. § 122A.40, Subds. 7 and 7a, or Minn. Stat. § 122A.41, Subds. 4 and 4a, such additional days of staff development should include peer mentoring, peer gathering, continuing education, professional development, or other training which enable teachers to achieve the staff development outcomes enumerated above in Section III.B.4.]

- C. The Advisory Staff Development Committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.
- D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will report to the School Board the extent to which staff at the site have met the outcomes of the Staff Development Plan.
- E. The Advisory Staff Development Committee shall assist the School District in preparing any reports required by the Department of Education relating to staff development including, but not limited to, the reports referenced in Section VII. below.

IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM

- A. The Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. The School Board will review the site plan for consistency with the Staff Development Plan.
- B. The Site Professional Development Team must demonstrate to the School Board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the School Board can be made by the Advisory Staff Development Committee to avoid duplication of effort.

- C. If the School Board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V. below.

V. STAFF DEVELOPMENT FUNDING

- A. Unless the School District is in statutory operating debt or a majority of the School District Board and a majority of its licensed teachers vote to waive the requirement to reserve basic revenue for staff development, the School District will reserve an amount equal to at least two percent of its basic revenue for: in-service education for violence prevention programs to help students learn how to resolve conflicts within their families and communities in non-violent, effective ways; staff development plans; curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; the cost of substitute teachers for staff development purposes; preservice and in-service education for special education professionals and paraprofessionals; and other related costs for staff development efforts. The school district also may use the revenue reserved for staff development for grants to the school district's teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. In order to receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject.
- B. The School District may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs.
- C. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minn. Stat. § 122A.61.

VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS

- A. The Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.
- B. Upon approval of the budget by the School Board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the School Board and/or Superintendent for consistency with the Staff Development Plan.

- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.

VII. REPORTING

- A. ~~Prior to October 15 of each year, the School District and site development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures and submit it to the Commissioner of the Department of Education (Commissioner).~~ *as part of the school district's world's best workforce report.*

- 1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
- 2. The report will provide a breakdown of expenditures for:
 - a. curriculum development and curriculum training programs;
 - b. staff development training models, workshops, and conferences; and
 - c. the cost of teachers or substitute teachers for staff development purposes.

Within each of the foregoing categories, the School District will indicate on the report whether the expenditures were incurred at the district level or the school site level, and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

- B. The School District will utilize the reporting form and/or system designated by the Commissioner. The report will be signed by the superintendent and staff development chair.

Legal References: Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal learning Plans)
Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)
Minn. Stat. § 122A.18, Subd. 4 (Board to Issue Licenses; Expiration and Renewal)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination - Additional Staff Development and Salary)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)

Minn. Stat. § 126C.10, Subd. 2 (General Education Revenue)
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

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

BOARD POLICY	513
SERIES: 500	Students
SUBJECT: Student Promotion, Retention and Program Design	
ADOPTED: By reference	
REVISED: 1999, 2015	Page 1 of 2

I. PURPOSE

The purpose of this policy is to provide guidance to professional staff, parents and students regarding student promotion, retention and program design.

II. GENERAL STATEMENT OF POLICY

The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

A. Promotion.

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

B. Retention.

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement. The superintendent's decision shall be final.

C. Program Design.

The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. *A process to assess and evaluate students for program assignment shall be developed in coordination with such programs.* ~~A procedure for screening and identifying students for program assignment shall be developed in coordination with such~~

~~programs.~~ Opportunities for special programs and placement outside of the school district shall also be developed as additional options. *All programs will be aligned with creating the World's Best Workforce.*

~~2. The school district will adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:~~

~~a. assess a student's readiness and motivation for acceleration; and~~

~~b. match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.~~

2. *The school district will adopt guidelines for assessing and identifying students for participation in gifted and talented programs. The guidelines should include the use of:*

a. multiple objective criteria; and

b. assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should be sensitive to under-represented groups, including, but not limited to, low-income, minority, twice-exceptional, and English learners.

3. *The school district will adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:*

a. assess a student's readiness and motivation for acceleration; and

b. match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.

