

# **REGULAR SCHOOL BOARD AGENDA**

International Falls Public Schools, ISD #361  
Monday, August 20, 2018 at 5:00 PM  
FHS Cafeteria, 1515 11<sup>th</sup> Street, International Falls, MN  
District Website: [www.isd361.k12.mn.us](http://www.isd361.k12.mn.us)

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**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___	Michelle Hebner___
Toni Korpi___	Heather McBride___
Terry Murray___	Ted Saxton___
Roxanne Skogstad-Ditsch___	Kevin Grover___
Ella Bahr-Jefferis___	

### 2. Pledge of Allegiance

## **Open Forum**

1. Public Open Forum
2. Rachel Amdahl, Community Education Director

## **Consent Agenda**

Approve the Consent Agenda as presented. Moved by \_\_\_\_\_; seconded by \_\_\_\_\_. Motion carried / failed.

1. Approve past meeting minutes for the Regular School Board Meeting of June 18, 2018. 4
2. Approve current accounts payable due in amount of \$1,375,100.90. 6
3. Approve payroll in amount of \$189,511.91 for pay periods July 20th to August 17th.
4. Adopt the FHS and FES Student Handbooks for 2018-2019 school year. 22
5. Approve hire of Laurie Humbert at a .5625 FTE as a FES Secretary effective August 20, 2018.
6. Hire Ariana Cipriano as Assistant Girls Swimming Coach for the 2018-2019 season.
7. Approve hire of Ariana Cipriano as .7075 FTE Title One Licensed Instructor for the 2018-2019 school year. 82
8. Approve increase of .091 FTE to Tom Vollom as Licensed Instructor for the 2018-2019 school year. Total FTE for 2018-2019 is .818.
9. Approve hire of Charlie Anderson as Annual Director for 2018-2019 school year.
10. Approve hire of Rachel Amdahl as Student Council Advisor for the 2018-2019 school year.
11. Accept resignation from Tracy Tilander, Paraprofessional, effective August 3, 2018.
12. Approve hire of Kevin Boorman as Assistant Cook effective 2018-2019.
13. Accept verbal resignation from Wyatt Tessier, Paraprofessional, effective August 1, 2018..

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14. Approve hire of George McDonald as Head Boy's Hockey Coach for the 2018-2019 season.
15. Approve hire of Chad Baldwin as Assistant Boy's Hockey Coach for the 2018-2019 season.
16. Approve hire of Terry Thompson as Assistant Boy's Hockey Coach for the 2018-2019 season.
17. Approve hire of Amis MacKenzie as Head Boy's Basketball Coach for the 2018-2019 season.
18. Approve hire of Jay Boyle as Head Girls Basketball Coach for the 2018-2019 season.
19. Approve hire of Corey Miggins as Assistant Girls Basketball Coach for the 2018-2019 season.
20. Approve hire of Steve Joslyn as Head Boy's Swimming Coach for the 2018-2019 season.
21. Approve hire of Jerry Bolstad as Head Girls Hockey Coach for the 2018-2019 season.
22. Approve hire of Kevin Erickson as Assistant Girl's Hockey Coach for the 2018-2019 season.
23. Approve hire of Michele McDonald as Assistant Girl's Hockey Coach contingent upon having a JV Girls Hockey team for the 2018-2019 season. 83
24. Approve agreement with Rainy Lake Medical Center for therapy services effective 8/31/2018 to 08/30/2020. 84
25. Approve Management Plan for Lead in Water. 87
26. Approve proposal from Nelson-Rudie & Associates for consulting engineering services for Bronco Arena HVAC improvements. 100
27. Approve estimate and agreement with KGM Contractors for FES playground resurfacing project for \$139,530.25. 105
28. Approve collaborative services agreement with Kootasca Head Start and Early Head Start. 106
29. Approve the 2018-2019 PSEO and CEP Agreement with RRCC. 109
30. First reading of School Board Policy 102 - Equal Education Opportunity. 124
31. First reading of School Board Policy 205 - Open Meetings and Closed Meetings. 126
32. First reading of School Board Policy 206 - Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations. 136
33. First reading of School Board Policy 401 - Equal Employment Opportunity. 142
34. First reading of School Board Policy 413 - Harassment and Violence. 144

### **Action Items**

1. Resolution Acceptance of Gifts and Donations. Moved by \_\_, seconded by \_\_. Motion carried / failed. 155
2. Community Education discussion with possible action. Moved by \_\_, seconded by \_\_. Motion carried / failed. 156

### **Administrative Reports**

## **REGULAR SCHOOL BOARD AGENDA**

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1. Melissa Tate, Elementary Principal
2. Tim Everson, Secondary Principal
3. Kevin Grover, Superintendent
4. Ella Bahr-Jefferis, Student Representative
5. Committee Reports:

### **Goal Setting**

1. Board and Superintendent discussion for establishing goals. Motion by \_\_, seconded by \_\_.  
Motion carried / failed

### **Adjournment**

1. Motion by \_\_ then seconded by \_\_ to adjourn the meeting at \_\_\_\_\_. Motion carried / failed.

**MINUTES**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
**INDEPENDENT SCHOOL DISTRICT NO. 361**  
**Monday, July 16, 2018 at 5:00 p.m.**  
**Falls High School Room 130**

A Regular Meeting of the Board of Trustees of Independent School District #361 was held Monday, July 16, 2018, beginning at 5:00 PM in FHS Room 130.

Michelle Hebner, Board Chair, called the meeting to order at 5:00 pm. Members present were: Michelle Hebner, Heather McBride, Mike Holden, Terry Murray, Roxanne Skogstad-Ditsch and Kevin Grover. Member Ted Saxton joined meeting at 5:22 pm. Absent: Ella Bahr-Jefferis and Toni Korpi

Motion by Mike Holden then seconded by Terry Murray to approve the agenda as presented. Motion carried 5-0.

**Public Open Forum:**

1. Public Open Forum – None.

**Consent Agenda:**

Motion by Roxanne Skogstad-Ditsch then seconded by Heather McBride to approve the Consent Agenda as presented. Motion carried 5-0.

1. Approve past meeting minutes for the Regular School Board Meeting of June 18, 2018.
2. Approve current accounts payable due in amount of \$1,311,929.66.
3. Approve payroll in amount of \$45,831.15 for pay period July 6, 2018.
4. Approve membership to Minnesota School Board Association for the 2018-2019 fiscal year.
5. Approve the 10 year Long Term Facility Maintenance Plan.
6. Re-certify Kevin Grover, Superintendent, as the District's IOWA (Identified Official with Authority) for granting external user access to MDE's secured sites.
7. Receive the FHS and FES Student Handbooks for approval in August.
8. Approve agreement with Koochiching County Public Health and Human Services for coordination of agency services.
9. Appoint the following individuals to be representatives as follows for 2018-2019:
  1. Jody Hamilton, Homeless Liaison
  2. Kevin Grover, Title IX Officer (District); Alternate Tim Everson
  3. Melissa Tate, LEA Representative for Title I, II applications
  4. Tim Everson, Human Rights Officer; Alternate Melissa Tate
  5. Melissa Tate, Section 504 Officer (Gr. K-5); Alternate Marc Glowack
  6. Marc Glowack, Section 504 Officer (Gr. 6-12); Alternate Melissa Tate
10. Hire Jay Boyle as Math Team Advisor for 2018-2019 season.
11. Hire Doug Lowthian as Speech Team Advisor for 2018-2019 season.
12. Hire Lori Potter as Boys Basketball Cheerleader Advisor for the 2018-2019 season.
13. Approve hire of Jessica Crosby as Football Cheerleader Adviser for the 2018-2019 season.
14. Approve hire of Alex Mannausau as Boy's Hockey Cheerleader Advisor for the 2018-2019 season.
15. Approve hire of Lenard Bobst as Assistant Cook effective 2018-2019 school year.
16. Acknowledge Steve Battalion and Keith Boelk as Trap Team Coaches for the 2018-2019 season.
17. Approve meal pricing recommendations for the 2018-2019 school year.
18. Receive 2018-2019 Recreation Commission budget.
19. Approve hire of John Reller as Assistant Boy's Basketball Coach for the 2018-2019 season.
20. Approve Athletic Director service agreement with the Recreation Commission effective July 18, 2018 - June 30, 2019.
21. Accept resignation of Karen Bates, Paraprofessional, effective September 14, 2018.

**MINUTES**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
**INDEPENDENT SCHOOL DISTRICT NO. 361**  
**Monday, July 16, 2018 at 5:00 p.m.**  
**Falls High School Room 130**

**Action Items:**

1. Motion by Terry Murray then seconded by Roxanne Skogstad-Ditsch to acknowledge Mike Holden as Head Wrestling Coach for the 2018-2019 season. Motion carried 4-0 with Mike Holden abstaining from voting.
2. Motion by Mike Holden then seconded by Terry Murray to approve the Resolution Acceptance of Gifts and Donations. Voting in favor: Michelle Hebner, Heather McBride, Terry Murray, Mike Holden, Roxanne Skogstad-Ditsch. Voting against: None. Whereas the resolution was declared adopted.
3. Motion by Terry Murray then seconded by Mike Holden to approve a salary increase for Rachel Amdahl, Community Education Director, from \$50,000 to \$59,025.20 annually. Monthly salary increase is \$752.10. Retro to June 1, 2018. Motion failed 0-6.
4. Motion by Roxanne Skogstad-Ditsch then seconded by Heather McBride to approve leave of absence request for Tammi Jones, paraprofessional, for the 2018-2019 school year. Motion carried 6-0.

**Administrative Reports:**

1. Melissa Tate, Elementary Principal, reported FES gym has been repainted and completed interviews for FES Secretarial position.
2. Tim Everson, Secondary Principal, reported enrollment for SY18-19 is down 40 students; in process of filling faculty vacancy and paraprofessional posting meeting is set for August 2<sup>nd</sup>.
3. Kevin Grover, Superintendent, reported arena construction project continues to move closer to completion; allowing use of bus by Kootasca to hold a “fill the bus with school supplies” for back to school donations for area students; progressing; letter written in support of an alternate route on Van Lynn road; school board evaluation process available via MSBA if 100% of board completes survey; and the next community safety committee meeting date is to be determined.
4. Ella Bahr-Jefferis, Student Representative, no report.
5. Committee Reports: Ted Saxton reported on Recreation Commission meetings.

**Close Session:**

Motion by Ted Saxton seconded by Roxanne Skogstad-Ditsch to close session at 5:45 to complete the evaluation of Kevin Grover, Superintendent. Motion carried 6-0.

**Re-Open**

Motion by Roxanne Skogstad-Ditsch then seconded by Heather McBride to reopen session at 6:11 pm. Michelle Hebner, Board Chair, gave a brief summary statement of the final performance rating of Kevin Grover, Superintendent, stating he is rated to be at the distinguished and accomplished level.

**Adjournment**

Motion by Terry Murray then seconded by Mike Holden to adjourn the meeting at 6:13 p.m. Motion carried 6-0.

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**Approved Minutes:**

\_\_\_\_\_  
District Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

August 20, 2018  
August Payables

Check No	Vendor	Check Date	Invoice Number	Invoice Description	PO Number	Amount
4732	Further	7/16/2018	38731790	Medical FSA: 07/06/2018 - 7/16/2018	0	\$ 1,032.58
4733	AFSCME Council 65	7/20/2018	20180720ADAFS9	Payroll accrual	0	\$ 796.90
	AFSCME Council 65	7/20/2018	20180720ADAFSI	Payroll accrual	0	\$ 16.00
4734	Falls Education Foundation	7/20/2018	20180720ADFEF	Payroll accrual	0	\$ 10.00
4735	MN Child Support Payment Center -	7/20/2018	20180720ADcsp1	Payroll accrual	0	\$ 315.64
4736	North Dakota State University	7/18/2018	Gina Auran	2018 Paul Bunyan Scholarship Award - Gina Auran	0	\$ 300.00
4737	TONINATO JOSEPHINE	7/18/2018	71618	Refund of auto deposit funds returned to District due to employee bank account closure.	0	\$ 220.00
4738	ADAM J MCINTYRE	7/19/2018	972191	Painting FES Gym & Doors	0	\$ 20,005.00
4739	CITIZENS FOR BACKUS	7/19/2018	70118	July Lease Agreement	0	\$ 598.05
4740	Fitness Factory	7/19/2018	1604274	Weight Room Equipment purchased by Stu Co	0	\$ 1,080.00
	Fitness Factory	7/19/2018	1604274	Weight Room Equipment purchased by Stu Co	0	\$ 400.00
4741	MREA	7/19/2018	2019-1504	FY18/19 Membership Renewal	0	\$ 2,231.00
4742	Northern Office Outfitters	7/19/2018	6277	Bus Office MICR Toner	0	\$ 399.99
4743	CRANDALLS SEPTIC PUMPING	7/19/2018	5387	Portable Toilet Service for Track (2)	0	\$ 200.00
4744	Davenport Group	7/19/2018	100572	Technology Refresh 2018 (PO# 6051800139)	0	\$ 194,211.00
	Davenport Group	7/19/2018	100572	Technology Refresh 2018 (PO# 6051800139)	0	\$ 196,592.00
	Davenport Group	7/19/2018	100572	Technology Refresh 2018 (PO# 6051800139)	0	\$ 15,870.00
4745	KOOCHICHING COUNTY	7/19/2018	33063	June Tipping Fees	0	\$ 16.00
4746	MN ENERGY RESOURCES CORP	7/19/2018	71118	Stadium; Natural Gas	0	\$ 25.79
4747	MN POWER	7/19/2018	71018	June Electricity	0	\$ 335.14
	MN POWER	7/19/2018	71018	June Electricity	0	\$ 1,561.07

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August Payables

Check No	Vendor	Check Date	Invoice Number	Invoice Description	PO Number	Amount
	MN POWER	7/19/2018	71018	June Electricity	0	\$ 823.80
	MN POWER	7/19/2018	71018	June Electricity	0	\$ 7,854.12
4748	MN UC FUND	7/19/2018	71018	2nd Qtr Unemployment	0	\$ 394.79
4749	STEVENS ENGINEERS INC	7/19/2018	11549	Arena Ice Engineering	0	\$ 1,245.08
4750	The Sport Shop	7/19/2018	51618	Golf Meet Medals	0	\$ 68.00
4751	Further	7/23/2018	38738289	Medical FSA: 07/13/2018 - 7/23/2018	0	\$ 702.73
4752	DELTA DENTAL	7/23/2018	7350385	Dental Insurance - August 2018	0	\$ 1,806.00
	DELTA DENTAL	7/23/2018	7350385	Dental Insurance - August 2018	0	\$ 4,809.84
	DELTA DENTAL	7/23/2018	7350385	Dental Insurance - August 2018	0	\$ 86.10
	DELTA DENTAL	7/23/2018	7350385	Dental Insurance - August 2018	0	\$ 86.10
4753	CARDMEMBER SERVICES	7/24/2018	5282018	Credit Card Fee	0	\$ 25.00
4754	MINNESOTA STATE UNIVERSITY MAI	7/24/2018	Olivia Holm Schol	Class of 1968 Scholarship Award - Olivia Holm - 2018 FHS graduate; Student ID #13851355	0	\$ 750.00
4755	POSTMASTER	7/24/2018	72418	District Stamps	0	\$ 50.00
	POSTMASTER	7/24/2018	72418	District Stamps	0	\$ 42.00
	POSTMASTER	7/24/2018	72418	District Stamps	0	\$ 50.00
4756	Gjertson, John	7/25/2018	7/25/2018	Early Retirement Incentive - J. Gjertson	0	\$ 268.45
4757	Madison National Life	7/25/2018	1306489	Life Insurance - August 2018	0	\$ 1,523.90
	Madison National Life	7/25/2018	1306489	Life Insurance - August 2018	0	\$ 47.70
4758	Madison National Life	7/25/2018	1306490	LTD Insurance - August 2018	0	\$ 153.45
4759	CASH	7/25/2018	07/272018	Cash Box for Annual Garage Sale	0	\$ 120.00
4760	ARROWHEAD LIBRARY SYSTEM	7/26/2018	6982	Library Catalog System	6201900000	\$ 625.00
4761	HAWKINS INC	7/26/2018	4321086	Pool Chemicals	8101900006	\$ 917.03
4762	JUNIOR ACHIEVEMENT	7/26/2018	71318	FHS FEF JR Achievement	0	\$ 4,000.00

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Check No	Vendor	Check Date	Invoice Number	Invoice Description	PO Number	Amount
				Program		
4763	K&K MEYERS INC	7/26/2018	21803	2nd Floor Ceiling Upgrade	0	\$ 49,490.00
	K&K MEYERS INC	7/26/2018	21804	Classroom Ceiling Upgrade	0	\$ 28,929.60
	K&K MEYERS INC	7/26/2018	21801	Roto til FHS Track Areas	0	\$ 220.00
	K&K MEYERS INC	7/26/2018	21807	Keys-Labor	0	\$ 120.00
4764	Marco Technologies LLC	7/26/2018	INV5403281	Guid Office Cost per Copy	7101900000	\$ 15.32
	Marco Technologies LLC	7/26/2018	INV5403282	Bus Office Copy Per Copy	1101900001	\$ 21.88
4765	Marco Technologies LLC	7/26/2018	361704414	FES; Color Copy Machine C458	1301900001	\$ 213.22
	Marco Technologies LLC	7/26/2018	361704257	FHS; B & W Copy Machine 754E	3001900015	\$ 1,370.89
	Marco Technologies LLC	7/26/2018	362203069	FES; Color Copier and FHS; Mailroom Copier	3001900013	\$ 353.54
	Marco Technologies LLC	7/26/2018	362203069	FES; Color Copier and FHS; Mailroom Copier	3001900013	\$ 485.43
4766	MENARDS	7/26/2018	13113	FES; Screen	0	\$ 3.29
	MENARDS	7/26/2018	13612	FHS; Fittings	0	\$ 61.27
	MENARDS	7/26/2018	13490	FHS; Cement Patch	0	\$ 43.88
	MENARDS	7/26/2018	13530	FHS; Hangers	0	\$ 25.41
	MENARDS	7/26/2018	13547	Cement Patch	0	\$ 62.73
4766	MENARDS	7/26/2018	13533	FHS; Rug	0	\$ 44.94
	MENARDS	7/26/2018	13340	Cement Patch	0	\$ 58.34
	MENARDS	7/26/2018	13235	FHS; Cement	0	\$ 54.85
	MENARDS	7/26/2018	13354	FHS; Cement Patch	0	\$ 54.85
	MENARDS	7/26/2018	13190	FHS; 130pc Rotary Accesory	0	\$ 43.39
	MENARDS	7/26/2018	13088	FHS; Grass Seed	0	\$ 79.98
	MENARDS	7/26/2018	13099	FHS; PVC	0	\$ 19.81
	MENARDS	7/26/2018	13201	FHS; Sprayer	0	\$ 28.79
	MENARDS	7/26/2018	13740	FHS; Grout	0	\$ 44.93
4767	MN ASSN OF SCHOOL ADMIN	7/26/2018	ISD #361	MDE Back to School Conf	0	\$ 299.00
4768	TRAVELERS INSUR AGENCIES	7/26/2018	3557D8195-2018	Auto & Liability Policy	0	\$ 35,552.00
	TRAVELERS INSUR AGENCIES	7/26/2018	3557D8195-2018	Auto & Liability Policy	0	\$ 35,552.00
4769	VOYAGEUR REFRIGERATION ICE INC	7/26/2018	6957	FHS Office; Repair to Air Conditioner	0	\$ 170.00
	VOYAGEUR REFRIGERATION ICE INC	7/26/2018	6957	FHS Office; Repair to Air	0	\$ 277.14