4. *The school district will adopt procedures which describe the comprehensive evaluation in cognitive, social, and emotional development domains to help determine a child's ability to meet kindergarten grade expectations and progress to first grade in the subsequent year for early admission to kindergarten or first grade of gifted and talented learners. The procedures must be sensitive to under-represented groups.*

Legal References: Minn. Stat. § 123B.143, subd. 1 (Superintendents)

Cross References: MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)

MSBA/MASA Model Policy 615 (Basic Standards Testing,
Accommodations, Modifications, and Exemptions for IEP, Section 504
Accommodation and LEP Students)
MSBA/MASA Model Policy 617 (School District Ensurance of
Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Standard Achievement)
MSBA/MASA Model Policy 620 (Credit for Learning)

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

BOARD POLICY	525
SERIES: 500	Students
SUBJECT: Violence Prevention	
ADOPTED: By reference	
REVISED: 1999, 2015	Page 1 of 5

I. PURPOSE

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior.

The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities, and on school grounds, buses or field trips while under school district supervision.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to strictly enforce its weapons policy (Policy 501).
- B. It is the policy of the school district to act promptly in investigating all acts, or formal or informal complaints, of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- C. The administration will periodically review discipline policies and procedures, prepare revisions if necessary, and submit them to the school board for review and adoption.
- D. The school district will implement approved violence prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

III. IMPLEMENTATION OF POLICY

- A. The school board will review and approve policies to prevent and address violence in our schools. The superintendent or designee will develop procedures to effectively implement the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.
- B. The school board and administration will inform staff and students annually of policies and procedures related to violence prevention and weapons.
- C. The school district will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- D. The consequences set forth in the school weapons policy (Policy 501) will be imposed upon any student or nonstudent who possesses, uses or distributes a weapon when in a school location.
- E. The consequences set forth in the school hazing policy (Policy 526) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.
- F. *Students who engage in assault or violent behavior will be removed from the classroom immediately and for a period of time deemed appropriate by the principal, in consultation with the teacher, pursuant to the student discipline policy (Policy 506).*
- F. G. Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
- G. H. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minn. Stat. § 121A.05.
- H. I. Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial or sexual harassment or violence against other individuals as defined in the Harassment and Violence policy (Policy 413) will be subject to the procedures set forth in the

Student Dress and Appearance policy (Policy 504). “Gang” as used in this policy means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities, the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. A “pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

- I. J. This policy is not intended to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner. (Policy 504)

IV. PREVENTION STRATEGIES

The school district has adopted and will implement the following prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

- A. Adopt a district crisis management policy to address potential violent crisis situations in the district.
- B. Provide training in recognition, prevention, and safe responses to violence, and development of a positive school climate.
- C. Coordinate a local school security review committee or task force comprised of school officials, law enforcement, parents, students, and other youth service providers to advise on policy implementation.
- D. In-service training for personnel in aspects of reporting, visibility and supervision as deterrents to violence.
- E. Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds.
- F. Establish a curriculum committee that explores ways of teaching students violence prevention strategies, law-related education, and character/values education (universal values, e.g., honesty, personal responsibility, self-discipline, cooperation, and respect for others).
- G. Establish clear school rules that prevent and deter violence.

- H. Develop cross-cultural awareness programs to unify students of all cultures and backgrounds, to develop mutual respect and understanding of shared experiences and values among students, and to promote the message of inclusion.
- I. Establish conflict resolution training, conflict management, or peer mediation programs for staff and students to teach conservative approaches to settling disputes.
- J. Develop curriculum that teaches social skills such as maintaining self-control, building communications skills, forming friendships, resisting peer pressure, being appropriately assertive, forming positive relationships with adults, and resolving conflict in nonviolent ways.
- K. Develop curriculum that teaches critical viewing and listening skills in analyzing mass media to recognize stereotypes, distinguish fact from fantasy and identify differences in behavior and values that conflict with their own.
- L. Develop student safety forums that both inform and elicit students' ideas about particular safety problems in the building.
- M. Develop a student photo or name identification system for quick identification of the student in case of emergency.
- N. Develop a staff photo or name identification system using identification badges for quick identification of unauthorized people on campus.
- O. Require all visitors to check-in the main office upon their arrival and state their business at the school. A visitor badge may be issued for easy identification that the visitor is authorized to be present in the school building.
- P. Develop curriculum on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

V. STUDENT SUPPORT

- A. Students will have access to school-based student service professionals, when available, including mental health workers, family/home interventionists, nurses, social workers, and psychologists who are knowledgeable in methods to assist students with violence prevention and intervention.
- B. Students will be apprised of school board policies designed to protect their personal safety.
- C. Students will be provided with information as to school district and building rules regarding weapons and violence.

- D. Students will be informed of resources for violence prevention and proper reporting.

VI. PERSONNEL

- A. School district personnel shall comply with the school weapons policy (Policy 501) and the school hazing policy (Policy 526).
- B. School district personnel shall be knowledgeable of violence prevention policies and report any violation to school administration immediately. School district personnel will be informed annually as to school district and building rules regarding weapons and violence prevention.
- C. School district personnel or agents of the school district shall not engage in emotionally abusive acts including malicious shouting, ridicule, and/or threats or other forms of corporal punishment. (Policy 507).

Legal References: Minn. Stat. §121A.05 (Policy to Refer Firearms Possessor)
Minn. Stat. §§ 121A.40 - 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 121A.57 (Crisis Management Policy)
Minn. Stat. §121A.64 (Notification)
Minn. Stat. § 121A.69 (Hazing Policy)
18 U.S.C. § 921 (Definition of Firearm)
29 U.S.C. § 794 *et. seq.* (§ 504 of Rehabilitation Act of 1973)
20 U.S.C. 1401 *et. seq.* (IDEA, Individuals with Disabilities Act)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 31 (1969)
Stephenson v. Davenport Community School District, 110 F.3d 1303 (8th Cir. 1997)
McIntire v. Bethel School I.S.D. No. 3, 804 F.Supp. 1415, 78 Educ. L. Represent. 828 (W.D. Okla. 1992)
Olesen v. Board of Educ. of Sch. Dist. No. 228, 676 F.Supp. 822, 44 Educ. L.Rep. 205 (N.D. Ill. 1987)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (Weapons)
MSBA/MASA Model Policy 504 (Student Dress and Appearance)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 526 (Hazing)
MSBA/MASA Model Policy 529 (Notification to Staff Regarding Placement of Students with Violent Behavior)

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

BOARD POLICY	601
SERIES: 600	Education Programs
SUBJECT: School District Curriculum and Instructional Goals	
ADOPTED: By reference	
REVISED: 2000, 2015	Page 1 of 2

I. PURPOSE

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Graduation Standards and the federal **No Child Left Behind Act law** and are aligned with creating the world’s best workforce.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to establish the **“world’s best workforce”** in which all **learning** learner results toward which all learning in the school district should be directed and for which all school district learners should be held accountable.

III. DEFINITIONS

- A. “Academic standard” means a summary description of student learning in a required content area or elective content area.
- B. “Benchmark” means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- C. “Instruction” means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements.
- D. “Curriculum” means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills and career and college readiness.

- E. “Performance measures” are measures to determine school district and school site progress in striving to create the world’s best workforce and must include at least the following:
1. student performance on the National Assessment of Educational Progress where applicable;
 2. the size of the academic achievement gap and rigorous course taking, including college-level advanced placement, international baccalaureate, postsecondary enrollment options including concurrent enrollment, other statutorily recognized courses of study or industry certification courses or programs and enrichment experiences by student subgroup;
 3. student performance on the Minnesota Comprehensive Assessments;
 4. high school graduation rates; and
 5. career and college readiness under Minn. Stat. § 120B.30, Subd. 1.
- F. “World’s best workforce” means striving to: meet school readiness goals; have all third-grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.
- G. “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.

IV. LONG-TERM STRATEGIC PLAN

- A. The school board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world’s best workforce and includes the following:
1. clearly defined school district and school site goals and benchmarks for instruction and student achievement for all nine student categories identified under the federal 2001 No Child Left Behind Act and two student gender categories of male and female;
- [Note: MSBA/MASA Model Policy 601, Section IV.B. and MSBA/MASA Model Policy 616 address this requirement.]**
2. a process for assessing and evaluating each student’s progress toward meeting state and local academic standards assess **and identify students for**

participation in gifted and talented programs and accelerate their instruction, adopt procedures for early admission to kindergarten or first grade of gifted and talented learners which are sensitive to under-represented groups, and identifying the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students' progress and growth toward career and college readiness and leading to the world's best workforce;

[Note: MSBA/MASA Model Policy 618 addresses this requirement.]