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August Payables

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				Conditioner		
4770	Further	7/30/2018	38744124	Medical FSA: 07/20/2018 - 7/24/2018	0	\$ 252.17
4771	NCPERS MINNESOTA	7/30/2018	1649818	PERA Life Insurance - August 2018	0	\$ 160.00
4772	Falls Education Foundation	8/3/2018	20180803ADFEF	Payroll accrual	0	\$ 10.00
4773	MN Child Support Payment Center -	8/3/2018	20180803ADcsp1	Payroll accrual	0	\$ 315.64
4774	ABATETEK	8/2/2018	71818	Asbestos removal	8101900005	\$ 25,100.00
4775	Education Innovation Partners	8/2/2018	1318	Telepresence Connection	6051900017	\$ 206.25
4776	Falls Advanced Chiropractic Center	8/2/2018	70218	DOT Physical (H.H)	0	\$ 90.00
4777	FRONTIER	8/2/2018	71618	Monthly Telephone Service	8101900007	\$ 34.17
	FRONTIER	8/2/2018	71618	Monthly Telephone Service	8101900007	\$ 611.79
	FRONTIER	8/2/2018	71618	Monthly Telephone Service	8101900007	\$ 34.17
4777	FRONTIER	8/2/2018	2187110190	Phones w/ Headsets	6051900005	\$ 5,848.84
4778	GUARDIAN PEST CONTROL INC	8/2/2018	1901311	Pest Control Service	8101900011	\$ 64.65
4779	KOERTER'S INC	8/2/2018	124610	Lawnmower Gas	0	\$ 66.00
	KOERTER'S INC	8/2/2018	124783	Lawnmower Gas	0	\$ 49.75
4780	MN ENERGY RESOURCES CORP	8/2/2018	72018	Garage; Natural Gas Services	8101900010	\$ 67.02
4781	MN TELECOMMUNICATIONS	8/2/2018	4627	Monthly Broadband Services	6051900006	\$ 1,512.50
4782	SNICKERS CONCRETE	8/2/2018	1810	FES; Tear out and replace sidewalks	0	\$ 20,670.00
4783	WATER DEPT	8/2/2018	72018	Water Usage	8101900009	\$ 444.29
	WATER DEPT	8/2/2018	72018	Water Usage	8101900009	\$ 747.39
	WATER DEPT	8/2/2018	72018	Water Usage	8101900009	\$ 54.20
4784	Falls Advanced Chiropractic Center	8/2/2018	62518	2 Employee DOT Physicals (R.S & N.K)	0	\$ 180.00
4785	NORTH STAR PUBLISHING	8/2/2018	35904	KAPE Cards	0	\$ 171.48
	NORTH STAR PUBLISHING	8/2/2018	35898	Hall of Fame Programs	0	\$ 214.99
4786	NORTHEAST SERVICE COOPERATIVE	8/2/2018	1183	FY18 IEA Health & Safety Contract Apr-June	0	\$ 10,971.37
4787	THYSSENKRUPP ELEVATOR	8/2/2018	3004021982	1st Qtr Elevator Maintenance	0	\$ 195.00
	THYSSENKRUPP ELEVATOR	8/2/2018	3004021983	2nd Qtr Elevator Maintenance	0	\$ 195.00
4788	XEROX CORP	8/2/2018	93881863	FHS; Copy Machine Rental	0	\$ 956.18

August 20, 2018  
August Payables

Check No	Vendor	Check Date	Invoice Number	Invoice Description	PO Number	Amount
				(June & July)		
	XEROX CORP	8/2/2018	93881862	FES; Copy Machine Rental	0	\$ 478.09
				(June)		
4789	Further	8/6/2018	38756147	Medical FSA: 08/03/2018	0	\$ 16.56
4790	Further	8/8/2018	1267663	Participant Fees: August	0	\$ 275.20
					2018	
4791	COMMERICAL REFRIGERATION INC	8/9/2018	80118	Arena Bond Project	0	\$ 245,240.60
4792	CORRIN'S PLUMBING AND HEATING	8/9/2018	5474	FHS; Installing Water Fountain by Back Door	0	\$ 1,462.00
	CORRIN'S PLUMBING AND HEATING	8/9/2018	5474	FHS; Installing Water Fountain by Back Door	0	\$ 90.83
	CORRIN'S PLUMBING AND HEATING	8/9/2018	5498	Installing Water Fountain 2nd Floor	0	\$ 1,620.00
	CORRIN'S PLUMBING AND HEATING	8/9/2018	5498	Installing Water Fountain 2nd Floor	0	\$ 54.79
4793	Davenport Group	8/9/2018	100781	Monitor Stands	6051900012	\$ 8,256.00
4794	EAI Education	8/9/2018	885515	CLASSROOM SUPPLIES	2561900001	\$ 24.85
4795	ENERGY TECH INNOVATIONS LLC	8/9/2018	950008	Energy Usage Study Project	0	\$ 250.00
4796	HILLYARD HUTCHINSON	8/9/2018	303071239	Yearly boiler supplies for isd 361	8101900003	\$ 1,095.13
	HILLYARD HUTCHINSON	8/9/2018	303071239	Yearly boiler supplies for isd 361	8101900003	\$ 1,095.13
4797	KANTOR ELECTRIC INC	8/9/2018	14635	FHS; Wire Water Cooler by Comm Ed	0	\$ 500.00
	KANTOR ELECTRIC INC	8/9/2018	14635	FHS; Wire Water Cooler by Comm Ed	0	\$ 111.31
4798	Lakehead Trucking & Excavating	8/9/2018	39476	Ball Field Lime	0	\$ 1,566.12
4799	LVC Companies Inc	8/9/2018	151482	Arena; Annual Fire Ext Maint	0	\$ 323.82
	LVC Companies Inc	8/9/2018	151480	FHS; Annual Fire Ext Maint.	0	\$ 309.10
	LVC Companies Inc	8/9/2018	151479	Garage; Annual Fire Ext Maint	0	\$ 389.15
4800	MIDCONTINENT COMMUNICATIONS	8/9/2018	72718	ALC Phone & Data	3001900010	\$ 166.77
4801	MN ENERGY RESOURCES CORP	8/9/2018	080118A	Arena; Natural Gas Services	8101900010	\$ 1,014.92
	MN ENERGY RESOURCES CORP	8/9/2018	80218	FES; Natural Gas Services	8101900010	\$ 485.52

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August 20, 2018

August Payables

Check No	Vendor	Check Date	Invoice Number	Invoice Description	PO Number	Amount
	MN ENERGY RESOURCES CORP	8/9/2018	80318	FHS; Natural Gas Services	8101900010	\$ 141.09
4801	MN ENERGY RESOURCES CORP	8/9/2018	80318	FHS; Natural Gas Services	8101900010	\$ 47.03
4802	NORTH COUNTRY BUSINESS PRODU	8/9/2018	300172	supplies	1101900002	\$ 726.87
4803	OFFICE DEPOT	8/9/2018	1.66576E+11	GRAPH PAPER/MATH CLASSES	2561900002	\$ 127.90
	OFFICE DEPOT	8/9/2018	1.66576E+11	OFFICE/CLASSROOM SUPPLIES	3001900005	\$ 54.58
	OFFICE DEPOT	8/9/2018	1.66576E+11	OFFICE/CLASSROOM SUPPLIES	3001900005	\$ 300.60
	OFFICE DEPOT	8/9/2018	1.66576E+11	OFFICE/CLASSROOM SUPPLIES	3001900005	\$ 580.93
4804	ROCHESTER TELECOM SYSTEMS INC	8/9/2018	72218	Long Distance Phone Calls	8101900013	\$ 17.01
	ROCHESTER TELECOM SYSTEMS INC	8/9/2018	72218	Long Distance Phone Calls	8101900013	\$ 17.01
4805	SKYWARD INC MN BRANCH	8/9/2018	193599	Upgrade Project	6051900016	\$ 1,830.00
4806	Small Town Tech Inc.	8/9/2018	4710	FOB Striker	0	\$ 318.00
	Small Town Tech Inc.	8/9/2018	4710	FOB Striker	0	\$ 75.00
	Small Town Tech Inc.	8/9/2018	4905	Supplies	6051900013	\$ 1,384.50
	Small Town Tech Inc.	8/9/2018	4761	Tech Parts (Please credit \$19.25 tax)	0	\$ 280.00
	Small Town Tech Inc.	8/9/2018	4852	Diagnosed PA System	0	\$ 47.50
	Small Town Tech Inc.	8/9/2018	4975	Tech Accessories	0	\$ 240.00
4807	STATE SUPPLY CO, INC	8/9/2018	540798	Yearly Boiler operating supplies	8101900004	\$ 15.41
	STATE SUPPLY CO, INC	8/9/2018	540798	Yearly Boiler operating supplies	8101900004	\$ 15.41
	STATE SUPPLY CO, INC	8/9/2018	540555	Yearly Boiler operating supplies	8101900004	\$ 1,613.85
	STATE SUPPLY CO, INC	8/9/2018	540555	Yearly Boiler operating supplies	8101900004	\$ 1,613.85
	STATE SUPPLY CO, INC	8/9/2018	540554	Yearly Boiler operating supplies	8101900004	\$ 85.24
	STATE SUPPLY CO, INC	8/9/2018	540554	Yearly Boiler operating supplies	8101900004	\$ 85.24
	STATE SUPPLY CO, INC	8/9/2018	540940	Yearly Boiler operating supplies	8101900004	\$ 451.70
	STATE SUPPLY CO, INC	8/9/2018	540940	Yearly Boiler operating supplies	8101900004	\$ 451.70

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	STATE SUPPLY CO, INC	8/9/2018	540695	Yearly Boiler operating supplies	8101900004	\$ 1,588.60
	STATE SUPPLY CO, INC	8/9/2018	540695	Yearly Boiler operating supplies	8101900004	\$ 1,588.60
	STATE SUPPLY CO, INC	8/9/2018	540627	Copper Tube	0	\$ 65.09
4808	THYSSENKRUPP ELEVATOR	8/9/2018	3004021984	3rd Qtr Elevator Maint	0	\$ 195.00
4809	Townsend Press	8/9/2018	382719	CLASSROOM BOOKS	2301900000	\$ 236.59
4810	UP NORTH BUILDERS INC	8/9/2018	4267	Concrete in new arena parking lot & bus lane	8101900008	\$ 21,258.00
4811	MN PEIP	8/9/2018	738713	Medical Insurance - September 2018	0	\$ 9,266.78
	MN PEIP	8/9/2018	738713	Medical Insurance - September 2018	0	\$ 95,578.60
4812	UNITED TRUCK BODY	8/9/2018	M052009	(1)-2019 school buses 71 Pass	7600000002	\$ 91,004.83
	UNITED TRUCK BODY	8/9/2018	M052010	(1)-2019 school buses 84 Pass	7600000002	\$ 110,088.11
4813	Further	8/13/2018	38758712	Medical FSA: 08/04/2018 - 8/9/2018	0	\$ 466.00
4816	POSTMASTER	8/15/2018	81518	Back To School Mailing Postage	0	\$ 273.76
4817	ARROWHEAD LIBRARY SYSTEM	8/21/2018	6995	Library Catalog System	6201900000	\$ 625.00
	ARROWHEAD LIBRARY SYSTEM	8/21/2018	14384	Library Catalog System	6201900000	\$ 88.00
4818	Education Innovation Partners	8/21/2018	1014	Telepresence Connection	6051900017	\$ 206.25
4819	Educator Benefit Consultants, LLC	8/21/2018	5247	403b Third Party Admin Svc	1101900000	\$ 158.24
4820	EVOLVE U FITNESS & WELLNESS LLC	8/21/2018	13114	AWD Fitness Class	0	\$ 50.00
4821	EWALD ENTERPRISES	8/21/2018	4925	Fire Alarm System Service	0	\$ 42.50
4822	FRIENDS GARBAGE SERVICE, LLC	8/21/2018	9119515	Garbage Pickups	8101900016	\$ 1,756.17
4823	KOOCHICHING COUNTY	8/21/2018	80618	July Tipping Fees	0	\$ 95.50
4824	Lucachick Architecture INC	8/21/2018	LAI3539	Arena Architecture	0	\$ 495.00
4825	MEDTOX LABORATORIES	8/21/2018	72018665124	Employee Drug Test	0	\$ 55.00
4826	MENARDS	8/21/2018	14359	FHS; Cement Patch	0	\$ 61.89
	MENARDS	8/21/2018	14313	FHS; Grass Seed	0	\$ 119.97
	MENARDS	8/21/2018	14193	FHS; Grass Seed	0	\$ 119.97
	MENARDS	8/21/2018	14084	FHS; Concrete Mix	0	\$ 36.99

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	MENARDS	8/21/2018	13919	FHS; Plumbing Fittings	0	\$ 56.41
	MENARDS	8/21/2018	13789	FHS; Brass Fittings	0	\$ 31.96
	MENARDS	8/21/2018	13784	FHS; Cement Patch	0	\$ 59.94
	MENARDS	8/21/2018	14402	FHS; Pipe Fittings	0	\$ 54.36
	MENARDS	8/21/2018	14439	FHS; Maple Boards	0	\$ 116.84
4827	MinnKota Media Blasting	8/21/2018	103	Repaint Bumpers and Wheels	0	\$ 555.00
4828	MN SCHOOL BOARD ASSN	8/21/2018	19720B3G8W1	FY19 Association Dues	0	\$ 5,282.00
	MN SCHOOL BOARD ASSN	8/21/2018	20010J3K2SO	Summer Session for Mr. Grover	0	\$ 280.00
4829	MR FAITH SOUND & LIGHT INC	8/21/2018	71718	AWD Dance	0	\$ 300.00
4830	NORTHEAST SERVICE COOPERATIVE	8/21/2018	1203	FY19 Health & Safety Assistance	0	\$ 2,292.64
4831	STEVENS ENGINEERS INC	8/21/2018	11578	Arena Rink Pump Design	0	\$ 742.00
4832	THE JOURNAL	8/21/2018	73118	Advertising Local Newspaper	1101900009	\$ 713.60
4833	Thompson, Sara	8/21/2018	80218	P & I Grant Marketing Consultant	7901900002	\$ 1,195.00
4834	TIERNEY BROTHERS INC	8/21/2018	774204	Projector Light	6051900001	\$ 1,264.20
4835	CRANDALLS SEPTIC PUMPING	8/22/2018	5432	Port a Potty's at Firearm Training	0	\$ 95.00
4836	Employers Preferred Ins Co	8/22/2018	73118	Final Audit Workman's Comp	0	\$ 981.00
4837	Kalstad, Dixie	8/22/2018	60718	Lifeguard Course Reimbursement (Elks Donation)	0	\$ 50.00
4838	Sears, Taylor	8/22/2018	60718	Lifeguard Course Reimbursement (Elks Donation)	0	\$ 50.00
181900003	Grover, Kevin	8/21/2018	72518	Mileage to SPED Meeting	0	\$ 73.26
181900004	Hopkins, Michelle	8/21/2018	81418	Mileage Reimbursement to Thief River for F/R App Training	0	\$ 171.14
181900005	Olson-Line, Karla	8/21/2018	80918	Mileage Reimbursement to Rochester for Foodservice Conf.	0	\$ 252.80
181900006	West, Lisa	8/21/2018	80618	Meal Reimburement	0	\$ 35.32
181900007	Erickson, Jennifer	8/22/2018	60518	Lifeguard Course Reimbursement (Elks Donation)	0	\$ 50.00

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Check No	Vendor	Check Date	Invoice Number	Invoice Description	PO Number	Amount
181900008	Johnson, Barbara	8/22/2018	52818	Mileage Reimbursement b/t Jan May-18	0	\$ 23.16
181900009	Slatinski, BethAnne	8/22/2018	41418	Lifeguard Course Reimbursement (Elks Donation)	0	\$ 50.00
181900010	Wilson, June	8/22/2018	41718	Lifeguard Course Reimbursement (Elks Donation)	0	\$ 50.00
201800013	Educator Benefit Consultants, LLC	7/20/2018	20180720ADTSA	Payroll accrual	0	\$ 330.78
	Educator Benefit Consultants, LLC	7/20/2018	20180720ADTSEC	Payroll accrual	0	\$ 330.89
	Educator Benefit Consultants, LLC	7/20/2018	20180720ADTSEC	Payroll accrual	0	\$ 4.50
	Educator Benefit Consultants, LLC	7/20/2018	20180720ADTSFF	Payroll accrual	0	\$ 100.00
	Educator Benefit Consultants, LLC	7/20/2018	20180720ADTSHI	Payroll accrual	0	\$ 246.16
	Educator Benefit Consultants, LLC	7/20/2018	20180720ADTSSY	Payroll accrual	0	\$ 27.70
	Educator Benefit Consultants, LLC	7/20/2018	20180720ADTSVI	Payroll accrual	0	\$ 60.00
	Educator Benefit Consultants, LLC	7/20/2018	20180720AFTSAS	Payroll accrual	0	\$ 192.32
201800013	Educator Benefit Consultants, LLC	7/20/2018	20180720AFTSEC	Payroll accrual	0	\$ 230.78
	Educator Benefit Consultants, LLC	7/20/2018	20180720AFTSVA	Payroll accrual	0	\$ 60.00
201800014	ING	7/20/2018	20180720AFHCSF	Payroll accrual	0	\$ 158.48
	ING	7/20/2018	20180720AFHCSF	Payroll accrual	0	\$ 6.92
201800015	Internal Revenue Service	7/20/2018	20180720ADFICA	Payroll accrual	0	\$ 3,422.61
	Internal Revenue Service	7/20/2018	20180720ADFICA	Payroll accrual	0	\$ 316.23
	Internal Revenue Service	7/20/2018	20180720ADFICA	Payroll accrual	0	\$ 112.03
	Internal Revenue Service	7/20/2018	20180720ADFTA	Payroll accrual	0	\$ 45.00
	Internal Revenue Service	7/20/2018	20180720ADFTA	Payroll accrual	0	\$ 15.00
	Internal Revenue Service	7/20/2018	20180720ADFTP	Payroll accrual	0	\$ 13.20
	Internal Revenue Service	7/20/2018	20180720ADFTX	Payroll accrual	0	\$ 4,717.84
	Internal Revenue Service	7/20/2018	20180720ADFTX	Payroll accrual	0	\$ 244.85
	Internal Revenue Service	7/20/2018	20180720ADFTX	Payroll accrual	0	\$ 94.31
	Internal Revenue Service	7/20/2018	20180720ADMDC	Payroll accrual	0	\$ 800.50
	Internal Revenue Service	7/20/2018	20180720ADMDC	Payroll accrual	0	\$ 73.95
	Internal Revenue Service	7/20/2018	20180720ADMDC	Payroll accrual	0	\$ 26.20
	Internal Revenue Service	7/20/2018	20180720AFFICA	Payroll accrual	0	\$ 3,422.61
	Internal Revenue Service	7/20/2018	20180720AFFICA	Payroll accrual	0	\$ 316.23
	Internal Revenue Service	7/20/2018	20180720AFFICA	Payroll accrual	0	\$ 112.03

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Check No	Vendor	Check Date	Invoice Number	Invoice Description	PO Number	Amount
	Internal Revenue Service	7/20/2018	20180720AFMDC	Payroll accrual	0 \$	800.50
	Internal Revenue Service	7/20/2018	20180720AFMDC	Payroll accrual	0 \$	73.95
	Internal Revenue Service	7/20/2018	20180720AFMDC	Payroll accrual	0 \$	26.20
201800016	MINNESOTA REVENUE	7/20/2018	20180720ADSITA	Payroll accrual	0 \$	9.00
	MINNESOTA REVENUE	7/20/2018	20180720ADSITA	Payroll accrual	0 \$	6.00
	MINNESOTA REVENUE	7/20/2018	20180720ADSITM	Payroll accrual	0 \$	2,291.86
	MINNESOTA REVENUE	7/20/2018	20180720ADSITM	Payroll accrual	0 \$	147.18
	MINNESOTA REVENUE	7/20/2018	20180720ADSITM	Payroll accrual	0 \$	54.13
	MINNESOTA REVENUE	7/20/2018	20180720ADSITP	Payroll accrual	0 \$	13.20
201800017	MN Teachers Retirement Associator	7/20/2018	20180720ADTRA	Payroll accrual	0 \$	1,145.09
	MN Teachers Retirement Associator	7/20/2018	20180720ADTRA	Payroll accrual	0 \$	145.92
	MN Teachers Retirement Associator	7/20/2018	20180720ADTRA	Payroll accrual	0 \$	135.53
	MN Teachers Retirement Associator	7/20/2018	20180720AFTRAC	Payroll accrual	0 \$	1,177.15
	MN Teachers Retirement Associator	7/20/2018	20180720AFTRAC	Payroll accrual	0 \$	150.00
	MN Teachers Retirement Associator	7/20/2018	20180720AFTRAC	Payroll accrual	0 \$	139.32
201800018	Public Employees Retirement Associ.	7/20/2018	20180720ADPER	Payroll accrual	0 \$	2,486.08
	Public Employees Retirement Associ.	7/20/2018	20180720ADPER	Payroll accrual	0 \$	83.54
	Public Employees Retirement Associ.	7/20/2018	20180720AFPER	Payroll accrual	0 \$	2,868.55
	Public Employees Retirement Associ.	7/20/2018	20180720AFPER	Payroll accrual	0 \$	96.38
201800019	Public Employees Retirement-DCP	7/20/2018	20180720ADDCP	Payroll accrual	0 \$	24.60
	Public Employees Retirement-DCP	7/20/2018	20180720AFDCP	Payroll accrual	0 \$	24.60
201800020	Educator Benefit Consultants, LLC	8/3/2018	20180803ADTSA	Payroll accrual	0 \$	330.78
	Educator Benefit Consultants, LLC	8/3/2018	20180803ADTSEC	Payroll accrual	0 \$	330.89
	Educator Benefit Consultants, LLC	8/3/2018	20180803ADTSEC	Payroll accrual	0 \$	4.50
	Educator Benefit Consultants, LLC	8/3/2018	20180803ADTSFF	Payroll accrual	0 \$	100.00
	Educator Benefit Consultants, LLC	8/3/2018	20180803ADTSH	Payroll accrual	0 \$	246.16
	Educator Benefit Consultants, LLC	8/3/2018	20180803ADTSSY	Payroll accrual	0 \$	27.70
	Educator Benefit Consultants, LLC	8/3/2018	20180803ADTSV	Payroll accrual	0 \$	60.00
	Educator Benefit Consultants, LLC	8/3/2018	20180803AFTSAS	Payroll accrual	0 \$	192.32
	Educator Benefit Consultants, LLC	8/3/2018	20180803AFTSEC	Payroll accrual	0 \$	230.78
	Educator Benefit Consultants, LLC	8/3/2018	20180803AFTSV	Payroll accrual	0 \$	60.00
201800021	ING	8/3/2018	20180803AFHCSF	Payroll accrual	0 \$	158.48
	ING	8/3/2018	20180803AFHCSF	Payroll accrual	0 \$	6.92

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Check No	Vendor	Check Date	Invoice Number	Invoice Description	PO Number	Amount
201800022	Internal Revenue Service	8/3/2018	20180803ADFICA	Payroll accrual	0	\$ 3,366.51
	Internal Revenue Service	8/3/2018	20180803ADFICA	Payroll accrual	0	\$ 345.62
	Internal Revenue Service	8/3/2018	20180803ADFICA	Payroll accrual	0	\$ 49.13
	Internal Revenue Service	8/3/2018	20180803ADFTA	Payroll accrual	0	\$ 45.00
	Internal Revenue Service	8/3/2018	20180803ADFTA	Payroll accrual	0	\$ 15.00
	Internal Revenue Service	8/3/2018	20180803ADFTP	Payroll accrual	0	\$ 13.20
	Internal Revenue Service	8/3/2018	20180803ADFTX	Payroll accrual	0	\$ 5,009.91
	Internal Revenue Service	8/3/2018	20180803ADFTX	Payroll accrual	0	\$ 285.57
	Internal Revenue Service	8/3/2018	20180803ADFTX	Payroll accrual	0	\$ -
	Internal Revenue Service	8/3/2018	20180803ADMD(	Payroll accrual	0	\$ 787.33
	Internal Revenue Service	8/3/2018	20180803ADMD(	Payroll accrual	0	\$ 80.83
	Internal Revenue Service	8/3/2018	20180803ADMD(	Payroll accrual	0	\$ 11.49
	Internal Revenue Service	8/3/2018	20180803AFFICA	Payroll accrual	0	\$ 3,366.51
	Internal Revenue Service	8/3/2018	20180803AFFICA	Payroll accrual	0	\$ 345.62
	Internal Revenue Service	8/3/2018	20180803AFFICA	Payroll accrual	0	\$ 49.13
	Internal Revenue Service	8/3/2018	20180803AFMDC	Payroll accrual	0	\$ 787.33
	Internal Revenue Service	8/3/2018	20180803AFMDC	Payroll accrual	0	\$ 80.83
201800022	Internal Revenue Service	8/3/2018	20180803AFMDC	Payroll accrual	0	\$ 11.49
201800023	MINNESOTA REVENUE	8/3/2018	20180803ADSITA	Payroll accrual	0	\$ 9.00
	MINNESOTA REVENUE	8/3/2018	20180803ADSITA	Payroll accrual	0	\$ 6.00
	MINNESOTA REVENUE	8/3/2018	20180803ADSITM	Payroll accrual	0	\$ 2,392.35
	MINNESOTA REVENUE	8/3/2018	20180803ADSITM	Payroll accrual	0	\$ 170.10
	MINNESOTA REVENUE	8/3/2018	20180803ADSITM	Payroll accrual	0	\$ 2.02
	MINNESOTA REVENUE	8/3/2018	20180803ADSITP	Payroll accrual	0	\$ 13.20
201800024	MN Teachers Retirement Associator	8/3/2018	20180803ADTRAI	Payroll accrual	0	\$ 1,159.77
	MN Teachers Retirement Associator	8/3/2018	20180803ADTRAI	Payroll accrual	0	\$ 144.23
	MN Teachers Retirement Associator	8/3/2018	20180803ADTRAI	Payroll accrual	0	\$ 56.55
	MN Teachers Retirement Associator	8/3/2018	20180803AFTRAC	Payroll accrual	0	\$ 1,192.24
	MN Teachers Retirement Associator	8/3/2018	20180803AFTRAC	Payroll accrual	0	\$ 148.27
	MN Teachers Retirement Associator	8/3/2018	20180803AFTRAC	Payroll accrual	0	\$ 58.13
201800025	Public Employees Retirement Associ.	8/3/2018	20180803ADPER,	Payroll accrual	0	\$ 2,342.39
	Public Employees Retirement Associ.	8/3/2018	20180803ADPER,	Payroll accrual	0	\$ 87.74
	Public Employees Retirement Associ.	8/3/2018	20180803ADPER,	Payroll accrual	0	\$ 2.49

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Check No	Vendor	Check Date	Invoice Number	Invoice Description	PO Number	Amount
	Public Employees Retirement Associ.	8/3/2018	20180803AFPERA	Payroll accrual	0	\$ 2,702.73
	Public Employees Retirement Associ.	8/3/2018	20180803AFPERA	Payroll accrual	0	\$ 101.23
	Public Employees Retirement Associ.	8/3/2018	20180803AFPERA	Payroll accrual	0	\$ 2.88
201800026	Public Employees Retirement-DCP	8/3/2018	20180803ADDCP	Payroll accrual	0	\$ 24.60
	Public Employees Retirement-DCP	8/3/2018	20180803AFDCP	Payroll accrual	0	\$ 24.60
201800027	BMO	7/27/2018	C/C00000	See Attached Detail Report	0	\$ 9,404.49
-201800061						
<b>Total</b>						<b>\$ 1,375,100.90</b>

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	07/20/2018	2863	SteelEug000	Steele Eugene L	Napa Falls Suply 00229, Interna	NAPA FAL000	07/30/2018		Invoiced	A	19.56
	1	Drill bits				Eugene's C/C00000	07/27/2018	19.56			
	07/20/2018	2864	SteelEug000	Steele Eugene L	Mannco Trucking Inc, Internatio	MANNCO T000	07/30/2018		Invoiced	A	95.69
	1	Fuel filters				Eugene's C/C000001	07/27/2018	95.69			
	07/13/2018	2862	SteelEug000	Steele Eugene L	Northern Lumber Ya, Internation	NORTHERN005	07/30/2018		Invoiced	A	14.81
	1	Misc. nuts and bolts and clamps				Eugene's C/C000002	07/27/2018	14.81			
	07/10/2018	2861	SteelEug000	Steele Eugene L	Mannco Trucking Inc, Internatio	MANNCO T000	07/30/2018		Invoiced	A	53.35
	1	oil and fuel filters				Eugene's C/C000001	07/27/2018	53.35			
									4 transaction(s) for XXXXXXXXXXXX8335. Total Amount =====>		183.41
XXXXXXXXXXXX6620	07/25/2018	2873	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	07/30/2018		Invoiced	A	19.92
	1	Loctite adhesive				Tom's C/C000000	07/27/2018	19.92			
	07/25/2018	2874	HOLT THO000	Holt Thomas T	State Supply, 6517745985, MN, 5	STATE SU000	07/30/2018		Invoiced	A	121.38
	1	Sight glass for boiler at FES				Tom's C/C000001	07/27/2018	121.38			
	07/23/2018	2872	HOLT THO000	Holt Thomas T	North Star Publishi, 218-285-74	NORTH ST000	07/30/2018		Invoiced	A	12.95
	1	Garage sale ad				Tom's C/C000002	07/27/2018	12.95			
	07/19/2018	2871	HOLT THO000	Holt Thomas T	Grainger, 877-2022594, IL, 6004	GRAINGER000	07/30/2018		Invoiced	A	125.05
	1	Filter for Air compressor				Tom's C/C000003	07/27/2018	125.05			
	07/10/2018	2870	HOLT THO000	Holt Thomas T	Oreilly Auto #3901, Internation	O'REILLY000	07/30/2018		Invoiced	A	1,250.28
	1	Belts to replace all belts in the district.				Tom's C/C000004	07/27/2018	1,250.28			
	07/06/2018	2859	HOLT THO000	Holt Thomas T	State Supply, 6517745985, MN, 5	STATE SU000	07/09/2018		Invoiced	A	1,754.05
	5	Sloan Royal concealed flush valve			8101800120	Tom's C/C000005	07/27/2018	1,574.64			
	6	transformer box			8101800120	Tom's C/C000005	07/27/2018	143.16			
	7	Shipping and handling			8101800120	Tom's C/C000005	07/27/2018	36.25			
	06/29/2018	2854	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	07/05/2018		Invoiced	A	26.36
	1					FY18 CC's00000	06/30/2018	26.36			
									7 transaction(s) for XXXXXXXXXXXX6620. Total Amount =====>		3,309.99
XXXXXXXXXXXX7362	07/26/2018	2869			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	07/30/2018		Invoiced	A	85.00
	2	Bus Garage Internet				Stacy's C/C000000	08/03/2018	85.00			
	07/19/2018	2867			Lamar Media Corp, 225-237-1068,	LAMAR CO000	07/30/2018		Invoiced	A	965.00
	1	KAPE Billboards				Stacy's C/C000001	08/03/2018	965.00			
	07/19/2018	2868			Cts*frontier Onlinepay, 800-921	FRONTIER000	07/30/2018		Invoiced	A	178.25
	2	Arena Phone Service				8101900007 Stacy's C/C000002	08/03/2018	178.25			
	07/18/2018	2866			Inland Finance, 5152718304, IA,	VEND-UCA000	07/30/2018		Invoiced	A	375.37
	1	Vending Machine Rental FHS (2 months)				Stacy's C/C000003	08/03/2018	375.37			
	07/13/2018	2865			Home2 Suites, Roseville, MN, 55		07/30/2018		Invoiced	A	186.53
	1	Travel; Advisory Committee Mtg at MDE Rosevill				Stacy's C/C000004	08/03/2018	186.53			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX7362	continued...										
	07/04/2018	2858			Masbo, Saint Paul, MN, 55114, U	MASBO 000	07/09/2018		Invoiced	A	330.00
	1	Business Manager Membership Association Fees				Stacy's C/C00005	08/03/2018	330.00			
											6 transaction(s) for XXXXXXXXXXXXX7362. Total Amount ==>>>
											2,120.15
XXXXXXXXXXXX7116	07/16/2018	2879	MITCHDEB000	Mitchell Deborah A	Americinn Lodge & Suit, Northfi	AMERICIN001	07/30/2018		Invoiced	A	452.96
	1					Debbie's C/C00000	07/27/2018	452.96			
	07/13/2018	2877	MITCHDEB000	Mitchell Deborah A	Applebees Nort19219542, Northfi		07/30/2018		Invoiced	A	24.80
	1					Debbie's C/C00001	07/27/2018	24.80			
	07/13/2018	2878	MITCHDEB000	Mitchell Deborah A	Arbys #7592 Northfield, Northfi		07/30/2018		Invoiced	A	7.72
	1					Debbie's C/C00001	07/27/2018	7.72			
	07/11/2018	2875	MITCHDEB000	Mitchell Deborah A	Applebees Nort19219542, Northfi		07/30/2018		Invoiced	A	16.48
	1					Debbie's C/C00001	07/27/2018	16.48			
	07/11/2018	2876	MITCHDEB000	Mitchell Deborah A	Arbys #7592 Northfield, Northfi		07/30/2018		Invoiced	A	7.72
	1					Debbie's C/C00001	07/27/2018	7.72			
											5 transaction(s) for XXXXXXXXXXXXX7116. Total Amount ==>>>
											509.68
XXXXXXXXXXXX7124	07/26/2018	2883	BLESIMIC000	Blesi Michael E	Menards Intl Falls, Intl Falls	MENARDS 000	07/30/2018		Invoiced	A	36.95
	2	Cable Tie Base - 100pk			6051900007	Mike's C/C00000	07/27/2018	10.97			
	3	8" Black Grip Strip - 50pk.			6051900007	Mike's C/C00000	07/27/2018	19.99			
	4	600pk Cable Tie Jar			6051900007	Mike's C/C00000	07/27/2018	5.99			
	07/20/2018	2882	BLESIMIC000	Blesi Michael E	Amazon Mktplace Pmts W, Www.Ama	AMAZON B000	07/30/2018		Invoiced	A	153.39
	2	Cat6 Plenum Blue Professional Cable 550mhz 500			6051900004	Mike's C/C00001	07/27/2018	137.99			
	3	Shipping - Cost of shipping, not including shi			6051900004	Mike's C/C00001	07/27/2018	15.40			
	07/16/2018	2881	BLESIMIC000	Blesi Michael E	Menards Intl Falls, Intl Falls	MENARDS 000	07/30/2018		Invoiced	A	8.27
	2	5/16 Drill Bit			6051900002	Mike's C/C00002	07/27/2018	0.79			
	3	Wall Anchors			6051900002	Mike's C/C00002	07/27/2018	7.48			
	07/12/2018	2880	BLESIMIC000	Blesi Michael E	Menards Intl Falls, Intl Falls	MENARDS 000	07/30/2018		Invoiced	A	35.28
	1					Mike's C/C00003	07/27/2018	35.28			
	07/04/2018	2860	BLESIMIC000	Blesi Michael E	Small Town Tech Inc, Intl Falls	SMALL TO000	07/09/2018		Invoiced	A	99.00
	2	Hurricane Blower			6051900000	Mike's C/C00004	07/27/2018	99.00			
	06/29/2018	2855	BLESIMIC000	Blesi Michael E	Amazon Mktplace Pmts, Amzn.Com/	AMAZON B000	07/05/2018		Invoiced	A	232.11
	1					FY18 CC's00001	06/30/2018	232.11			
	06/28/2018	2853	BLESIMIC000	Blesi Michael E	Amazon Mktplace Pmts, Amzn.Com/	AMAZON B000	06/29/2018		Invoiced	A	15.97
	1	Network Cable				Mike's C/c00000	06/29/2018	15.97			
											7 transaction(s) for XXXXXXXXXXXXX7124. Total Amount ==>>>
											580.97

19

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	07/26/2018	2900	SLATIBET000	Slatinski BethAnne K	Gallatin Riverhouse Gr, Gallati		07/30/2018		Invoiced	A	39.93
	1					Beth's C/C00000	07/27/2018	39.93			
	07/26/2018	2902	SLATIBET000	Slatinski BethAnne K	Amazon Mktplace Pmts, Amzn.Com/	AMAZON B000	07/30/2018		Invoiced	A	59.99
	2	Office Supplies			7901900000	Beth's C/C00001	07/27/2018	59.99			
	07/25/2018	2898	SLATIBET000	Slatinski BethAnne K	Milkies Pizza & Pub, Big Sky, M		07/30/2018		Invoiced	A	31.80
	1					Beth's C/C00000	07/27/2018	31.80			
	07/25/2018	2899	SLATIBET000	Slatinski BethAnne K	Msp Termd Republic Bar, St. Pau		07/30/2018		Invoiced	A	40.27
	1					Beth's C/C00000	07/27/2018	40.27			
	07/25/2018	2901	SLATIBET000	Slatinski BethAnne K	Amazon Mktplace Pmts, Amzn.Com/	AMAZON B000	07/30/2018		Invoiced	A	137.67
	2	Office Supplies			7901900000	Beth's C/C00002	07/27/2018	137.67			
	07/23/2018	2895	SLATIBET000	Slatinski BethAnne K	Bahama Breeze As 4 McO, Orlando		07/30/2018		Invoiced	A	25.31
	1					Beth's C/C00000	07/27/2018	25.31			
	07/23/2018	2896	SLATIBET000	Slatinski BethAnne K	Gaylord Palms Hotel Fl, 866-435		07/30/2018		Invoiced	A	780.30
	1					Beth's C/C00000	07/27/2018	780.30			
	07/23/2018	2897	SLATIBET000	Slatinski BethAnne K	Gaylord Palms Hotel Fl, 866-435		07/30/2018		Invoiced	A	814.33
	1					Beth's C/C00000	07/27/2018	814.33			
	07/20/2018	2890	SLATIBET000	Slatinski BethAnne K	Gaylord Palms Htl Fl F, 866-435		07/30/2018		Invoiced	A	34.62
	1					Beth's C/C00000	07/27/2018	34.62			
	07/20/2018	2891	SLATIBET000	Slatinski BethAnne K	House Of Blues Orlando, Lk Buen		07/30/2018		Invoiced	A	39.08
	1					Beth's C/C00000	07/27/2018	39.08			
	07/20/2018	2892	SLATIBET000	Slatinski BethAnne K	Gaylord Palms Htl Fl F, 866-435		07/30/2018		Invoiced	A	53.30
	1					Beth's C/C00000	07/27/2018	53.30			
	07/20/2018	2893	SLATIBET000	Slatinski BethAnne K	Amazon Mktplace Pmts, Amzn.Com/	AMAZON B000	07/30/2018		Invoiced	A	14.86
	2					Beth's C/C00003	07/27/2018	14.86			
	07/20/2018	2894	SLATIBET000	Slatinski BethAnne K	Bahama Breeze 0053016, Orlando,		07/30/2018		Invoiced	A	35.31
	1					Beth's C/C00000	07/27/2018	35.31			
	07/19/2018	2888	SLATIBET000	Slatinski BethAnne K	Gaylord Palms Htl Fl F, 866-435		07/30/2018		Invoiced	A	53.38
	1					Beth's C/C00000	07/27/2018	53.38			
	07/19/2018	2889	SLATIBET000	Slatinski BethAnne K	Golden Corral 2571, Kissimmee,		07/30/2018		Invoiced	A	25.97
	1					Beth's C/C00000	07/27/2018	25.97			
	07/18/2018	2887	SLATIBET000	Slatinski BethAnne K	Gaylord Palms Htl Fl F, 866-435		07/30/2018		Invoiced	A	37.14
	1					Beth's C/C00000	07/27/2018	37.14			
	07/17/2018	2884	SLATIBET000	Slatinski BethAnne K	Gaylord Palms Htl Fl F, 866-435		07/30/2018		Invoiced	A	83.08
	1					Beth's C/C00000	07/27/2018	83.08			
	07/17/2018	2885	SLATIBET000	Slatinski BethAnne K	Mears Trans. Airport, Orlando,		07/30/2018		Invoiced	A	74.00
	1					Beth's C/C00000	07/27/2018	74.00			
	07/17/2018	2886	SLATIBET000	Slatinski BethAnne K	1503 Jcs Daytona Beach, Daytona		07/30/2018		Invoiced	A	41.65
	1					Beth's C/C00000	07/27/2018	41.65			

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				
19 transaction(s) for XXXXXXXXXXXX7648. Total Amount ==>											2,421.99
XXXXXXXXXXXX2348	07/20/2018	2903	AMDAHRAC000	Amdahl Rachel J	Menards Intl Falls, Intl Falls	MENARDS 000	07/30/2018		Invoiced	A	17.36
		1	CE supplies		Rachel's C/C000000	07/27/2018	17.36				
	07/20/2018	2904	AMDAHRAC000	Amdahl Rachel J	Target 00022293, St Paul, MN, 5	TARGET 000	07/30/2018		Invoiced	A	10.58
		1			Rachel's C/C000001	07/27/2018	10.58				
	06/29/2018	2856	AMDAHRAC000	Amdahl Rachel J	Home2 By Hilton Plymou, Plymout		07/05/2018		Invoiced	A	383.91
		1	Hotel Room Stay for Student Council Nat Conven		FY18 CC's00002	06/30/2018	383.91				
3 transaction(s) for XXXXXXXXXXXX2348. Total Amount ==>											411.85
XXXXXXXXXXXX2355	06/29/2018	2857	JORGELOR000	Jorgenson Lori Rae	Radisson Hotel Mpls/St, Rosevil	RADISSON000	07/05/2018		Invoiced	A	-133.55
		1	Credit for overcharge on hotel stay		FY18 CC's00003	06/30/2018	-133.55				
52 transaction(s). Total Amount ==>											9,404.49

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



Falls Elementary School

Principal: Melissa Tate

Student Handbook

2018–2019

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, 2018

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.**
- **Visitors are not allowed in the lunch room or on the playground.**

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

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

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

After seven (7) unexcused absences from school, a student is deemed "Habitually Truant" and the school will take appropriate action and will notify the County Attorney's Office and or Koochiching County Social Services.