3. a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, *students' access to effective teachers who are members of populations under-represented among the licensed teachers in the district or school and who reflect the diversity of enrolled students under Minn. Stat. § 120B.35, Subd. 3(b)(2)*, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5;

[Note: MSBA/MASA Model Policy 616 addresses this requirement.]

4. strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners;

[Note: MSBA/MASA Model Policy 616 addresses this requirement.]

5. *a process to examine the equitable distribution of teachers and strategies to ensure low-income and minority children are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers;*
6. education effectiveness practices that integrate high-quality instruction, rigorous curriculum, technology, and a collaborative professional culture that develops and supports teacher quality, performance, and effectiveness; and;
- 6.7 an annual budget for continuing to implement the school district plan.

B. School district site and school site goals shall include the following:

1. All students will be required to demonstrate essential skills to effectively participate in lifelong learning.* These skills include:

[*Note: The criteria for acceptable performance in basic skills areas may need to be modified for students with unique learning needs. These modifications will be reflected in the Individualized Education Plan (IEP) or Section 504

Accommodation plan.]

- a. reading, writing, speaking, listening and viewing in the English language;
 - b. mathematical and scientific concepts;
 - c. locating, organizing, communicating and evaluating information and developing methods of inquiry (i.e. problem solving);
 - d. creative and critical thinking, decision making and study skills;
 - e. work readiness skills;
 - f. global and cultural understanding.
2. Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:
- a. live as a responsible, productive citizen and consumer within local, state, national and global political, social, and economic systems;
 - b. bring many perspectives, including historical, to contemporary issues;
 - c. develop an appreciation and respect for democratic institutions;
 - d. communicate and relate effectively in languages and with cultures other than the student's own;
 - e. practice stewardship of the land, natural resources and environment;
 - f. use a variety of tools and technology to gather and use information, enhance learning, solve problems, and increase human productivity.
3. Students will have the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, movement and the performing arts.
4. School practices and instruction will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:
- a. establishing and achieving personal and career goals;
 - b. adapting to change;
 - c. leading a healthy and fulfilling life, both physically and mentally;
 - d. living a life that will contribute to the well-being of society;
 - e. becoming a self-directed learner;
 - f. exercising ethical behavior.
5. Students will be given the opportunity to acquire human relations skills necessary to:
- a. appreciate, understand, and accept human diversity and interdependence;
 - b. address human problems through team effort;
 - c. resolve conflicts with and among others;
 - d. function constructively within a family unit;
 - e. promote a multicultural, gender-fair, disability-sensitive society.

C. *Every child is reading at or above grade level no later than the end of grade 3, including English learners, and teachers provide comprehensive, scientifically based reading instruction, including a program or collection of instructional practices that is based on valid, replicable evidence showing that, when the programs or practices are used, students can be expected to achieve, at a minimum, satisfactory reading progress. The program or collection of practices must include, at a minimum, effective, balanced instruction in all five areas of reading (phonemic awareness, phonics, fluency, vocabulary development, and reading comprehension), as well as instructional strategies for continuously assessing, evaluating, and communicating the student's reading progress and needs.*

1. *The school district shall identify, before the end of kindergarten, grade 1, and grade 2, students who are not reading at grade level before the end of the current school year. Reading assessments in English and in the predominant languages of district students, where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of English learners. The school district must use locally adopted, developmentally appropriate, and culturally responsive assessment.*

2. *At least annually, the school district must give the parent of each student who is not reading at or above grade level timely information about:*

a. *student's reading proficiency as measured by a locally adopted assessment;*

b. *reading-related services currently being provided to the student; and*

c. *strategies for parents to use at home in helping their students succeed in becoming grade-level proficient in reading English and their native languages.*

3. *For each student who is not reading at or above grade level, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year. Intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs. Intervention methods may include, but are not limited to, requiring attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended day programs, or programs that strengthen students' cultural connections.*

Legal References: Minn. Stat § 120B.11 (School District Process)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)

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

BOARD POLICY	603
SERIES: 600	Education Programs
SUBJECT: Curriculum Development	
ADOPTED: By reference	
REVISED: 2000, 2014	Page 1 of 2