However, in an effort to be proactive in improving attendance, the school has the following procedures in place to support student attendance:

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

### **Exempt Absences:**

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

## **BREAKFAST AND LUNCH:**

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

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

- Compensatory Dollars
- Title I funds

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

By filling out this form:

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

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

## **BUS SERVICE:**

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

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

### **Bus Rules:**

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

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

- **1<sup>st</sup> Offense:** Warning by the bus driver and call to parents
- **2<sup>nd</sup> Offense:** 1 day suspension from the bus
- **3<sup>rd</sup> Offense:** 3 days suspension from the bus
- **4<sup>th</sup> 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**

<b>NORMAL PEER CONFLICT</b>	<b>BULLYING</b>
Equal power of friends	Imbalance of power: not friends
Happens occasionally	Repeated negative action
Accidental	Purposeful
Not Serious	Serious with threats of physical or emotional harms
Equal emotional reaction	Strong emotional reaction from victim and little or no emotional reaction from bully
Not seeking attention or power	Seeking power, control or material things
Not trying to get something	Attempt to gain material things or power

---

Remorse-will take responsibility

No remorse-blames victim

---

Effort to solve the problem

No effort to solve the problem

---

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

<http://www.isd361.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 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 15<sup>th</sup> Avenue; International Falls, MN 56649

218-283-2571 ext. 232

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

Marc Glowack, Dean of Students

1515 11<sup>th</sup> 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 11<sup>th</sup> Street; International Falls, MN 56649

218-283-2571 ext. 112

**Title IX Officer (Alternate)**

Tim Everson, FHS Principal

1515 11<sup>th</sup> Street; International Falls, MN 56649

218-283-2571 ext. 104

**Human Rights Officer**

Tim Everson, FHS Principal

1515 11<sup>th</sup> Street; International Falls, MN 56649

218-283-2571 ext. 104

**Human Rights Officer (Alternate)**

Melissa Tate, FES Principal

1414 15<sup>th</sup> Avenue; International Falls, MN 56649

218-283-2571 ext. 232

*FALLS HIGH SCHOOL  
STUDENT HANDBOOK  
2018-2019*



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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 and Alternative Learning Center at Backus.

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

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

# ISD #361 EXTENSION/ROOM ASSIGNMENTS

## 2018-2019 School Year

### All Extensions Dial: (218) 283-2571 (updated 6/12/18)

EXT	NAME	ROOM	EXT	NAME	ROOM	EXT	NAME	
1271	Adaptive Help-FES	FES208A	1112	Grover, Kevin	FHSOfc	1253	Nemec, Marci	FES205
1109	Amdahl, R Comm. Ed.	CE157	1194	Grover, Stacy	FHS122	1234	Nosan, Shelby	FESGym
1107	Anderson, Charlie	FHS218	1171	Hall Monitor	FHS206A	1137	Olson, David	FHS149
1263	Auran, Lisa	FES106	1164	Hamers, Katie	FHS217	1245	OT/PT	FES115
1153	Awe, Will	FHS210	1256	Hamilton, Jody	FES208	1108	OT/PT	FHS103
1273	Baron, Mandi	FES2B	1257	Hayward, Laura	FES100	1176	Slatinski, Bethanne	FHS118
1182	Besch, Tina	FHS122	1169	Health Room	FHS226	1131	Palm, Sue	FHS132A
1119	Blesi, Mike	FHSOfc	1100	Heiss, Vicki	FHSOfc	1131	Palm, Sue	FESOfc
1172	Boelk, Michelle	FHS241	1279	Hemstad, Chris	FHS117	1239	Pavleck, Molly	FES110
1175	Boiler Room	FHS141	1158	Hendrickson, Karli	FES101	1242	Peterson, Paul	FES112
1151	Boyle, Jay	FHS221	1230	Hell, Jamie	FESOfc	1135	Peterson, Sarah	FHS140
1139	CADD Room	FHS147	1244	Hjelle, Paul	FES114	1163	Vang, Brandon	FHS219
1122	Casareto, Tony	FHS115	1185	Holt, Tom	FHSOfc	1174	Renberg, Lela	FHS116
1272	Christianson, Ginger	FES2A	1181	Hopkins, Michelle	FHS122	1155	Ringhofer, Timm	FHS212
1161	Christianson, Rosa	FHS213	1128	Jaksa, Carol	FHS121	1126	Rolando, Don	FHS119
1246	Christianson, Rosa	FES116	1186	Johnson, Barb	CE157	1152	Rudolph, Jeanna	FHS209
1238	Cipriano, Ariana	FES109	1275	Johnson, Barb	FESOfc	1120	Sandberg, John	FHS113
1271	Cipriano, Ariana	FES208A	1264	Johnson, Shawn	FES107	1255	Schindeldecker, D	FES207
1240	Cody, Angie	FES111	1103	Jorgenson, Lori	FHSOfc	1276	Schwartz, Angie	FES2A
1145	Computer Lab	FHS202	1254	Katrin, Jill	FES206	1235	Sick Room	FESOfc
1278	Conf Room FES	FESOfc	1189	Kaviuk, Nick (Equip)	FHS163	1271	Speech-FES	FES208
1123	Conf Room FHS	FHS123	1266	Kitchen FES	FESCaf	1288	Speech-FHS	FHS112
1288	Conf Room WEE	FHS112	1133	Kitchen FHS	FHS135	1113	Staples, Sarah	FHS214
1121	Copy Room FHS	FHS133A	1140	Koenig, Josh	FHS150A	1246	Strand, Jeanne	FES116
1178	Copy Room WEE	FHS100	1170	Koenig, Tamara	FHS229	1124	Study Hall	FHS206A
1167	Cowman, Maria	FHS222	1166	Kujala, Kasey	FHS208	1232	Tate, Melissa	FESOfc
1265	Custodians FES	FESCust	1268	LaVigne, Kristie	FES1	1162	Taylor, Jenny	FHS104
1134	Custodians FHS	FHS137	1187	LaVigne, Sandy	FHS157	1191	Thompson, Heidi	FHS101
1127	Simon, Lisa	FHS120	1160	Library-FHS	FHSLMC	1105	Toninato, Josie	FHSOfc
1193	Dowty, Derek	FHS114	1237	Library-FES	FESLMC	1168	Vollom, Tom	FHS204
1260	Ebel, Heather	FES103	1132	Line, Karla	FHS130	1267	Walls, Missy	FES4
1262	Eldien, Brittany	FES105	1247	Little, Jeanne	FES200	1277	Wenberg, Jen	FES5
1248	Erickson, Kevin	FES201	1154	Mannausau, Alex	FHS211	1147	Wenberg, Jen	FHS204
1269	Ettestad, Seth	FES108A	1138	Mason, Bill-AD	FHS148	1251	Wendt, Sara	FES203
1158	Ettestad, Seth	FHS100A	1236	Mason, Terry	FES108	1101	West, Lisa	FHS107
1104	Everson, Tim	FHSOfc	1141	McDonald, George	FHS153	1243	Winkel, Katie	FES113
1231	Faculty Lounge FES	FESOfc	1245	McDonald, Kim	FES115	1249	Wood, Nicci	FES202
1156	Faculty Lounge FHS	FHS216	1117	McDonald, Michele	FHS108	1144	Wood, Norman	FHS201
1146	Forsythe, Val	FHS203	1102	Mitchell, Debbie	FHSOfc	1142	Woods Room	FHS155A
1118	Gilbert, Kayla	FHS215	1259	Morrison, Jill	FES102	1288	Youso, Laurie	WEEOfc
1110	Glowack, Marc	FHSOfc	1261	Nault, Tylyn	FES104	1252	Zika, Luke	FES204
1106	Grewatz, Thane	FHSOfc						
							Stenberg, Casey	?
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  
2018-19 SCHOOL CALENDAR

MONDAY	AUGUST 27	TEACHER IN-SERVICE/WORK DAY
MONDAY	AUGUST 27	6 <sup>th</sup> /7 <sup>th</sup> /New Student Orientation (5:00-5:30 p.m.)
MONDAY	AUGUST 27	FHS Meet the Teacher Night (5:30-7:30 p.m.)
TUESDAY	AUGUST 28	TEACHER IN-SERVICE LSI TRAINING
WEDNESDAY	AUGUST 29	TEACHER IN-SERVICE – VIRGINIA, MN
<b>MONDAY</b>	<b>SEPTEMBER 3</b>	<b>NO CLASSES – LABOR DAY</b>
TUESDAY	SEPTEMBER 4	FIRST DAY OF CLASSES
TUESDAY	OCTOBER 2	FHS MID-TERM REPORTS
<b>FRIDAY</b>	<b>OCTOBER 5</b>	<b>NO CLASSES – TEACHER IN SERVICE</b>
WEDNESDAY	OCTOBER 10	FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.)
THURSDAY	OCTOBER 11	FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.)
<b>THURSDAY</b>	<b>OCTOBER 18</b>	<b>NO CLASSES-EDUCATION MINNESOTA BREAK</b>
<b>FRIDAY</b>	<b>OCTOBER 19</b>	<b>NO CLASSES-EDUCATION MINNESOTA BREAK</b>
TUESDAY	NOVEMBER 6	END OF FIRST QUARTER
<b>THURSDAY</b>	<b>NOVEMBER 8</b>	<b>NO CLASSES–EXCHANGE DAY FOR PARENT TEACHER CONFERENCES AND EVENING OPEN HOUSE</b>
<b>FRIDAY</b>	<b>NOVEMBER 9</b>	<b>NO CLASSES–EXCHANGE DAY FOR PARENT TEACHER CONFERENCES</b>
<b>THURSDAY</b>	<b>NOVEMBER 22</b>	<b>NO CLASSES-THANKSGIVING RECESS</b>
<b>FRIDAY</b>	<b>NOVEMBER 23</b>	<b>NO CLASSES-THANKSGIVING RECESS</b>
FRIDAY	DECEMBER 7	FHS MID-TERM REPORTS
WEDNESDAY	DECEMBER 12	FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.)
THURSDAY	DECEMBER 21	LAST DAY FOR CLASSES BEFORE WINTER BREAK
WEDNESDAY	JANUARY 2	SCHOOL REOPENS
<b>FRIDAY</b>	<b>JANUARY 18</b>	<b>END OF SECOND QUARTER/FIRST SEMESTER</b>
<b>MONDAY</b>	<b>JANUARY 21</b>	<b>NO CLASSES – TEACHER IN SERVICE</b>
<b>MONDAY</b>	<b>FEBRUARY 18</b>	<b>NO CLASSES-PRESIDENT’S DAY</b>
FRIDAY	FEBRUARY 22	FHS MID-TERM REPORTS
WEDNESDAY	FEBRUARY 27	FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.)
<b>FRIDAY</b>	<b>MARCH 15</b>	<b>NO CLASSES</b>
WEDNESDAY	MARCH 27	END OF THIRD QUARTER
<b>FRIDAY</b>	<b>APRIL 19</b>	<b>NO CLASSES-GOOD FRIDAY</b>
<b>MONDAY</b>	<b>APRIL 22</b>	<b>NO CLASSES-SPRING BREAK</b>
MONDAY	APRIL 29	FHS MID-TERM REPORTS
<b>MONDAY</b>	<b>MAY 27</b>	<b>NO CLASSES-MEMORIAL DAY</b>
THURSDAY	MAY 30	LAST DAY OF CLASSES
FRIDAY	MAY 31	TEACHER WORK DAY
SUNDAY	JUNE 2	2019 GRADUATION–3:00 PM

Updated-6/12/18

## WEDNESDAY EARLY DISMISSAL SCHEDULE

**Falls Elementary & West End Elementary Schools**

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

**Falls High School**

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

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

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

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

### ATTENDANCE

Parents are notified 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. 1100 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 7<sup>th</sup> 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.

#### **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.

#### **PBIS-Positive Behavioral Intervention Supports**

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

#### **Suspension**

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

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

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

#### **Detention**

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

#### **Lunch Detention**

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

#### **Removal from Class**

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

The following is the procedure for the removal from class:

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

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

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

## **Disciplinary Guidelines**

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

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

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

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

*First Offense:*

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

*Second Offense:*

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

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

*First Offense:*

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

*Second Offense:*

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

*Third Offense:*

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

- V. Truancy:**

*First Offense:*

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

*Second Offense:*

- A. One hour of detention per hour skipped, up to three (3) hours.
- B. One day of ISS per four (4) to 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. 1100. (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.**

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

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

**XII. Dress Code:**

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

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

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

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

**XIII. Intimacy:**

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

*First Offense:*

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

*Second Offense:*

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

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

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

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

**Disciplinary Actions**

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

**LEVEL 1**

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

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

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

**LEVEL 2**

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

**Failure to comply, subjects the student to Level 3.**

**LEVEL 3**

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

with an administrator.

**Failure to comply, subjects the student to Level 4.**

#### **LEVEL 4**

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

#### **Canine Detection Services**

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

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

#### **Honor Policy**

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

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

#### **Open Study Hall**

Open Study Hall is a privilege that allows juniors and seniors the option of leaving school or reporting to designated areas during their open hour. **A student who has been approved for open study hall and receives ISS or OSS will lose their open study hall privilege, 1<sup>st</sup> offense 2 weeks and 2<sup>nd</sup> offense the remainder of the semester.** If a student exhibits poor or unsafe behavior (s) during open study hall or is failing a class (es), administration reserves the right to revoke the open study hall privilege until deemed appropriate to reinstate. Applications may be picked up in the high school office the week of September 5<sup>th</sup>. 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 11<sup>th</sup> Street in front of the school.** Cars parked in the student lot must have parking stickers attached to a window. Parking stickers may be obtained in the office at no cost to the student. Failure to display parking stickers may result in detention, suspension, or towing of the vehicle at owner's expense. Students must park their vehicles appropriately aligned to make room for students and guests. Student vehicles parked inappropriately blocking in vehicles, making it difficult to enter/exit, causing safety concerns or taking up space will be subject to disciplinary action and/or law enforcement referral.

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

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

### **Assemblies**

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

### **Closed Noon Hour/Leaving School Grounds**

FHS has a closed campus for all age levels, excluding FHS juniors and seniors who have authorized permission. Students are to **eat** their noon lunches **in the cafeteria**. Those who do not wish to purchase a school lunch that is served daily may bring lunches from home to be **eaten in the cafeteria**. Students who leave the building without permission may be regarded as truant or skipping and will be disciplined. Habitual violators will be suspended. Students are to remain in the cafeteria, lobby, 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 on the school webpage and one will be posted in the office. The bulletin contains information pertinent to students and staff. Notices intended for the bulletin should be written, approved by Principal Everson, and given to 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.

**2018-2019 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	
<i>1<sup>st</sup> Lunch</i>	<i>12:10</i>	<i>12:39</i>	<i>29</i>
<i>2<sup>nd</sup> Lunch</i>	<i>12:35</i>	<i>1:04</i>	<i>29</i>
<i>3<sup>rd</sup> Lunch</i>	<i>1:00</i>	<i>1:29</i>	<i>29</i>
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	
<i>1<sup>st</sup> Lunch</i>	<i>11:46</i>	<i>12:15</i>	<i>29</i>
<i>2<sup>nd</sup> Lunch</i>	<i>12:08</i>	<i>12:37</i>	<i>29</i>
<i>3<sup>rd</sup> Lunch</i>	<i>12:31</i>	<i>1:00</i>	<i>29</i>
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.

**2018-2019 STUDENT COUNCIL MEMBERS**

**Advisor: RACHEL AMDAHL**

**EXECUTIVE BOARD MEMBER:**

President: TENNEYSON AMDAHL  
 Vice President: GRACE GILBERT  
 Secretary: MORGAN HEDLUND

Treasurer: CHRISTIAN NELSON  
 Historian: GWENYTH SHINNERS  
 Public Relations: WHITNEY GOUIN

<i>~2018-19 Falls High Student Council Members~</i>					
<i>7<sup>TH</sup> GRADE</i>	<i>8<sup>TH</sup> GRADE</i>	<i>9<sup>TH</sup> GRADE Freshmen</i>	<i>10<sup>TH</sup> GRADE Sophomores</i>	<i>11<sup>TH</sup> GRADE Juniors</i>	<i>12<sup>TH</sup> GRADE Seniors</i>
<i>MITCH ERICKSON</i>	<i>ELLEN WINDELS</i>	<i>MEGAN MCBRIDE</i>	<i>CHLOE SULLIVAN</i>	<i>BEN SKIFSTAD</i>	<i>ROSE ARNOLD</i>
<i>AUBREY PAVLECK</i>	<i>BAILEY HERBERG</i>		<i>MADDY LORENSON</i>	<i>CHRISTIAN NELSON</i>	<i>GEORGIE SLATINSKI</i>
<i>RYLIE BLOOM</i>	<i>HARPER AMDAHL</i>		<i>ANNA WINDELS</i>	<i>TENNEYSON AMDAHL</i>	<i>HANNAH EARNEST</i>
<i>KELBY ANDERSON</i>	<i>JOSIE MASON</i>		<i>ELLA BAHR</i>	<i>GRACIE BAHR</i>	<i>GRACE GILBERT</i>
<i>KALAN MURRAY</i>	<i>CAMBRIA KEEP</i>		<i>BRYANT KOENIG</i>	<i>WESTON PIEKARSKI</i>	<i>WHITNEY GOUIN</i>
<i>KYRA MANN</i>	<i>PATRICK SHINNERS</i>		<i>GWENYTH SHINNERS</i>		<i>TAYLOR BUSCH</i>
	<i>OLIVIA LINE</i>		<i>OLIVIA MCBRIDE</i>		<i>MORGAN HEDLUND</i>

**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](http://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 Collection Agency. The school will charge an appropriate replacement fee for textbooks, workbooks, or library books lost or destroyed by students.

### **Fees**

Fees are charged in certain classes to cover costs that are above and beyond the allowed costs of materials for student projects. Classroom projects will not be allowed to leave the classroom until all fees have been paid. A fee is charged for each extra-curricular activity a student participates in. A maximum out-of-pocket expense for each family is intended to reduce the financial burden on any one family. Students should not be discouraged from participating in school activities because of cost, as the school district can help students and parents/guardians find alternate sources to help pay fees. Contact the Activities Director at 283-2571 ext.138 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 (2<sup>nd</sup> floor) and is open from 8:00 a.m. to 4:30 p.m. on school days.

During the school day, students must have a signed pass by his/her teacher. During lunch, students must sign in as they enter the LMC, **leaving the library via the emergency exit during a non-emergency will result in detention/suspension.** Students not using the library for the purpose of studying, reading, or using the computers will be asked to leave the library.

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

PRINT MATERIALS include magazines, books and newspapers.

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

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

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

### Medication

Medication is given to students at school, or they are allowed to self-administer it per policy, only when their health or learning would be jeopardized without it. Written consent from parents and a health care provider are always required for staff to give medication to students at school. Parents need to contact the school nurse before any medication can be given at school. It must be checked out by the nurse first. All medication must be supplied in a properly labeled bottle. Please contact the nurse (283-2571 ext. 1131) if you feel your student requires medicine at school or stop in the school.

*School personnel are not allowed to dispense over-the-counter medication to students.* 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).

### 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.

Semester 1

Semester 2

### Grading System

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

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

### 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 9<sup>th</sup> – 10<sup>th</sup> graders with a cumulative GPA of 3.7 or higher, 11<sup>th</sup> graders with a cumulative GPA of 3.85 or higher, or a 12<sup>th</sup> 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**

<b>Boys' Sports:</b>	<b><u>Fall</u></b> Football Cross-Country Trap	<b><u>Winter</u></b> Basketball Hockey Swimming Wrestling	<b><u>Spring</u></b> Track Baseball Golf Trap
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<b>Girls' Sports:</b>	<b><u>Fall</u></b> Volleyball Cross-Country Swimming Trap	<b><u>Winter</u></b> Basketball Hockey Wrestling	<b><u>Spring</u></b> Track Softball Golf Trap
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#### **II. Cheerleading**

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

#### **III. Prom-Junior & Senior**

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

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

#### **IV. Music**

Falls High School has a very fine music department, providing students who have an interest in music opportunities to develop their talents. Music activities include band, and chorus. Performing at games, concerts, competitions, and special events are part of participating in a music group. Elective credit is also earned, and students may qualify for 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 Minnesota Honor Society is an organization formed to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service.

### **Minnesota State High School League**

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

**School Colors**  
Purple and Gold

**School Mascot**  
Bronco

### **School Song**

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

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

### **Sportsmanship**

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

### **Religious, Racial and Sexual Harassment**

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

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

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

## **INDEPENDENT SCHOOL DISTRICT #361**

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

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

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

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

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

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

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

### Directory Information

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

Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:

1. the types of personally identifiable information that the school district has designated as directory information;
2. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student as directory information.

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

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

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

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

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

#### *First Offense:*

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

#### *Second Offense:*

- A. Detention or Suspension (ISS/OSS)
- B. Hearing involving transportation director and coordinator and 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 attached form to the school no later than January 15th if they wish to opt their student out of testing in the spring.

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

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

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



### Parent/Guardian Refusal for Student Participation in Statewide Assessments

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

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

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

Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_

Student's Legal Last Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's District/School \_\_\_\_\_ Grade \_\_\_\_\_

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

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

Reason for refusal:

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

\_\_\_\_\_ MCA/MTAS Reading                      \_\_\_\_\_ MCA/MTAS Science  
\_\_\_\_\_ MCA/MTAS Mathematics              \_\_\_\_\_ ACCESS or Alternate ACCESS for ELLs

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

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

To be completed by school or district staff

Student ID or MARSS Number \_\_\_\_\_

**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**

<b>BOARD POLICY</b>	<b>514</b> ___ ___ ___
<b>SERIES:           500</b>	<b>Students</b>
<hr/>	
<b>SUBJECT:           Bullying Prohibition Policy</b>	
<hr/>	
<b>ADOPTED:           By reference</b>	
<hr/>	
<b>REVISED: June 2012, Feb. 2014, June 2014   Page 1 of 9</b>	

- 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. 1104**  
**Marc Glowack, Dean of Students: Falls High School; 218-283-2571 ext. 1110**  
**Melissa Tate; Falls Elementary School; 218-283-2571 ext. 1232**
  - 2. **6 Title IX Officer/Human Rights Officer:**  
**Kevin Grover, Superintendent of Schools ISD #361 District Office**  
**1515 11<sup>th</sup> Street; International Falls, MN 56649 218-283-2571 ext. 1112**

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

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

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

#### 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)

# INDEPENDENT SCHOOL DISTRICT #361

**BOARD POLICY : 534 Unpaid Meal Chargers (formerly 725 Student Meal Accounts**

**SERIES: 500 \_\_\_\_\_ Students**

**SUBJECT: Student Meal Charge/Collection Policy**

**ADOPTED: 12/15/14; combined w/725 & adopted 7/2017**

**REVISED: 6/2017 Page 1 of 4**

## I. Purpose

The purpose of this policy is to impart to students, employees and the community the school district's policy related to student needs and charges associated with the school nutritional program and to establish consistent meal account procedures for International Falls Public Schools. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

a.

## II. General Statement of Policy

- a. Independent School District No. 361 recognizes the parent/guardian's responsibility to provide breakfast and lunch for their children. Proper nutritional intake is essential for adequate learning to occur.
- b. It is the policy of Independent School District No. 361 to offer breakfast and lunch each day. The food service department strives to produce quality meals in an efficient and fiscally responsible manner.
- c. Students may purchase meals when funds have been deposited into their student account.
- d. Funds may be deposited daily in any school office. Payments may also be made on-line with debit or credit cards through the district webstore. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred by a student between sibling accounts unless written permission is received from the parent or guardian.
  - i.
- e. Parents/guardians are encouraged to frequently check the account status on line at [www.isd361.k12.mn.us](http://www.isd361.k12.mn.us) . Parents/guardians may choose to block items from being purchased, such as extra milk and ala carte items by contacting Michelle Hopkins at 218-283-2571 ext. 1181.
- f. Households may apply for free/reduced meals any time during the school year. Applications are mailed to all households in the school district prior to the school year and are included in enrollment

packets. In addition, applications are available at the district office, all school offices and district website.

- g. If the school district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- h. If students are on the free/reduced meal program, only the first meal will be included at the free or reduced price. Subsequent purchase will be charged at regular prices. Students must select adequate meal components to comprise a reimbursable meal under the USDA guidelines. If students/parents/guardians have any questions about the free/reduced meal program they school contact Michelle Hopkins at 218-283-2571 ext. 1181.

### III. Procedures for Notifying Families

- a. Family balances are available on the District website. Statements may be requested from your child's school office.
- b. The Food Service Program is a pre-payment program. Families are expected to have a positive balance in the food service account at the beginning of the year and during the course of the school program year.
- c. The parent/guardian will be notified when the student account is at \$10.00 or less via the district telephone/e-mail notification system on Tuesday of each week. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.
- d. Additionally, calls will be made to parent/guardian when a student account is at -\$10.00 via the district telephone/e-mail notification system on Monday & Thursday of each week.

### IV. Procedures for Accounts with \$0 or Negative Balances

- a. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.
- b. Any account with a \$0 or negative balance will not be allowed **ala carte** (snack) purchases until the account contains sufficient funds to cover the purchase. Students will be directed to replace ala carte items at the purchase point and chose a reimbursable meal instead.
- c. Elementary Accounts (Gr. P-6); An elementary account which reaches the threshold of -20.00 shall be sent a letter and free/reduced form informing the household that a meal should be provided from home until such time the account is brought to a positive balance or payment arrangements are made. If no meal is provided or contact made by parent/guardian the child shall still receive a meal but the account will be referred to the school social worker for intervention.
- d. Secondary Accounts (Gr. 7-12); A secondary account which reaches the threshold of -20.00 shall have a notification and free/reduced form sent home with student informing the household that the account is closed to further transactions until such time the account is brought to a positive balance or payment arrangements are made. If no meal is provided or contact made by the parent-guardian

the student will only be allowed a meal if cash in hand is presented to purchase the meal for that day. NO FURTHER CHARGING WILL BE ALLOWED. The building principal or their designee will contact the household and review with them their responsibility to provide meals for their student.

- e. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- f. Assistance from county social services may be requested by the school social worker for possible neglect when above procedures are unsuccessful.
- g. Negative balances of more than \$50, not paid prior to end of the school year will be turned over to the superintendent or superintendent's designee for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- h. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

## V. Staff Meals

- a. Staff meals may be purchased at a price determined by the School Board. Staff meal portions may not exceed those given to high school aged students. There will be no charging of staff meals. Staff accounts must maintain a positive balance and any purchase of a meal which would place the account into a negative balance will be refused.

## VI. COMMUNICATION OF POLICY

- a. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
  - 1. all households at or before the start of each school year;
  - 2. students and families who transfer into the school district, at the time of enrollment; and
  - 3. all school district personnel who are responsible for enforcing this policy.
- b. The school district will post the policy on the school district's website, in addition to providing the required written notification described above.

### ***Legal References:***

Minn. Stat. § 124D.111, Subd. 4  
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)  
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)  
7 C.F.R. § 220.8 (School Breakfast Program Regulations)  
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)

USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)

USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

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](http://www.isd361.k12.mn.us/districtwide/sb_policies.shtml)

**BA-2 at 0.7075 FTE**

***TEACHER CONTRACT FOR MINNESOTA PUBLIC SCHOOL DISTRICTS***

The School Board of Independent School District No. 361 of the State of Minnesota, International Falls, Minnesota, enters into this Contract, pursuant to M.S. 122A.40, as amended, with Ariana Cipriano, a legally qualified licensed teacher who agrees to teach in the public schools of said District as Title 1 Teacher for the school year 2018 to 2019.

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

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

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

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

7. In consideration thereof, the School Board agrees to pay said teacher the following annual salary:
  - \$ 29,971.82 For basic services\*
  - \$ \_\_\_\_\_ For additional services as set forth in paragraph 6.
  - \$ 29,971.82 Total salary, exclusive of fringe benefits

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

IN WITNESS WHEREOF, I have subscribed  
my signature this \_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

IN WITNESS WHEREOF, we have subscribed  
our signatures this \_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
School Board Clerk

From:  Kevin Grover

Thursday, August 16, 2018 10:22:25 AM



Subject: Girls JV coach

To:  Stacy Grover

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Stacy,

Please attach this to the board agenda for conditions that go along with the hire of a JV girls hockey coach.

- 1) We are hiring this position assuming there will be enough student athletes to put a team on the ice for the majority of scheduled games
- 2) In the event part way through the season we can't field a team, the hired person would no longer be needed and be paid on a prorated basis for number of days worked.

Kevin Grover  
ISD 361 Superintendent  
International Falls High School  
218-283-2571 ext 1112

This email message is intended only for the use of the individual, individuals, or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient or an employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify me immediately at 218-283-2571 ext 112. Thank you.

**LETTER OF AGREEMENT  
BETWEEN INDEPENDENT SCHOOL DISTRICT #361  
AND RAINY LAKE MEDICAL CENTER**

**AGREEMENT** between Independent School District #361, hereinafter referred to as “ISD” and International Falls Memorial Hospital Association d/b/a Rainy Lake Medical Center, hereinafter referred to as “RLMC”.

**WHEREAS**, Independent School District #361 has a need to provide therapy services for students of Independent School District #361,

**WHEREAS**, RLMC employs qualified therapists and wishes to supply ISD with therapists to provide therapy services for the students of Independent School District #361,

**NOW, THEREFORE**, in consideration of the mutual promises of the parties to this Agreement, RLMC and ISD agree as follows:

1. Provision of Service. RLMC staff shall provide direct and indirect physical and occupational therapy services as well as speech services (if available and requested) for the students of ISD guided by the Minnesota State Guidelines for Practice (Minnesota Department of Children, Families and Learning) governing the provision of these services in the school environment. Services provided will be within the scope and limitations of a plan of treatment developed by the student’s Individual Education Plan (IEP) or Individual Family Services Plan (IFSP).

ISD shall provide orientation to the staff of RLMC regarding the provision of therapy services at ISD and any guidelines to which RLMC staff are expected to comply.

ISD shall provide to the therapists of RLMC all pertinent records, files and information required for the provision of therapy services.

RLMC shall participate in Individual Education Plan conferences and other planning meetings involving students receiving therapy.

RLMC shall provide consultative services to ISD as required, to enhance performance in the school environment of a student receiving therapy services.

2. Evaluation of Services. As a certified provider RLMC has the ultimate responsibility for the administration, supervision and evaluation of therapy services. ISD shall assist RLMC to promote continuing quality improvement of therapy services. ISD shall direct any concerns regarding scope and delivery of therapy services to the administrator of RLMC or designated staff.
3. Scheduling of Services. ISD shall provide RLMC with a schedule of students requiring therapy services two (2) weeks prior to the commencement of services or the delivery of care.

ISD shall provide RLMC with two (2) weeks advance notice of when scheduling meetings, such as Individual Education Plan meetings.

- ISD shall when able, notify RLMC prior to 9 a.m. on the day of cancellation, of a student's absence from school on a day when therapy is scheduled.
4. Confidentiality. Staff of RLMC shall comply with The Family Educational Rights and Privacy Act (FERPA) in protecting the rights of the student and family regarding confidentiality of health and educational information.
  5. Premises. ISD shall provide adequate space, equipment and supplies for the staff of RLMC to perform therapy services within the school environment.
  6. Billing for Services Rendered. Payment of services shall be upon receipt of a statement of services rendered by RLMC to ISD. RLMC shall not bill the student or health insurance program, but will bill ISD directly at the end of each month.
  7. Documentation. RLMC staff will provide documentation including assessment team summary reports, contribution to an individualized education plan (IEP), contribution to an individualized family services plan (IFSP), and periodic reviews. In addition, RLMC staff will follow their professional standards of practice and guidelines for documentation.
  8. Compliance. It is the policy of Rainy Lake Medical Center (RLMC) to provide services in compliance with all state and federal laws governing its operations, and consistent with the highest standards of business and professional ethics. In order to ensure that RLMC's compliance policies are consistently applied, RLMC has established a legal and regulatory Compliance Program. Acts on the part of Independent School District #361 not in compliance with federal and state laws or consistent with the highest standards of business and professional ethics may result in immediate termination of this contract at the discretion of RLMC.
  9. Insurance. RLMC will maintain sufficient insurance against liability for injury or death of any person as a result of the performance of professional duties. Prior to the commencement of services, RLMC shall furnish to ISD evidence of \$1,000,000/\$3,000,000 insurance coverage and will name ISD #361 as an additional insured with respect to their interest in the named insured. RLMC shall provide ISD with thirty (30) days notice of the intent to cancel said insurance.
  10. Notices. All notices and demands which may be given or are required to be given under this Agreement by either party to the other shall be in writing and sent by U.S., certified or registered mail, postage prepaid, to Rainy Lake Medical Center (Attention: CEO) at 1400 Highway 71, International Falls, MN 56649, and to Independent School District #361, International Falls, MN 56649.
  11. General. This Agreement does not create the relationship of principal and agent or of partnership or joint venture or association between RLMC and ISD. RLMC and ISD shall each be independent contractors in relation to the provision of the services required under this Agreement and shall be solely responsible for the acts and omissions of itself and its agents. This document represents the entire agreement of the parties with respect to the subject matter hereof and there are no representations not stated herein. This Agreement can only be modified or amended by an agreement in writing signed by the parties. The waiver of either party of any breach of any covenant of this Agreement shall be limited to the particular instance and shall not operate or be deemed to waive any future breach of the same or any other covenant.
  12. Applicable Law. The laws of the State of Minnesota govern the validity, performance and enforcement of this agreement.
  13. Invalid Provisions. If any provision of this Agreement is illegal, invalid, or unenforceable under present or future laws effective during the term of this Agreement, that provision shall be fully severable and this Agreement shall be construed and enforced as if the illegal, invalid or unenforceable provision had never comprised a part of the Agreement.

Fee Arrangements:

Independent School District #361 agrees to reimburse RLMC according to the following fee schedule:

Physical Therapy Services	\$69.00/hour
Physical Therapy Assistant Services	\$47.00/hour
Occupational Therapy Services	\$69.00/hour
Occupational Therapy Assistant Services	\$47.00/hour
Speech Therapy Services (as available and upon request)	\$69.00/hour

ISD #361 shall reimburse RLMC for any mileage incurred under the provisions of this contract at the currently approved IRS rate per mile.

The above fees include time spent in direct and indirect therapy services along with documentation time, team meetings, and consultative time.

A minimum of one (1) hour of service will be billed per site visit. A minimum of thirty (30) minutes will be billed for missed/canceled visits when notice is not given prior to 9 a.m. on the day of cancellation as per Section Three.

Terms of Agreement:

This agreement shall remain in effect from **8/31/2018** until **8/30/2020** and may be extended by a written statement by both Rainy Lake Medical Center and Independent School District #361. Either party may terminate this agreement at any time without cause upon thirty (30) days advance written notice to the other party.

Rainy Lake Medical Center  
1400 Highway 71  
International Falls, MN 56649

Independent School District #361  
International Falls, MN  
56649

By: *Annexie J E Rickson*

By: \_\_\_\_\_

Title: Chief Executive Officer

Title: \_\_\_\_\_

Date: 07/24/2018

Date: \_\_\_\_\_

IEA, INC.

# INTERNATIONAL FALLS PUBLIC SCHOOLS



## Contact Us:

### BROOKLYN PARK OFFICE

9201 W. BROADWAY, #600  
BROOKLYN PARK, MN 55445  
763-315-7900

### MANKATO OFFICE

610 N. RIVERFRONT DRIVE  
MANKATO, MN 56001  
507-345-8818

### ROCHESTER OFFICE

210 WOOD LAKE DRIVE SE  
ROCHESTER, MN 55904  
507-281-6664

### BRAINERD OFFICE

601 NW 5TH ST. SUITE #4  
BRAINERD, MN 56401  
218-454-0703

### MARSHALL OFFICE

1420 EAST COLLEGE DRIVE  
MARSHALL, MN 56258  
507-476-3599

### VIRGINIA OFFICE

5525 EMERALD AVENUE  
MOUNTAIN IRON, MN 55768  
218-410-9521

[www.ieasafety.com](http://www.ieasafety.com)

[info@ieasafety.com](mailto:info@ieasafety.com)

800-233-9513

# Management Plan for Lead-in-Water

JULY 2018

**IEA Project #201710696**



Internatinal Falls Public Schools  
**Management Plan for Lead-in-Water**

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- B Testing Schedule
- C Lead-in-Water Testing Reports

**Contact Person:** Tom Holt

**Phone Number:** 218-283-2571

**Email Address:** [tholt@isd361.org](mailto:tholt@isd361.org)

**\*International Falls Public Schools\* Annual Review Form \*Management Plan for Lead-in-Water\***

**Certification**

**I certify that I have reviewed the information provided and accept this written management plan. With assistance from our EHS consultant, the district will implement the policies and procedures noted within this plan. The written plan is a working document that will be reviewed and revised annually, or as needed.**

\_\_\_\_\_   
 Print Name

\_\_\_\_\_   
 Signature

\_\_\_\_\_   
 Date

**Program reviews and follow-up of program-related issues are documented below.**

<b>Date</b>	<b>Actions/Comments</b>	<b>Reviewed by:</b>

## 1.0 Purpose

International Falls Public Schools is committed to providing a safe working and learning environment for employees and students. This Management Plan for Lead-in-Water was developed to reduce the potential for exposure to lead in water and to comply with Minnesota Statute 121A.335, as well as recommendations from the Environmental Protection Agency's (EPA's) *3Ts for Reducing Lead in Drinking Water in Schools: Revised Technical Guidance* (2006) and the Lead Contamination Control Act (LCCA) of 1988, the Minnesota Department of Health (MDH) and the Minnesota Department of Education (MDE). Lead is a metal that usually enters drinking water through the distribution system, including pipes, solders, faucets, and valves. Lead levels in water may increase when the water is allowed to sit undisturbed in the system. Exposure to lead is a significant health concern.