I. PURPOSE

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

II. 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.

III. RESPONSIBILITY

A. The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area and follow attached adoption cycle.

B. A district advisory committee shall provide assistance at the request of the superintendent. The advisory committee membership shall be a reflection of the community and, to the extent possible, shall reflect the diversity of the district and its learning sites, and shall include parent, teacher, support staff, student, community residents and administration representation, *and shall provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents shall comprise at least two-thirds of advisory committee members.*

C. Within the ongoing process of curriculum development, the following needs shall be addressed:

1. Provide for articulation of courses of study from kindergarten through grade twelve.
 2. Identify minimum objectives for each course and at each elementary grade level.
 3. Provide for continuing evaluation of programs for the purpose of attaining school district objectives.
 4. Provide a program for ongoing monitoring of student progress.
 5. Provide for specific, particular and special needs of all members of the student community.
 6. *Develop a local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners, and teachers providing comprehensive, scientifically based reading instruction consistent with law.*
 7. Integrate required and elective content standards in the scope and sequence of the district curriculum.
 - 7 8. Meet all requirements of the Minnesota Department of Education *and federal law.*
- D. It shall be the responsibility of the superintendent to keep the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes and to periodically present recommended modifications for school board review and approval.
- E. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

Legal References: Minn. Stat. § 120B.031 (Implementing the Profile of Learning)
Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)
Minn. Stat. § 120B.11 (School District Process)
Minn. Rule 3500.0550 (Inclusive Educational Program)
Minn. Rule Parts 3501.0010 - 3501.0180 (Graduation Standards – Reading and Mathematics)
Minn. Rule Parts 3501.0200 - 3501.0270 (Graduation Standards – Written Composition)
Minn. Rule Parts 3501.0300 - 3501.0469 (Graduation Standards – Profiles in Learning)

Cross References: MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)

MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Standard Achievement)
MSBA/MASA Model Policy 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)
MSBA/MASA Model Policy 621 (Record Keeping/Reporting/Advising of Student Achievement)
MSBA/MASA Model Policy 622 (Profile of Learning Appeal Process)
MSBA/MASA Model Policy 623 (Mandatory Summer School Instruction)

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

BOARD POLICY	604
SERIES: 600	Education Programs
SUBJECT: Instructional Curriculum	
ADOPTED: By reference	
REVISED: 1999, 2016	Page 1 of 2

I. PURPOSE

The purpose of this policy is to provide for the development of course offerings for students.

II. GENERAL STATEMENT OF POLICY

- A. Instruction must be provided in at least the following subject areas:
1. Language Arts and basic communication skills including reading and writing, literature, and fine arts;
 2. Mathematics and science;
 3. Social studies, including history, geography, economics, and ~~government, and citizenship~~ *that includes civics (see II.I.);*
 4. Health and physical education.
 5. The arts;
 6. Career and technical education; and
 7. World languages.
- B. The basic instructional program shall include all courses required for each grade level by the Minnesota Department of Education and all courses required in all elective subject areas. The instructional approach will be nonsexist and multicultural.
- C. Elementary and middle schools shall offer at least three, and require at least two, of the following four art areas: dance, music, theater, and visual arts. High schools shall offer at least three, and require at least one, of the following five art areas: media arts, dance, music, theater, and visual arts.
- D. The school board, at its discretion, may offer additional courses in the instructional program at any grade level.

- E. Each instructional program shall be planned for optimal benefit taking into consideration the financial condition of the school district and other relevant factors. Each program plan should contain goals and objectives, materials, minimum student competency levels, and methods for student evaluation.
- F. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to instructional curriculum.
- G. The school district will provide onetime cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) instruction as part of its grade 7 to 12 curriculum for all students in that grade beginning in the 2014-2015 school year and later.
 - 1. In the school district's discretion, training and instruction may result in CPR certification.
 - 2. CPR and AED instruction must include CPR and AED training that have been developed:
 - a. by the American Heart Association or the American Red Cross and incorporate psychomotor skills to support the instruction; or
 - b. using nationally recognized, evidence-based guidelines for CPR and incorporate psychomotor skills to support the instruction. "Psychomotor skills" means hands-on practice to support cognitive learning; it does not mean cognitive-only instruction and training.
 - 3. The school district may use community members such as emergency medical technicians, paramedics, police officers, firefighters, and representatives of the Minnesota Resuscitation Consortium, the American Heart Association, or the American Red Cross, among others, to provide instruction and training.
 - 4. A school administrator may waive this curriculum requirement for a high school transfer student regardless of whether or not the student previously received instruction under this section, an enrolled student absent on the day the instruction occurred under this section, or an eligible student who has a disability.