Minnesota Statute 121A.335 requires public school buildings serving kindergarten through grade 12 to test for lead in water in potable water sources (water for consumption) every 5 years. The MDH and MDE have published *Reducing Lead in Drinking Water: A Technical Guidance and Model Plan for Minnesota's Public Schools*, which presents a model plan that school districts can choose to adopt as part of the requirement of Minnesota Statute 121A.335. The *EPA 3Ts* was created by the EPA to identify and reduce lead in drinking water in schools.

The *EPA 3Ts* has recommended that schools take remedial action to address lead-in-water exposure whenever lead levels exceed 20 parts per billion (ppb). The MDH and the MDE have jointly provided guidance that there is no safe level of lead and that districts should work to minimize the risk of lead and recommend remedial actions take place at 2 ppb. MDH and MDE recommended actions are described in section 4.0 of this plan.

## 2.0 Water Sampling Program Development

Identified potable water sources in district facilities, including sinks and drinking fountains in kitchens, staff lounges, classrooms, home economics classrooms, and hallways, will be sampled during the school year throughout the district at least once every five years.

Prior to sampling the following takes place:

- An inventory of potable water taps is taken and can be located in testing reports;
- All drinking fountains are checked to ensure the EPA has not identified them as having a lead lined tank under LCCA. This list can be found in Appendix A.
- Water outlets in: restrooms, custodial closets, science labs, art rooms, and other general-purpose workrooms must be sampled or have signage present, indicating the water is not for drinking.

Potable water sources are to be resampled at least once every five years, per MN Statute 121A.335, or when a fixture or water supply is repaired or replaced, or after construction activities that may impact the plumbing system. A testing schedule is included in Appendix B.

## 3.0 First Draw Tap Monitoring

Water sampling of the identified cold water taps is conducted as a "first draw" sample prior to usage on the day of sampling. Sampling begins at the taps closest to building entry point of water source to prevent accidental flushing of other sample locations in the building. Normal usage of building should occur the day before sampling; sampling should not take place on Mondays or after non-school days.

Taps included in the first draw sampling should not be used for 6-18 hours prior to sampling. If the district cannot ensure identified taps were used the day prior to sampling, flushing will occur according to EPA protocol (2-3 minutes, 8-18 hours prior to sampling). Water samples of 250 milliliters (ml) are analyzed by an accredited testing laboratory, using EPA approved analytical methods and quality control procedures (i.e. such as the ICP/MS EPA Method 200.8).

#### 4.0 Maintenance Procedures

International Falls Public Schools chose the action level that includes the action limit utilized by public works city departments of 15 ppb. When lead content exceeds 15 ppb, fixtures should be taken out of service until the lead content can be reduced to 15 ppb or lower. Potable water outlets found to have greater than this concentration are repaired, replaced, or flushed.

MDH and MDE recommend actions be taken to determine the source of lead and reduce lead levels in fixtures when sampling reveals lead content between 2 and 20 ppb. A lead-in-water concentration of or less than 20 ppb (maximum) is considered acceptable by the EPA.

In addition, the MDH and MDE model plan recommends routine maintenance take place to prevent and help reduce elevated lead levels in drinking water. This includes: cleaning faucet aerators where lead-containing materials may accumulate on a quarterly basis and following manufacturer's recommendations for water softener settings to ensure an appropriate level of hardness. The following maintenance procedures are based on MDH/MDE recommended Lead Hazard Reduction Options.

##### **Flushing**

Flushing may be used as an alternative to repair or replacement, this section applies to taps that are not remediated and are flushed to decrease the lead content. For any location with an elevated lead level, conduct flush sampling to determine if a longer flush will reduce lead levels to an acceptable level. If results indicate that flushing will reduce lead to acceptable levels, implement a flushing program which includes documentation of daily flushing and periodic program review.

##### *Individual Tap Flushing*

MDE and MDH suggest running each tap for 2 to 3 minutes in the morning before children arrive, and 2 to 3 minutes midday if the tap has been unused for the morning period. Periodic testing may be done prior to and after the midday flushing to ensure the lead concentrations have remained low throughout the morning hours. If they have not, the flushing time should be increased, or another option implemented.

##### *Main Pipe Flushing*

The MDH and MDE model plan explains that Main Pipe Flushing can be used if lead levels are found to be high throughout the entire school or are confined to a certain area of the school. Flushing should be completed each day school is in session. Begin by flushing the tap furthest away from the water source for at least ten minutes; then flush the tap the second furthest away and continue until all taps have been flushed. Periodic testing may be done to ensure the lead concentrations have remained low and that the flushing protocol is effective.

In addition, it is recommended to flush potable water outlets following any two-week vacancy or prior to the beginning of school in the fall, regardless of the lead levels found in the most recent sampling. As long as the fixtures are used regularly, lead levels should remain acceptable. The fixtures should be flushed when the building has been at low occupancy, for example, following school breaks.

##### **Repair and Replace Options**

Recommendations of one of the following treatment options for fixtures with lead levels approaching or exceeding the EPA action level may be considered for implementation:

- Install a National Sanitation Foundation (NSF) certified filter for lead reduction.
  - The filter selected should work by size exclusion of lead particles as opposed to lead adsorption. Filters should have tight pores (1-micron or less). NSF lists many such filters on its website.
  - Following replacement, retest the first-draw lead level after flushing the line 8-18 hours prior to testing to confirm that filter is successful in reducing lead levels.

- Note: Point-of-Use (POU) Treatment Device systems may be subject to Department of Labor and Industry (DLI) or local administrative authority plan review and approval prior to installation. Contact DLI at 651-284-5063 for more information.
- Investigate further to determine the source of the lead responsible for an elevated lead level. Collecting multiple samples in a row can assist in determining the location of the lead-containing component (e.g. fittings for cold water supply lines). Samples should be collected upstream of the cold supply lines. Once the source is identified, remove, replace with lead-free component, and retest.
- If sampling indicates that fixture is the source of the elevated lead level, replace fixture with a "lead-free" fixture certified to NSF/ANSI 372 or NSF/ANSI 61-G. The *Reduction of Lead in Drinking Water Act* redefines "lead-free" as "not more than a weighted average of 0.25% lead when used with respect to wetted surfaces of pipes, pipe fittings, plumbing fittings, and fixtures." Effective January 4, 2014, drinking water system components sold or installed must adhere to this new requirement. A list of EPA Lead Free Certification Marks can be found here: <http://nepis.epa.gov/Exe/ZyPDF.cgi?Dockey=P100GRDZ.txt>
- Remove fixture from service by disconnecting it from the water supply and/or clearly mark water fixtures that are not for drinking or cooking.

## 5.0 Communication of Results and Follow-up Actions

Per Minnesota Statute 121A.335, a school district that has tested its buildings for the presence of lead shall make the results of the testing available to the public for review and must notify parents of the availability of the information. It is recommended that a copy of the district's Lead-in-Drinking Water Testing reports be made available to staff and the public through the district's administrative offices and district website.

Notification is accomplished by publishing a statement that is available to staff, student, parents and the public. For example notifications, see the MDE and MDH *Education and Communication Toolkit: Reducing Lead in Drinking Water, A Technical Guidance and Model Plan for Minnesota's Public Schools*, located on the MDH website. Copies of notifications can be made available through the District Office.

The MDE and MDH guidance document states in their Model Plan that districts shall include the following in their notification:

- Assign a designated person to be the contact;
- Notify affected individuals about the availability of the testing results within a reasonable time. School employees, students and parents should be informed and involved in the communication process. Results of initial and any follow-up testing should be easily accessible along with documentation of lead hazard reduction options. Posting the information on a website is preferred, but the information should also be available to those without easily accessible internet access. Examples of other information venues are: meetings, open houses, and public notices; and
- Identify and share specific activities pursued to correct any lead problems. Local health officials can assist in understanding potential health risks, technical assistance and communication strategies.

## **6.0 Recordkeeping**

Lead-in-water testing reports are located and available for review in the Maintenance Office. See Appendix C for the sampling locations and results.

Lead-in-water records are maintained for a minimum of five years.

# **Appendix A**

*EPA Factsheet: Lead in Drinking Water Coolers*

# EPA FACT SHEET: LEAD IN DRINKING WATER COOLERS

Protecting the nation's children from exposure to lead from school drinking water coolers is the primary goal of the Lead Contamination Control Act (LCCA), which was signed into law on October 31, 1988. EPA recommends that drinking water outlets--especially water coolers--in schools be tested to ensure that lead levels in the water are below 20 parts per billion.

This fact sheet will help school administrators address the problem of school water coolers that contain lead. It reflects current information as of February 1990. The information on the accompanying list will be updated periodically.

## How To Identify Problems

First, identify which water coolers contain lead components; follow these steps as a minimum protocol.

- Inventory each cooler and note its brand, model, serial number, and year.
- Check the accompanying list to identify any coolers that are not lead free.
- Sample water from all outlets where lead contamination is most likely, especially coolers that are not lead free and those with lead-lined tanks. However, even coolers that are "lead free" may have high lead levels in their water due to other sources in the plumbing system and should be tested. Follow the sampling and testing protocols in the EPA booklet *Lead in Schools Drinking Water*. (See the box below, right.)
- Contact your State agency responsible for the LCCA program (see box below, right) for information and assistance on testing your water samples. Water samples should be sent only to certified laboratories that use the EPA-approved Graphite Furnace Atomic Absorption (AA) method. In some cases, the local water supplier, local or State department of health or environment, or the lab will collect and analyze the samples. In most cases, the lab will provide containers and instructions for collection. The charge for lab tests ranges from \$7 to \$30 per sample. In some States or localities, there may be funding available for testing.

## What To Do If Problems Are Found

If the lead level of any fountain or outlet exceeds 20 parts per billion (ppb), take immediate action to reduce the level of contamination. Flushing outlets on a daily basis before school begins may sufficiently reduce exposures, especially if the problem is localized to a few outlets in a building. However, daily flushing may not be practical for water coolers.

Take follow-up samples from any outlet with lead levels above 20 ppb to pinpoint the source of the problem. Make sure to follow the instructions in the EPA booklet *Lead in School Drinking Water*. If you find a cooler to be the source of the lead, contact the distributor or manufacturer to determine how the problem may be corrected. If a cooler that is not lead free is responsible for high lead levels, removal may be necessary. The Consumer Product Safety Commission (CPSC) has the responsibility to issue an order to require manufacturers and importers to repair, replace or recall water coolers identified by EPA as having lead-lined tanks. Contact the CPSC Hotline (800/638-2772) to determine the status of their actions.

## For More Information

Contact the State office listed below for information on identifying and correcting lead in drinking water problems. Contact the EPA Safe Drinking Water Hotline at 800/426-4791 for other information and for the booklet *Lead in Schools Drinking Water*.

## Water Coolers With Lead-Lined Tanks

The following list of model numbers represents all of the drinking water coolers with lead-lined tanks that have been identified to date. The models listed here were selected because one or more of the units in that model series have been tested and found to have lead-lined tanks. These six models are made by the Halsey Taylor Company.

WM 8A  
WT 8A

GC 10ACR  
GC 10A

GC 5A  
RWM 13A

## Other Water Coolers Containing Lead

### EBCO Manufacturing Company

EBCO has identified all pressure bubbler water coolers with shipping dates from 1962 through 1977 as having a bubbler valve containing lead, as defined by the LCCA. The units contain a single 50-50 tin-lead solder joint on the bubbler valve. Model numbers for those coolers in this category were not available.

The following EBCO models of pressure bubbler coolers produced from 1978 through 1981 contain one 50-50 tin-lead solder joint each:

CP3	DP7SM	DPM8H
CP10-50	DP10F	DP16M
DP20-50	CP3H	DP7S
DP13A	13P	DP7WM
DP7M	DP3RH	EP10F
DP13M-60	DP14A-50/60	CP10
CP5M	DP12N	DP20
DP14S	DPM8	DP8AH
DP5F	DP15M	C10E
CP3-50	DP5S	DP5M
7P	DP13SM	DP13M
DP3R	EP5F	CP3M
DP13A-50	CP5	DP13S
PX-10	13PL	DP7WMD
DP7MH	DP8A	WTC10
DP14M	DP10X	
DP15MW	DP15W	

### Halsey Taylor Company

Halsey Taylor reports using lead solder in these models of water cooler manufactured between 1978 and the last week of 1987.

WMA-I	SCWT/SCWT-A
SWA-I	DC/DHC-1
S3/5/10 D	BFC-4F/7F/4FS/7FS
S300/500/1000D	

In addition to these Halsey Taylor models, Halsey Taylor indicates that the following Haws brand coolers manufactured for Haws by Halsey Taylor from November 1984 through December 18, 1987, are not lead free because they contain two tin-lead solder joints. The model designations for these coolers are:

HC8WT	HC14W	HCBF7D
HC8WTH	HC4F	HCBF7HO
HC14WT	HC4FH	HWC7
HC14WTH	HC8F	HWC7D
HC14WL	HC8FH	HC2F
HC16WT	HC14F	HC2FH
HC4W	HC14FH	HC5F
HC6W	HC14FL	HC10F
HC8W	HCBF7	

Pressure bubbler water coolers manufactured by EBCO and marketed under the "Oasis" and "Kelvinator" brand names with the identified model numbers have been distributed in the U.S. In addition, EBCO indicated that "Aquarius" pressure bubbler water coolers are manufactured for distribution in foreign countries, including Canada. Although unlikely, it is conceivable that an "Aquarius" cooler with one of the model numbers listed above could have been transported into the U.S.

**Note:** A number of water coolers have been deleted from the proposed list identifying them as not lead free. For information about these water coolers and others, refer to the January 18, 1990 Federal Register notice.

# **Appendix B**

## *Testing Schedule*

## Lead-in-Water Sampling Schedule International Falls Public Schools

<b>Buildings Included</b>	<b>Sampling Schedule</b>
<ul style="list-style-type: none"><li>• Falls High School</li><li>• Falls Elementary School</li><li>• Bronco Arena</li></ul>	<p>March 2018</p> <p><u>Next Scheduled Sampling:</u> March 2023</p>

# **Appendix C**

## *Lead-in-Water Testing Results and Locations*



2 Permitting  
2 Architectural work

July 24, 2018

Mr. Tom Holt  
ISD 361 Maintenance Director  
1515 11<sup>th</sup> Street  
International Falls, MN 56649

RE: Bronco Arena HVAC Improvements  
International Falls, Minnesota

Dear Tom:

Thank you for requesting a proposal from us for the above referenced project. We will provide consulting engineering services as outlined below.

## PROJECT DESCRIPTION

It is our understanding that the proposed project consists of:

- Provide engineering services to design a new dehumidification and arena ventilation system for the arena. Preliminary concepts are as follows:
  - System shall be a high temperature desiccant dehumidification system with supply and return air ducting to effectively heat and dehumidify the arena.
  - System shall be designed to provide minimum outside air requirements for occupants and ice surface requirements as dictated by local codes and ASHRAE. Outside air shall be dehumidified before it is introduced into the building.
  - System shall include optional heating section sized to heat the arena to 50F during all modes of operation.
  - Location of new equipment shall be determined during initial schematic design phase of the project but preferably will be located outside the arena on grade.
  - Include CO2 based operating controls.
- Provide engineering services to design new HVAC systems for the lower level team rooms located underneath the front lobby area.
  - Systems shall be designed to effectively heat, cool, and dehumidify the rooms for year-round operation of the facility.
  - Provide energy recovery-based systems to allow 100% outside air operation of the system during all seasons.
  - Coordinate duct routing and equipment locations with limited clearance space in existing rooms.

We are prepared to begin work on the project immediately and to complete the work in a timely manner and in accordance with a reasonable design phase schedule.

We will provide consulting engineering services as outlined below.

## **ARCHITECTURAL**

### **Scope of Services**

Architectural services will consist of the preparation of front end bidding documents and detail of any required architectural items including fencing, roof curbs and other building penetration details.

We have listed architectural services as a separate item in our fee for the project. If awarded the architectural portion of the project we will team up with 292 Design Group to complete the work effort. We have worked with 292 Design Group on many arena projects and are confident they will provide outstanding service. We discussed Architectural services with you last week and stated that we are also open to having bidding documents and architectural detailing provided by the architectural firm you have working on your floor replacement project.

## **STRUCTURAL ENGINEERING**

### **Scope of Services**

Structural Engineering services will consist of the structural support required for the new mechanical equipment and mechanical wall and roof openings. Our preliminary plans include a new exterior wall opening, and a new roof mounted exhaust fan.

## **ELECTRICAL ENGINEERING**

### **Scope of Services – Base Bid**

Electrical Engineering services shall include the design of electrical power systems required for the new mechanical equipment.

## **MECHANICAL ENGINEERING**

### **Scope of Services**

Mechanical Engineering services shall include the complete design of the plumbing, fire protection, and HVAC systems required for the project. Our understanding of the required room modifications are as follows:

- Schematic Design
  - Site meeting Owner to confirm initial scope and to review existing conditions.
  - Develop a Schematic Design Narrative describing proposed systems with opinion of probable cost.

- Design Development
  - Provide design development level drawings showing proposed systems with equipment locations, schedules, and clearance requirements.
  - Attend Design Development review meeting through a web-based meeting software. (Please note that we intend to review documents through a computer based meeting which we will host.)
  - Provide updated opinions of probable cost.
- Construction Documents
  - Provide construction documents with drawings and specifications that can be used to competitively bid the project to multiple contractors. (Project manual shall include bidding requirements and other Division One project requirement sections if the architectural fee is accepted; otherwise we will work with your architect to help prepare the documents.)
  - Attend Contract Document review meeting through a web-based meeting software. (We have provided an additional fee to visit the site and attend in person meeting or make a site observation if in person meetings are preferred.)
  - Provide updated opinions of probable cost.
- Bidding and Negotiating
  - Review bids
  - Review contractor qualifications
  - Make a recommendation for council approval
- Construction Administration
  - Make one final site observation of the contractor's work. Prepare site observation report. (We have provided an additional fee to visit the site and attend in person meeting or make a site observation if additional observations are requested.)
  - Answer Contractor's Questions and Request for Information.
  - Review shop drawings
- Project Delivery Method
  - Project shall be delivered in either AutoCAD or Revit software platform.
- Services Required
  - Mechanical Engineering
  - Plumbing Engineering
  - Electrical Engineering
  - Structural Engineering for equipment support, envelope penetrations, and coordination of existing structural conditions.
  - Architectural Design for any building envelope penetrations, equipment enclosures, painting or other incidental architectural needs.

#### **Work Not Included**

- Remodeling of existing building other than that indicated.
- Commissioning.

#### **Assumptions**

- Existing building MEP documents will be available for our use.
- We will receive CAD backgrounds of the existing and new construction work for our use in preparing the documents for the project.

- Fire protection system design (if required) will be presented as a criteria document, which will be used to obtain the services of a design-build fire protection contractor who will prepare the necessary certified documents.

#### Fees

- We will provide consulting structural, mechanical, electrical, and plumbing engineering services for the lump sum fee of Twenty Two Thousand Eight Hundred Fifty Dollars (\$22,850.00).
- We will provide ~~consulting architectural~~ services through 292 Design Group for the lump sum fee of Ten Thousand Dollars (\$10,000.00). *District will have Architectural work done. [Signature]*
- We will provide additional on site meetings or site observations for the lump sum of Two Thousand Dollars per person per visit (\$2,000.00)

#### Schedule

The RFP states that design work shall be complete by July 31, 2018. We will need a minimum of four weeks to complete the project after the project design phase is awarded and contracts are in place. Assuming a four week design phase, four week bidding period, and a minimum 12 week construction period construction will not be complete until Early 2019. The desiccant unit will take ten to twelve weeks to manufacture after approved shop drawings are processed.

## GENERAL CONDITIONS

#### Reimbursable Expenses

- We will bill for Reimbursable expenses as outlined below at our cost:
  - Express Mail/Messenger/Delivery Costs.
  - Printing and reproduction of documents.
  - Transportation costs.
  - Other reimbursable expenses as defined by Architect-Owner Agreement.

#### Not Included

- Not included in the above fees are the following items:
  - State and local taxes where applicable.

#### Billing

- Fees for professional services will be billed semi-monthly on a percentage of completion basis. Payment is due thirty days from the date of invoice. Past due invoices may be assessed an interest charge of one percent per month.