[Note: If a school district requests resources, the Minnesota Resuscitation Consortium must provide them to the school district for instruction and training provided to students under this section.]

- H. The school district shall assist all students by no later than grade 9 to explore their educational college and career interests, aptitudes, and aspirations and develop a plan for a smooth and successful transition to postsecondary education or employment. All students' plans must:

1. provide a comprehensive plan to prepare for and complete career and college-ready curriculum by meeting state and local academic standards and developing career and employment-related skills such as team work, collaboration, creativity, communication, critical thinking, and good work habits;
2. emphasize academic rigor and high expectations;
3. help students identify interests, aptitudes, aspirations, and personal learning styles that may affect their career and college-ready goals and postsecondary education and employment choices;
4. set appropriate career and college-ready goals with timelines that identify effective means for achieving those goals;
5. help students access education and career options;
6. integrate strong academic content into career-focused courses and applied and experiential learning opportunities and integrate relevant career-focused courses and applied and experiential learning opportunities into strong academic content;
7. help identify and access appropriate counseling and other supports and assistance that enable students to complete required coursework, prepare for postsecondary education and careers, and obtain information about postsecondary education costs and eligibility for financial aid and scholarship;
8. help identify collaborative partnerships among pre-kindergarten through grade 12 schools, postsecondary institutions, economic development agencies, and local and regional employers that support students' transitions to postsecondary education and employment and provide students with applied and experiential learning opportunities; and
9. be reviewed and revised at least annually by the student, the student's parent or guardian, and the school district to ensure that the student's course-taking schedule keeps the student making adequate progress to meet state and local academic standards and high school graduation requirements and with a reasonable chance to succeed with employment or postsecondary education without the need to first complete remedial course work.

The school district may develop grade-level curricula or provide instruction that introduces students to various careers, but must not require any curriculum, instruction, or employment-related activity that obligates an elementary or secondary student to involuntarily select or pursue a career, career interest, employment goals, or related job training.

Educators must possess the knowledge and skills to effectively teach all English learners in their classrooms. School districts must provide appropriate curriculum, targeted materials, professional development opportunities for educators, and sufficient resources to enable English learners to become career and college-ready.

When assisting students in developing a plan for a smooth and successful transition to postsecondary education and employment, school districts must recognize the unique possibilities of each student and ensure that the contents of each student's plan reflect the student's unique talents, skills, and abilities as the student grows, develops, and learns.

[Note: Minn. Stat. § 120B.125 requires school districts to provide the services set forth in Section II.H. beginning in the 2013-2014 school year.]

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Cross References: MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 605 (Alternative Programs)

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

BOARD POLICY	612
SERIES: 600	Education Programs
SUBJECT: Development of Parental Involvement Policies for Title I Programs	
ADOPTED: By reference	
REVISED: 2000	Page 1 of 4

I. PURPOSE

The purpose of this policy is to encourage and facilitate involvement by parents of students participating in Title I LEA in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed and timely parental involvement in relation to decisions about the Title I services within the school district. The involvement of parents by the school district shall be directed toward both public or private school children whose parents are school district residents or whose children attend school within the boundaries of the school district.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to plan and implement, with meaningful consultation with parents of participating children, programs, activities and procedures for the involvement of those parents in its Title I programs.
- B. It is the policy of the school district to fully comply with 20 U.S.C. § 6318 which requires the school district to develop jointly with, agree upon with, and distribute to parents of children participating in Title I programs written parental involvement policies.

III. DEVELOPMENT OF DISTRICT LEVEL POLICY

The school board will direct the administration to develop jointly with, agree upon with, and distribute to, parents **and family members** of participating children a written parental **and family engagement** ~~involvement~~ policy that will be incorporated into the school district's Title I plan. The policy will establish the expectations for parental **and family** involvement and describe how the school district will:

- A. Involve parents *and family members* in the joint development of the school district's Title I plan and *the development of support and improvement plans*; ~~process of school review and improvement;~~
- B. Provide the coordination, technical assistance, and other support necessary to assist *and build the capacity of all participating* schools *within the school district* in planning and implementing effective ~~parental involvement;~~ *parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;*
- ~~C. Build the schools' and parents' capacity for strong parental involvement;~~
- D.C. Coordinate and integrate *parent and family engagement* ~~parental involvement~~ strategies with similar strategies, *to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs;* ~~under other programs, such as Head Start, Even Start, the Parents as Teachers Program, the Home Instruction Program for Preschool Youngsters, and state-administered preschool programs;~~
- E.D. ~~Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy and identify barriers to greater participation, particularly with parents who are economically disadvantaged, disabled, have limited literacy or English proficiency, or who are of a racial or ethnic minority;~~ *Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or who are of a racial or ethnic minority background); the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions;*
- F.E. ~~Use the findings of the evaluations to design evidence-based strategies for improving and revising, if necessary, the district-level and school-level parental involvement policies; and~~ *Use the findings of such evaluations to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the district-level and school-level parent and family engagement policies; and*
- G.F. ~~If the school district's Title I plan is not satisfactory to the parents of participating children, the school district will submit any parent's comments with the plan when the plan is submitted to the state.~~ *Involve parents in the activities of the schools, which may include establishing a parent advisory board comprised of a*

sufficient number and representative group of parents or family members served by the school district to adequately represent the needs of the population served by the school district for the purposes of developing, revising, and reviewing the parent and family engagement policy.

IV. DEVELOPMENT OF SCHOOL LEVEL POLICY

The school board will direct the administration of each school to develop (or amend an existing parental involvement policy) jointly with, and distribute to, parents *and family members* of participating children a written *parent and family engagement* ~~parental involvement~~ policy, agreed upon by such parents *and families*, that shall describe the means for carrying out the federal requirements of parental and family engagement. ~~involvement.~~ *Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.*

- A. The policy will describe the means by which each school with a Title I program will:
- ~~1. Convene an annual meeting, at a convenient time, to explain to parents of participating children the program, its requirements, and their right to be involved;~~
 - ~~2. Offer a flexible number of meetings, transportation, childcare, or home visits, to facilitate parental involvement;~~
 - ~~3. Involve parents in the planning, review, and improvement of the parental involvement programs, including the school parental involvement policy and the joint development of the school-wide program plan, unless the school already has a program for involving parents in the planning and design of its programs that would adequately involve parents of participating children;~~
 - ~~4. Provide parents of participating children with: timely information about Title I programs; school performance profiles as required by law and their child's individual student assessment results along with an interpretation of the results; a description and explanation of the curriculum in use, the forms of assessment used and the proficiency levels students are expected to meet; the opportunity to make suggestions, share experiences with other parents and participate in decisions relating to their child's education; timely responses to parents' suggestions; and~~
 - ~~5. Submit any parent's comments on the school-wide program plan when it is submitted to the school district.~~
- 1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I programs, and to explain*

to parents of participating children the program, its requirements, and their right to be involved;

2. *Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds transportation, child care, or home visits, as such services relate to parental involvement;*
3. *Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of the parental involvement programs, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school-wide program plan, except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children;*
4. *Provide parents of participating children with: timely information about Title I programs; a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards; if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; and*
5. *If the school-wide program plan is not satisfactory to the parents of participating children, submit any parent's comments on the plan when it is submitted to the school district.*

B. As a component of this policy, each school shall *jointly* develop with parents a school/parent compact which outlines how parents, staff, and students will share the responsibility for improved student achievement ~~and attainment of state standards. The compact will:~~ *and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The compact shall:*

1. Describe the school's responsibility to provide high-quality curriculum and instruction in an environment that will enable participating students to meet state student performance standards;
2. Describe the ways each parent will be responsible for supporting their children's learning by monitoring school attendance and homework completion, monitoring television watching, volunteering in the classroom, and participating in discussions about their children's education and use of extracurricular time.
3. Address the importance of communication between teachers and parents on an on-going basis through the use of:

- a. Annual parent-teacher conferences to discuss the compact and the child's achievement;
- b. Frequent progress reports to the parents; and
- c. Reasonable access to staff, opportunities to volunteer, participate, and observe in the child's classroom.
- d. *Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.*