*Timelines need to be changed based on agreement from both parties [Signature]*

**Acceptance**

This MEP Fee Proposal is accepted by the undersigned.

Kevin Coover - ISD 361 Superintendent  
Printed Name/Firm

Kevin Coover  
Signature  
Date: 8/1/18

Thanks again for contacting us regarding your engineering needs. We are available to begin work immediately and look forward to the opportunity to work with you. Please let us know if you have questions or if you need additional information from us.

Yours very truly,



Michael D. Woehrle, P.E., P.Eng., Leed AP bd+c

# ESTIMATE & AGREEMENT

## KGM CONTRACTORS, INC.

9211 Hwy 53  
PO Box 7  
Angora, MN 55703

Phone: (218) 666-5698  
Fax: (218) 666-5708  
www.kgmcontractors.com

ISD 361  
T Kevin Grover Superintendent  
O 1515 11th St.  
International Falls, MN 56649

BID. We hereby propose to furnish material and labor to complete the work outlined herein for the sum of:  
**\$139530.25** dollars

Payment due upon completion  
 (\$ \_\_\_\_\_) Payment to be made as follows:

WE HEREBY SUBMIT SPECIFICATIONS AND BID FOR

DESCRIPTION OF JOB Mill and Pave 4" Parking Lot  
LOCATION OF JOB Falls Elementary School Playground  
OWNER SAME ADDRESS  
ARCHT/ENGR Phone 218 283 2571 Ext. 1112 PLANS DATE 8/15/18

### SPECIFICATIONS AS FOLLOWS

AREA SQ. YARDS	DEPTH	Type of material to be furnished and installed and/or service to be performed	Tons/Gal./Lbs. material to be installed	UNIT PRICE	TOTAL
5855	4"	Mill Bit	5855	2.55	14930.25
5855	4"	Pave Lot 2 Lifts	1340 tons	90.00	120600.00
		Mobilization	1 Lump	4000.00	4000.00
			<b>Total</b>		<b>139530.25</b>

NOTICE & CONDITIONS Asphalt used SPWEB 340B TACK COAT Included in pricing.

INTEREST ON UNPAID BALANCES WILL BE CHARGED AT THE MAXIMUM RATE ALLOWED BY MINNESOTA LAW.

**THIS ESTIMATE AND AGREEMENT IS VOID 30 DAYS FROM DATE UNLESS WHITE AND CANARY COPIES ARE SIGNED AND RETURNED TO BIDDER. KEEP PINK COPY FOR YOUR RECORDS.**

This "Estimate & Agreement" and attached forms must be made part and parcel to any contract agreement into which KGM Contractors, Inc. may enter.

### ACCEPTANCE

The specifications, attachments, terms and contract are satisfactory, and (I) (we) hereby authorize the performance of this work.

X  
Signature \_\_\_\_\_ Date \_\_\_\_\_ KGM Contractors, Inc. ACCEPTANCE \_\_\_\_\_ Date 8/15/18

Minnesota law requires a contractor to provide a pre-lien notice to the owner of real estate. The pre-lien notice must be contained in the written contract with the owner. The Contractor acknowledges that simultaneously with the execution of this agreement that the owner has received all written notices required under M.S.A. 514.011 (Notice of Intention to File Mechanic's Lien).

#### PRE-LIEN NOTICE (514.011, Subdivision 1 & 2):

- ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIAL FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.
- UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.

I ACKNOWLEDGE THAT I HAVE RECEIVED AND READ THE FOREGOING NOTICE X

Customer to keep pink copy only for their records!

SIGNATURE



*"Building Community to End Poverty"*

**KOOTASCA Head Start / Building Strong Families**

**Executive Director**  
Maureen Rosato  
218-999-0810

**Financial Department**  
James Glancy  
218-748-7338

**Main Office**  
201 NW 4th St.  
Suite 130  
Grand Rapids, MN  
55744-3984

218-999-0800  
1-877-687-1163  
Fax: 218-999-0197

**Koochiching County**  
2232 E 2<sup>nd</sup> Avenue  
International Falls, MN  
56649  
218-283-9491  
1-800-559-9491  
Fax: 218-283-9855

Visit us at  
[www.kootasca.org](http://www.kootasca.org)

**TDD: 1-800-627-3529**  
Access through MN  
Relay System

**KOOTASCA Community  
Action, Inc. is an Equal  
Opportunity/Affirmative  
Action Employer,  
Contractor and Provider**

**Independent School District 361 (I-Falls) ECSE and  
KOOTASCA Head Start & Early Head Start**

May 1, 2018 - April 30, 2019

**I. Purpose Statement**

The purpose of this agreement is to define the working relationship of these two agencies in order to provide collaborative services to families with children eligible for Early Childhood Special Education Services and Head Start in compliance with Part B and C of IDEA of the Federal and State laws and regulations.

The intent of this agreement is to:

1. Define which services will be provided by each agency.
2. Ensure that early childhood children eligible for any special education services receive a free and appropriate public education, in a typical early childhood environment.
3. Work with appropriate community agencies to provide services to early childhood children with disabilities and their families.

**II. Program Mandates**

**A. KOOTASCA HEAD START RESPONSIBILITIES**

1. To recruit, enroll and serve eligible children ages birth to 5 with no less than 10% of the total number of enrollment opportunities in Head Start available for children with disabilities.
2. To provide health and developmental screening information, if needed, and to share information.
3. To refer children to the District #361 early childhood special education staff for diagnostic evaluation after completing pre-referral interventions.
4. To participate with parents and ECSE to provide services to eligible children in a collaborative manner.
  - i. To provide information of parental rights and inclusion to parents/legal Guardian
  - ii. Reporting to parents/legal Guardians informally and formally throughout the program year
5. To work with ECSE to provide services in a collaborative manner

to ensure that special needs are met in the Least Restrictive Environment.

- i. Implementation of the IFSP/IEP services within two weeks after parental consent.
6. To provide training to Head Start and Early Head Start staff on working with children with special needs and inclusion.
  7. To develop an individualized transition plan with parents/ legal Guardian and early childhood special education staff Into/from Infant and Toddler programs, preschool programs and into kindergarten that are:
    - a. Appropriate and provide continuous services
    - b. Transfer records and exchange information
    - c. Offer parent participation in all aspects of the transition
    - d. IFSP - transition plan in place 6 months prior to transition
    - e. IEP – transition plan in place 90 days prior to transition.
  8. To provide time for preschool staff meetings and curriculum planning.

### **III. International Falls ECSE Responsibilities**

1. To provide diagnostic testing if pre-referral interventions were not successful.
2. To invite KOOTASCA Head Start staff to meetings involving a Head Start enrolled child.
3. To facilitate IEP/IFSP meetings, periodic, and annual reviews.
4. To initiate written notice and /or verbal notice to arrange IFSP/IEP meetings with parent/legal guardians, Head Start staff, and other person (s) involved with evaluations and assessments based on the convenience and accessibility of parent/legal guardian. ,
5. To work with parents and KOOTASCA Head Start to provide collaborative services for children with special needs.
6. To provide KOOTASCA Head Start with copies of Evaluation Report and IFSP/IEP documents upon receipts of signed Release of Information.
  - i. Evaluations completed within 45 days of receiving referral
  - ii. IFSP/IEP meeting held within 30 days of completed evaluation.
7. To provide consultation to Head Start staff working with children with

special needs.

8. To develop an individualized transition plan with parents/ legal guardian, ECSE and KOOTASCA Head Start staff Into/from Infant Toddler programs, Preschool programs, and into kindergarten that are: .
  - a. Appropriate and provide continuous services
  - b. Transfer records and exchange information
  - c. Offer parent participation in all aspects of the transition
  - d. IFSP - transition plan in place 6 months prior to transition
  - e. IEP – transition plan in place 90 days prior to transition.

KOOTASCA Executive Director  
Maureen Rosato

Director of Special Education

~~Reggie Engebritson~~

Brian Yurekich

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

ISD #361 Superintendent  
Kevin Grover

\_\_\_\_\_ Date \_\_\_\_\_

# STATE OF MINNESOTA

## MINNESOTA STATE COLLEGES AND UNIVERSITIES

### Rainy River Community College

#### CONCURRENT ENROLLMENT AGREEMENT 2018-2019 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 70<sup>th</sup> percentile on a nationally standardized, norm-referenced test and seniors with a score at or above the 50<sup>th</sup> 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 (5<sup>th</sup>) 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 (5<sup>th</sup>) 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 \$2,250 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 August 1, 2018, 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, 2019, 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 11<sup>th</sup> 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 2018-2019 Concurrent Enrollment Courses

Appendix B: RRCC 2018-2019 Academic Calendar

Appendix A  
RRCC / FHS 2018-2019  
Concurrent Enrollment Courses

**Fall Semester, 2018**

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

**Spring Semester, 2019**

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

Appendix B  
RRCC 2018-2019  
Academic Calendar – FINAL

**FALL SEMESTER 2018**

August 22, 23	Administrative Duty Day
August 27	Fall Semester Begins-Orientation Day
August 31	Last day to Add/Drop
September 3	Labor Day – NO CLASSES/COLLEGE CLOSED
September 13	Financial Aid Disbursement
September 28	NHED Duty Day-NO CLASSES/COLLEGE OPEN
October 8	Student Academic Conference Day - NO CLASSES/COLLEGE OPEN
October 17	Mid-Term
October 18, 19	Faculty Association (MSCF Day)- NO CLASSES/COLLEGE OPEN
November 5	Spring and Summer Semester Registration Begins
November 12	Veteran's Day NO CLASSES/COLLEGE CLOSED
November 27	Last day to Withdraw from full term courses 4:30 p.m. deadline
November 22, 23	Thanksgiving Holiday - NO CLASSES/COLLEGE CLOSED
December 17, 18, 19, 20	Final Exams
December 24	Final Grades Due from Instructors 4:30 p.m.
December 21– January 13	Winter Vacation - NO CLASSES

**SPRING SEMESTER 2019**

January 11	Administrative Faculty Duty Day
January 14	Spring Semester Classes Begin
January 18	Last day to Add/Drop
January 21	Martin Luther King Jr. Day - NO CLASSES/COLLEGE CLOSED
January 31	Financial Aid Disbursement
February 18	Presidents' Day - NO CLASSES/COLLEGE CLOSED
March 8	Mid-Term
March 11-15	Spring Break – NO CLASSES/COLLEGE OPEN
March 18	Fall Semester Registration Begins
March 29	Administrative Duty Day –NO CLASSES/COLLEGE OPEN
April 22	Last day to Withdraw from full term courses 4:30 p.m. deadline
May 13, 14, 15, 16	Final Exams
May 17	COMMENCEMENT
May 17	Administrative Duty Day
May 20	Final Grades Due from Instructors 4:30 p.m.

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

**STATE OF MINNESOTA**

**MINNESOTA STATE COLLEGES AND UNIVERSITIES**

**Rainy River Community College**

**INCOME CONTRACT**

**FOR POSTSECONDARY ENROLLMENT OPTIONS (PSEO) BY CONTRACT**

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

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

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

NOW, THEREFORE, it is agreed:

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

IV. CONSIDERATION AND TERMS OF PAYMENT.

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

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

Academic Year	Rate
2018-2019	\$207.22/semester credit

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

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

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

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

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

V. TERM OF CONTRACT. This contract shall be effective on **August 15, 2018** or upon the **date that the final required signature is obtained by the COLLEGE/UNIVERSITY, whichever occurs later**, and shall remain in effect until **June 15, 2019**, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. The COLLEGE/UNIVERSITY understands that NO work should begin under this contract until ALL required signatures have been obtained, and the COLLEGE/UNIVERSITY is notified to begin work by the SCHOOL DISTRICT's Authorized Representative.

This agreement is effective for the **2018-2019** Academic Year(s).

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

VII. AUTHORIZED REPRESENTATIVES.

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

Name: Dr. Roxanne Kelly, Provost  
Address: 1501 Highway 71, International Falls, MN 56649  
Telephone: 218.285.2202  
E-Mail: Roxanne.kelly@rainyriver.edu  
Fax: 218.285.2239

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

Name: Kevin Grover, ISD 361 Superintendent  
Address: 1515 11<sup>th</sup> Street, International Falls, MN 56649  
Telephone: 218.283.2571  
E-Mail: sgrover@isd361.k12.mn.us  
Fax:

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

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

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

X. AMERICANS WITH DISABILITIES ACT COMPLIANCE (hereinafter "ADA"). The SCHOOL DISTRICT is responsible for complying with the ADA Act, 42 U. S. C. 12101, et seq. and regulations promulgated pursuant to it for educational services it provides to its students. The COLLEGE/UNIVERSITY will inform students of support services available at COLLEGE/UNIVERSITY but IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

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

- XII. GOVERNMENT DATA PRACTICES ACT. Both parties must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by either party in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by either party in accordance with this contract. The civil remedies of Minnesota Statutes Section 13.08, apply to the release of the data referred to in this Article by either the SCHOOL DISTRICT or the COLLEGE/UNIVERSITY. In the event either party receives a request to release the data referred to in this Article, the receiving party must immediately notify the other and receive instructions from the other party concerning the release of the data to the requesting party before the data is released.
- XIII. JURISDICTION AND VENUE. This contract shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or the breach thereof, shall be in the state or federal court with competent jurisdiction in Koochiching County, Minnesota.
- XIV. AUDITS. The books, records, documents, and accounting procedures and practices of either party relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor for the COLLEGE/UNIVERSITY and the State Auditor for the SCHOOL DISTRICT.
- XV. OTHER PROVISIONS. (Attach additional page(s) if necessary):

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

**APPROVED:**

**1. MINNESOTA STATE COLLEGES AND UNIVERSITIES**

Rainy River Community College

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

**2. SCHOOL DISTRICT:**

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

By (authorized signature)	
Title	
Date	

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

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

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

**BOARD POLICY 102  
Equal Educational Opportunity**

Adopted \_\_\_\_\_ By Reference \_\_\_\_\_

Revised \_\_\_\_\_ June 2018 \_\_\_\_\_

**I. PURPOSE**

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

**II. GENERAL STATEMENT OF POLICY**

- A. It is the school district’s policy to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, ~~gender~~, marital status, parental status, status with regard to public assistance, disability, sexual orientation including gender identity and expression, or age. The school district also makes reasonable accommodations for disabled students.

*[Note: Part of the definition of “sexual orientation” within the Minnesota Human Rights Act (MHRA) is “having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness,” which is how gender identity and expression gain protection under the MHRA. Minn. Stat. §363A.03, Subd. 44.1]*

- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district’s policy on harassment and violence and the school district’s procedures for addressing such complaints, refer to the school district’s policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. Every school district employee shall be responsible for complying with this policy conscientiously.
- E. Any student, parent, or guardian having a question regarding this policy should

discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent. Any person having any questions regarding this policy should discuss it with the one of the following individuals:

**Title IX Officer**– Kevin Grover, Superintendent of Schools  
ISD #361 District Office; 1515 11<sup>th</sup> Street; International Falls, MN 56649  
218-283-2571 ext. 1112 **OR** Tim Everson, Falls High School Principal (alternate) at  
218-283-2571 ext. 1104.

**Human Rights Officers** – Tim Everson, Falls High School Principal at 218-283-2571 ext. 1104 **OR** Melissa Tate, Falls Elementary Principal (alternate) at 218-283-2571 ext. 1232.

**Section 504 Officer (Gr. 6-12)** – Marc Glowack, Dean of Students  
Falls High School; 1515 11<sup>th</sup> Street; International Falls, MN 56649  
218-283-2571 ext. 1110 or Melissa Tate, Elementary Principal (alternate) at 218-  
283-2571 ext. 1232.

**Section 504 Officer (Gr. K-5)** – Melissa Tate, Elementary Principal  
Falls Elementary School; 1414 15<sup>th</sup> Avenue; International Falls, MN 56649  
218-283-2571 ext. 1232 **OR** Marc Glowack, Dean of Students (alternate) at 218-  
283-2571 ext. 1110

- F. **A grievance procedure for complaints of discrimination may be found in the District Office and on the District website at [www.isd361.k12.mn.us](http://www.isd361.k12.mn.us) under “School Board”; policies; Policy #401 Procedure.**

**Legal References:** Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1681 et seq. (Title IX of the Education Amendments of 1972)  
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)

**Cross References:** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

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

**BOARD POLICY 205  
Open and Closed Meetings**

Adopted\_\_\_ By Reference\_\_\_\_\_

Revised\_\_\_ June 2018\_\_\_\_\_

**205 OPEN MEETINGS AND CLOSED MEETINGS**

*[Note: The provisions of this policy accurately reflect the Open Meeting Law statute and are not discretionary in nature. ~~It does not address meetings held by interactive television pursuant to the 1997 legislation. The statute should be reviewed with legal counsel prior to such meetings.]~~*

**I. PURPOSE**

- A. The school board embraces the philosophy of openness in the conduct of its business, in the belief that openness produces better programs, more efficiency in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting the individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

**II. GENERAL STATEMENT OF POLICY**

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

### III. DEFINITION

“Meeting” means a gathering of at least a quorum or more members of the school board, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering, or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

### IV. PROCEDURES

#### A. Meetings

##### 1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at its primary offices. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its schedule, it shall give the same notice of the meeting as for a special meeting.

##### 2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board’s usual meeting room if there is no principal bulletin board. The school board’s actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.
- c. This notice shall be posted and mailed or delivered at least three days before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.

- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration.

*[Note: While the statute leaves the question to the board of whether the circumstances require immediate consideration at an emergency meeting, the advisory opinions of the Commissioner of Administration would limit such meetings to responding to natural disasters or health epidemics caused by an event such as an accident or terrorist attack.]*

- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and

the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Health Pandemic or Declared Emergency

In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or other electronic means in compliance with Minn. Stat. § 13D.021.

8. Meetings Conducted by Interactive Technology

A meeting may be conducted by interactive technology, Skype, or other similar electronic means in compliance with Minn. Stat. § 13D.02.

B. Votes

The votes of school board members shall be recorded in a journal kept for that purpose, and the journal shall be available to the public during all normal business hours at the administrative offices of the school district.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items prepared or distributed by the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.

2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Data

1. Meetings may not be closed merely because the data to be discussed are not public data.

2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, and hearings between the school board and its employees or their respective representatives are public meetings. ~~except when closed by the Commissioner of the Bureau of Mediation Services (BMS).~~ These meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded

at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, i.e., regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

a. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.

b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.

c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within 14 days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the reasons in writing within 10 days of receiving the request.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

- a. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- b. active investigative data collected or created by a law enforcement agency;
- c. educational data, health data, medical data, welfare data, or mental health data that are not public data; or
- d. an individual's personal medical records.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:

- (1) to determine the asking price for real or personal property to be sold by the school district;
  - (2) to review confidential or nonpublic appraisal data; and
  - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
  - c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.
  - d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. Ch. 13D (Open Meeting Law)  
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)  
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)  
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)  
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)  
Minn. Rules ~~Ch. Part~~ 5510.2810 (Bureau of Mediation Services)  
*Brown v. Cannon Falls Township*, 723 N.W.2d 31 (Minn. App. 2006)  
*Brainerd Daily Dispatch v. Dehen*, 693 N.W.2d 435 (Minn. App. 2005)  
*The Free Press v. County of Blue Earth*, 677 N.W.2d 471 (Minn. App. 2004)  
*Prior Lake American v. Mader*, 642 N.W.2d 729 (Minn. 2002)  
*Star Tribune v. Board of Education, Special School District No. 1*, 507 N.W.2d 869 (Minn. App. 1993)  
*Minnesota Daily v. University of Minnesota*, 432 N.W.2d 189 (Minn. App. 1988)  
*Moberg v. Independent School District No. 281*, 336 N.W.2d 510 (Minn. 1983)  
*Sovereign v. Dunn*, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)  
**Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)**  
**Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)**  
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)  
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)  
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)  
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)  
**Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)**  
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

**Cross References:** MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

MSBA/MASA Model Policy 207 (Public Hearings)

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)

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

**BOARD POLICY 206**

**Public Participation in School Board  
Meetings/Complaints About Persons at School Board  
Meetings and Data Privacy Considerations**

Adopted\_\_\_By Reference\_\_\_\_\_

Revised\_\_\_June 2018\_\_\_\_\_

**I. PURPOSE**

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school board is to encourage discussion by ~~citizens~~ persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

**III. DEFINITIONS**

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:  
  
Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual

gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; a work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.
- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.
- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; and prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either

a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

#### **IV. RIGHTS TO PRIVACY**

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
  2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
  3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
  4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
  2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
  3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

#### **V. THE PUBLIC'S OPPORTUNITY TO BE HEARD**

The school board will strive to give all ~~citizens of the school district~~ persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

#### **VI. PROCEDURES**

A. Agenda Items

1. ~~Citizens~~ **Persons** who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The ~~citizen~~ **person** should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.
2. ~~Citizens~~ **Persons** who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.