- C. To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student achievement, the policy will describe how each school and the school district will:
- 1. Provide assistance to participating parents in such areas as understanding federal and state education goals, state content and student performance standards, assessments, monitoring their child's progress, working with educators to improve their child's performance, and participating in decisions regarding their child's education;
 - 2. Provide materials and training to assist parents in working with their children to improve their children's achievement, *such as literacy training and using technology, as appropriate, to foster parental involvement; including coordinating necessary literacy training from other sources;*
 - 3. Educate school staff, with the assistance of parents, in the value and contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between home and school;
 - 4. Coordinate and integrate parental involvement programs and activities *with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children to the extent feasible and appropriate;* ~~Head Start, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program and public preschool programs and other programs, as is feasible and appropriate;~~
 - 5. ~~Develop appropriate roles for community based organizations and businesses in parental involvement activities and providing information about and encouraging the formation of partnerships between public schools, businesses and parents;~~
 - 6. ~~Conducting activities such as parent resource centers and opportunities for parents to learn about child development and child rearing, as appropriate and feasible;~~
 - 7. Ensure, to the extent *practicable,* possible, that information about school and parent meetings, programs, and activities is sent home in the language used in the homes of the participating children; and
 - 8. Provide other reasonable supports for parental involvement as requested by parents.

- D. The policy will also describe the process to be taken if the school district and school choose to:
1. Involve parents in the development of training for school staff to improve the effectiveness of the instruction and services to participating children;
 2. Provide necessary literacy training with funds received under Title I programs if all other funding has been exhausted;
 3. Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs to enable parents to participate in meetings and training sessions;
 4. Train and support parents to enhance the involvement of other parents;
 5. Arrange meetings at a variety of times *or conduct in-home conferences between teachers or other educators, who work directly with participating children, and parents who are unable to attend such conferences at school* in order to maximize parental opportunities for participation in school-related activities;
 - ~~6. Arrange for staff who work directly with participating children to conduct in-home conferences with parents who are unable to attend conferences at school; and~~
 6. Adopt and implement model approaches to improving parental involvement, such as Even Start.
 7. Develop appropriate roles for community-based organizations and business in parental involvement activities; and
 8. Establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in Title I programs.
- E. To carry out the requirements of parental involvement, the school district and schools will provide full opportunities for the participation of parents with limited English proficiency or with disabilities, including providing information and school profiles in a language and form that is understandable by the parents.
- F. The school district and each school will assist parents and parent organizations in learning of and about parental information and resource centers.

Legal References: 20 U.S.C. § 6318 (Parental Involvement)

Cross References:

Resolution for Acceptance of Gifts and Donations

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

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

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

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

- Marshall Knudson Family community Fund; TAGS Group \$ 5,000.00
- Minnesota Historical Society; 5th Grade Field Trip \$ 288.00
- Stewart's Super One; School Calendar Sponsorship \$ 500.00
- PCA International Falls Paper Mill; School Calendar Sponsorship \$ 1,000.00
- Coca-Cola Of International Falls; School Calendar Sponsorship \$ 500.00
- Bremer Bank; School Calendar Sponsorship \$ 250.00
- Education MN International Falls; School Calendar Sponsorship \$ 250.00
- TruStar Federal Credit Union; School Calendar Sponsorship \$ 250.00
- The Journal/ North Star Publishing; School Calendar Sponsorship \$ 250.00
- D & S Pizza dba Domino's; School Calendar Sponsorship \$ 250.00

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

The following voted in favor:

The following voted against:

Whereupon the resolution was declared adopted.

RESOLUTION COMBINING DUTIES OF THE OFFICES OF CLERK AND TREASURER

WHEREAS, Minnesota Statutes §123B.14, Subd. 1. Empowers the School Board to combine the duties of the office of Clerk and Treasurer of the School Board in one person in the Office of Business Affairs of the School District.

WHEREAS, the School District has decided to combine the duties of the Clerk and Treasurer in one person in the Office of Business Affairs.

THEREFORE, BE IT RESOLVED THAT the Business Manager of the School District is designated by the School Board of Independent School District #361 to perform the duties of Clerk and Treasurer of the District.

Moved by:

Seconded by:

The following voted in favor:

The following voted against:

WHEREUPON the resolution was declared adopted.