2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time where **citizens persons** may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

**VII. PENALTIES FOR VIOLATION OF DATA PRIVACY**

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

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

Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)  
Minn. Stat. § 13D.05 (Open Meeting Law)  
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)  
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)  
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)  
Minn. Stat. § 122A.44 (Contracting with Teachers)  
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)  
Minn. Stat. § 123B.143, Subd. 2 (Disclose Past Buyouts or Contract is Void)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
Minn. Op. Atty. Gen. 852 (July 14, 2006)

***Cross References:*** MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)  
MSBA/MASA Model Policy 207 (Public Hearings)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)  
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

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

**BOARD POLICY 401  
Equal Employment Opportunity**

Adopted \_\_\_ By Reference \_\_\_

Revised \_\_\_ June 2018 \_\_\_\_\_

**I. PURPOSE**

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees.

**II. GENERAL STATEMENT OF POLICY**

- A. It is the school district's policy to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, **gender**, marital status, status with regard to public assistance, disability, sexual orientation, **including gender identity or expression**, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.

*[Note: The Minnesota Human Rights Act defines "sexual orientation" to include "having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness." Minn. Stat. § 363A.03, Subd. 44.]*

- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities or privileges of employment.
- D. Every school district employee shall be responsible for following this policy.
- E. Any person having any questions regarding this policy should discuss it with the one of the following individuals:

**Title IX Officer - Kevin Grover, Superintendent of Schools**

ISD #361 District Office; 1515 11<sup>th</sup> Street; International Falls, MN 56649  
218-283-2571 ext. **1112** OR Tim Everson, Falls High School Principal  
(alternate) at 218-283-2571 ext. **1104**.

**Human Rights** –Tim Everson, Falls High School Principal at 218-283-2571 ext.  
**1104** OR Melissa Tate, Falls Elementary Principal (alternate) at 218-283-2571  
ext. **1232**.

**Section 504 Officer (Gr. 6-12)** – Marc Glowack, Dean of Students  
Falls High School; 1515 11<sup>th</sup> Street; International Falls, MN 56649  
218-283-2571 ext. **1110** or Melissa Tate, Elementary Principal (alternate) at 218-  
283-2571 ext. **1232**.

**Section 504 Officer (Gr. K-5)** – Melissa Tate, Elementary Principal  
Falls Elementary School; 1414 15<sup>th</sup> Avenue; International Falls, MN 56649  
218-283-2571 ext. **1232** OR Marc Glowack, Dean of Students Falls High  
School; 1515 11<sup>th</sup> Street; International Falls, MN 56649; 218-283-2571 ext. **1110**

A grievance procedure for complaints of discrimination may be found in the District Office and on the District website at [www.isd361.k12.mn.us](http://www.isd361.k12.mn.us) under “School Board”; policies; Policy #401 Procedure.

**Legal References:** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
29 U.S.C. § 621 et. seq. (Age Discrimination in Employment Act)  
29 U.S.C. § 2615 (Family and Medical Leave Act)  
38 U.S.C. § 4211 et. seq. (**Employment and Training of Veterans**)  
38 U.S.C. § 4301 et seq. (**Employment and Reemployment Rights of Members of the Uniformed Services**)  
42 U.S.C. § 2000e et seq. (Title VII of the Civil Rights Act)  
42 U.S.C. § 12101 et seq. (**Equal Opportunity for Individuals with Disabilities**)

**Cross References:** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)  
MSBA/MASA Model Policy 405 (Veteran’s Preference)  
MSBA/MASA Model Policy 413 (Harassment and Violence)

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

**BOARD POLICY 413  
Harassment and Violence**

Adopted \_\_\_ By Reference \_\_\_

Revised \_\_\_ June 2018 \_\_\_

**413 HARASSMENT AND VIOLENCE**

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

**I. PURPOSE**

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

*[Note: The Minnesota Human Rights Act defines “sexual orientation” to include “having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness.” Minn. Stat. § 363A.03, Subd. 44.]*

**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, **gender**, age, marital status, familial status,

status with regard to public assistance, sexual orientation, **including gender identity or expression**, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, **gender**, age, marital status, familial status, status with regard to public assistance, sexual orientation, **including gender identity or expression**, or disability.

- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, **gender**, age, marital status, familial status, status with regard to public assistance, sexual orientation, **including gender identity or expression**, or disability, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school **district** personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, **gender**, age, marital status, familial status, status with regard to public assistance, sexual orientation, **including gender identity or expression**, 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, **gender**, age, marital status, familial status, status with regard to public assistance, sexual orientation, **including gender identity or expression**, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school **district** 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, **including gender identity or expression**, or disability when the conduct:

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

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

D. Protected Classifications; Definitions

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

1. "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.

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

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

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

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

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

6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
  7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition
1. Sexual harassment 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)~~ **student(s)** by teachers, administrators, or other school ~~district~~ **district** personnel to avoid physical harm to persons or property;

- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of **gender-sexual orientation, including gender identity or expression.**

G. Sexual Violence; Definition

- 1. Sexual violence is a physical act of aggression or force or the threat thereof 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.

H. Violence; Definition

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

**IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, **including gender identity or expression**, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this

policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

G. In the District. The school board hereby designates [Tim Everson, High School Principal](#), as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the [Alternate, Melissa Tate, Falls Elementary School Principal](#).

Contact information is as follows:

1. Human Rights Officer: [Tim Everson, Falls High School Principal](#)  
[Falls High School; 1515 11<sup>th</sup> Street; International Falls, MN 56649](#)  
[218-283-2571 ext. 1104](#) or [Melissa Tate, Falls Elementary Principal](#)  
(alternate) at [218-283-2571 ext. 1232](#).
2. Title IX Officer: [Kevin Grover, Superintendent of Schools](#)  
[ISD #361 District Office; 1515 11<sup>th</sup> Street; International Falls, MN 56649](#)  
[218-283-2571 ext. 1112](#) or [Tim Everson, Falls High School Principal](#) at [218-283-2571 ext. 1104](#).

- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting

may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

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

## **V. INVESTIGATION**

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **VI. SCHOOL DISTRICT ACTION**

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

## **VII. RETALIATION OR REPRISAL**

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

## **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, 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 students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, ~~and~~ resourcefulness, **and/or sexual abuse prevention**.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

**Legal References:** Minn. Stat. § 120B.232 (Character Development Education)  
**Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)**  
 Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
*Minn. Stat. §121A.031 (School Student Bullying Policy)*  
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
 Minn. Stat. § 609.341 (Definitions)  
 Minn. Stat. § 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 514 (Bullying Prohibition Policy)**  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (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 526 (Hazing Prohibition)**  
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

**RESOLUTION FOR ACCEPTANCE OF GIFTS AND DONATIONS**

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

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

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

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

District donations received:

Derek White Memorial for FES Wishing Willow	\$516.00
Your Cause; FES PBIS Donation	\$560.00

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the gifts and donations.

The following voted in favor:

Voting against:

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

# ISD 361 Community Education NEWSLETTER

POOL SCHEDULE  
FOR ALL AGES  
AND ACTIVITIES

## MORNING LAP SWIM

Morning lap swimming for adults and swim team members

Come to the Falls High School swimming pool for a morning workout swim. The pool is open from 6:30 am to 7:30 am Monday through Friday except for "no school days". Please check the calendar for exact dates. To attend a session of morning lap swim we ask that you purchase a swim ticket in advance. The Community Education Office sells a 10 punch swim ticket for \$20. The lifeguard can keep it on file for you or you can bring it each time. Swim tickets are good for the entire family and never expire.

## FAMILY OPEN SWIM

Family open swim is available every Tuesday and Thursday from 6 pm to 8 pm and on Saturdays from 10 am to 12 pm.

Families, children and adults of all ages are welcome to come and swim in the pool. All children under the age of 10 must be accompanied by an adult. Infants and toddlers who are not potty trained are also required to wear a swim diaper.

Please purchase a swim ticket in advance or pay the lifeguard \$2 per swimmer. The Community Education Office sells a 10 punch swim ticket for \$20 that is good for the entire family and never expires.



## Water Fitness Classes



Join us for a no-impact water workout that is perfect for those that want to get fit, build strength and rehab from an injury. This class provides a high resistance workout while placing less stress on muscles and joints. This workout requires no swimming skills and is ideal for everyone regardless of your fitness level. [JOIN US FOR A FUN WORKOUT!](#)  
*Mondays and Wednesdays with Instructor, Donna Gedney \*No class on Nov. 6, however. Join us in the pool from 6:30 pm to 7:30 pm. Classes begin September 18 and run through December 13. You can join anytime! Cost is \$40 for 8 sessions. Punch cards are available to purchase in the Community Education Office, 1515 11th Street, Int'l Falls, MN 56649. Door #5 of FHS.*



## PRETTY REAL YOGA

4:30 pm-5:30 pm Tuesdays and Thursdays  
 September 19- November 9, 2017 in the  
 Falls High School Wrestling Room #145  
 Cost: \$128. \*Min. number required is 8.  
 \*Must be 14 years of age or older.  
 Instructor: Barb Boerger

### What type of yoga class is this?

Explore the benefits of a gentle but effective yoga practice to reduce stress, ease the mind and release tension in the body. This class will be accessible to all levels. No previous yoga experience is necessary. Mats will be provided, but if you prefer, you are welcome to bring your own. Mats can also be purchased through the instructor. Practice will be done barefoot and in comfortable clothing.

## STOKE Arena FIT (Functional Interval Training)

Mondays and Wednesdays 5:30 pm to 6:30 pm at Bronco Arena

8 week session: September 18 to November 8, 2017

Ages 14 to Adult Cost \$128 per person

Instructor: Barb Boerger

Step into the arena to burn calories, build lean body mass, burn fat, boost your metabolism, & most importantly get RESULTS. We will incorporate plyometrics, kettlebells, suspension trainers, agility drills, body weight challenges, ropes, tires, and more to build all around fitness and strength for any sport or life activity you pursue. Workouts will end with a brief but powerful yoga session to maximize your body's physiological conditioning response to the challenges of STOKE Arena FIT.

**Training & Conditioning**

## Woodworking Classes with Instructor: Alex Schwartz



We will be offering a woodworking class here at Community Education with Instructor, Alex Schwartz. Dates and Projects are yet to be determined but call us and get your name on the interest list! 283-2571 ext. 186 \*Our first one will be offered in November.

## TAE KWON DO

**Beginner's Session:**  
Tuesdays & Thursdays  
5:45 p.m. to 6:45 p.m

**Advanced Session:**  
Tuesdays & Thursdays  
6:45 p.m. to 8:30 p.m.

Cost: \$25 ticket (purchase at class or Community Education). Tickets are good for 8 classes and can be used by the entire family. Test fees, sparring gear, and uniforms are additional.

Promote self-discipline while learning the sport of Karate in a controlled setting. Kick, punch, and block your way to the next level, and earn your color belt. This is an excellent and fun way to workout and get into shape! Ages 10 and up.

Instructor: Ken Krueger



## Ed2go Online Learning Courses: Over 250 classes to choose from!

What a great way to learn—at home, at your own pace, and when it's convenient for you!

Most classes run for six weeks (with a two-week grace period). Classes are project-orientated and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more. You can complete any of these courses from your home or office and at any time of the day or night. All courses require Internet access, e-mail, Netscape Navigator or Microsoft Internet Explorer. Suggested Retail Price is: \$89-99. YOUR PRICE: Only \$79 per course.

### How to Get Started

1. Visit our Online Instruction Center:  
[www.ed2go.com/ifalls](http://www.ed2go.com/ifalls)
2. Click the Courses link, once you choose the department and course title you are interested in, select the Enroll Now button. Follow the instructions to enroll and pay for your course.
3. When the course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the username and password you selected during enrollment.





## COOKING CLASSES

We will be offering a different cooking class each month here at Community Education with Instructor, Raelynn Kittleson. Dates and Menus are yet to be determined but call us and get your name on the interest list! 283-2571 ext. 186 \*Our first one will be offered in October.

## INSTRUCTORS WANTED!

We are looking for new instructors to teach spectacular specialty classes. Have you ever considered sharing your talent and passion with others?

**Submit your class proposal for consideration**

And call us at: (218)283-2571 ext. 186 or 109



You design the class.

You decide the time.

You decide the date.

You decide the cost.

We take care of the advertising.

We register all of the participants.

We collect the fees.

We pay you bi-weekly.

We would love for you to join our team!

\*DIY creations, knitting, stained glass, woodworking, painting, drawing, painted wooden signs, photography, sewing, quilting, scrapbooking, computers, blogging, website design, Excel or Microsoft programs, Quickbooks, exercise or fitness, yoga, pilates, Zumba, fixing small motors, hair, make-up, nails, sports of any kind, parenting or life skills, self-defense, writing, book clubs, financial planning, safety courses, foreign language, cooking, baking, music lessons, **THE POSSIBILITIES ARE ENDLESS!**

## DIY Vision Boards...

Tuesday, September 19, 2017

7pm to 9pm

FHS Room 224

Cost: \$10

Ages: Teen to Adult

Instructor: Rachel Amdahl



Come read, relax, and socialize with fellow book lovers in your community. This group will be reading Louise Erdrich's brilliant and entertaining novel—

*The Round House* which illuminates the harsh realities of contemporary life. Her down to earth characters show the profound effects that tragedy can have on a family and community. How these characters choose to cope with tragedy and seek justice is an accurate reflection of what happens in our world today.

Our first session will be on September 21, and will last for six weeks. We will meet in room 214 at Falls High School, on Thursday evenings from 5:00-6:30 pm.

The cost is \$25 and includes a copy of the book. Facilitator: Sarah Staples

### Defensive Driving Course for 55+

Monday, September 11, 2017

Rainy River Community College Theater

Instructor: Pete Goman

Must be paid ahead of time in the

Community Education Office located at

door #5 in the back of Falls High School.

We are open M-F 8am to 4pm. Make all

checks payable to ISD 361. No refunds will

be given unless Community Education is properly notified 2 days prior to the class start date.

#### Initial Course: 9:00 a.m.

This course is for those drivers 55 years old or older that have NOT taken this course in the past and would like to receive a 10% discount on their car insurance.

#### Refresher Course: 9:00 a.m.

A refresher in Defensive Driving is needed every 3 years in order to continue to receive 10% off on your car insurance. This class is for participants that have previously taken the initial course.

**Cost: \$20**





## InBeTWEEN

### ART CLUB

WITH INSTRUCTOR, RACHEL AMDAHL

Students will complete a variety of art projects throughout the month. Projects may include paintings, drawings, collages, crafts, sculptures, ceramics, etc. This is for tweens ages 8-12. Art Club meets in FHS room 224. Cost is \$30 per month. \*Bring a snack. Students must be pre-registered by the 1st of each month to ensure that we have enough supplies for each student.

- **September 6, 13, 20, and 27**  
(2:45 pm to 4:30 pm)
- **October 10, 17, 24, and 31**  
(3:30 pm-4:30 pm)
- **November 8, 15, 22, and 29**  
(2:45 pm to 4:30 pm)

## CLAY CREATIONS CLASS

Express yourself through clay! We'll create many whimsical, fun, colorful works of art as we pinch, coil and slab the clay.

Students in K-12      3 sessions \$25

Wednesdays, October 11, 18 and Monday, October 30

2:45 pm to 4:30 pm at FHS Room 224 Instructor: Rachel Amdahl

\*Students must pre-register for this class ahead of time.

## Pet Portraits

Paint a portrait of your pet...dog, cat, hamster, horse or cuddly family pet. Once you register for this class, email [ramdahl@isd361.k12.mn.us](mailto:ramdahl@isd361.k12.mn.us) a quality digital photo of your pet (one pet per photo please). We will paint your pet on an 11x14 canvas using acrylic paint. \*You must register and email your photo at least 5 days prior to class.

Ages 8-18

Wednesday, November 1

2:45 pm to 5:00 pm

FHS Room 224

Instructor, Rachel Amdahl

**\$23**

\*Students who attend FES may ride bus #1—Round 3 at 2:45 pm and get dropped off at door #7(back door by cafeteria). Students will be met by the instructor and escorted to the classroom. Home Schoolers/St. Thomas Students can be dropped off at FHS door #7 between 2:45pm –2:50pm or a parent may walk them to the classroom #224. \*Same bus for 3:30pm classes.

## ROLLING NUMBERS



Learn new and different ways to practice your basic addition and subtraction math facts by using dice. You will receive a kit with all the supplies to take home for extended learning and fun.

Monday, October 16  
Students in Grades 1-3  
3:30 pm to 4:30 pm  
FHS Room 224

Cost: \$8 per student  
Instructor: Rachel Amdahl

\*Bussing is available for FES students. \*See page 2.

## SAFE SITTER COURSES

For students 11 years of age and up. \*Each session is limited to 8 students so register early— classes fill up fast! At this course you will learn the following skills: safety, first aid and basic rescue, life and business, and child care. You will also receive a bag filled with supplies to bring to your babysitting jobs in the future.

**Session 1: Thursdays, Sept. 14, 21 and Monday, Sept. 25**

**Session 2: Mondays, November 13, 20 and 27**

3:30 pm to 5:30 pm FHS Room 224

Certified Instructor: Rachel Amdahl

Cost is \$45 per student

\*Bussing is available for FES students. \*See page 2.

## GO GIRL GO!

An opportunity for GIRLS to learn how to stay healthy, make good choices, be physically active, eat right and feel good about themselves.



Each session will focus on a tough issue such as bullying, nutrition, body image, family issues, emotions, smoking, alcohol and drugs, or tolerance, to name a few. After the lesson and activity we will have time to do some physical activity. Our main focus will be running but, other forms of physical activity, such as yoga, group games, jump roping, or others will take place over the following weeks to add variety to our workouts.

For All Girls Ages 8-12

November 2-30, 2017 Cost is \$30.

\*No class on November 23—due to Thanksgiving Break

Tuesdays and Thursdays from 3:30 pm to 4:30 pm in FHS Room 224.

\*\*Wear comfortable running attire and tennis shoes. Also, bring a snack and a water bottle to each session. \*Bussing is available for FES students. \*See page 2.

## ECFE Open House

August 29, 2017

5:00 pm to 7:00 pm

Falls Elementary School Room 2

ECFE is for parents and children birth-5 years old. Come and see what ECFE is all about!



## PARENT-CHILD ART CLASS

Children and adults work independently to explore art materials, techniques and age-appropriate concepts through activities including painting collage and drawing. We will be making 3 owl projects for you to take home this evening. This is a great family event!

TUESDAY, SEPT. 12

6:00 PM TO 7:00 PM

FHS ROOM 224

AGES 3-7

COST: \$8

PAYABLE TO "ISD361"

One adult is required for every child. Class size is limited to 14 children and pre-registration is required.

ECFE Classes meet on Mondays

8:30 am - 10:00 am and  
6:00 pm to 7:30 pm

Falls Elementary School Room 2

**STARTS SEPTEMBER 11**

Instructor: Mandi Baron

Each class is meant to be a time for you to relax, enjoy your children, and meet other parents in a sharing of experiences, ideas, and questions. Classes have two main portions: a parent and child activity time, followed by an educational play program for children and a separate parent discussion led by a parent educator.



## BIG TRUCK NIGHT

Tuesday, September 26, 2017 5:00 pm to 7:00 pm

Falls High School Student Parking Lot FREE

A family event for all ages. Come and explore the fire trucks, emergency vehicles, buses, semi's and fun cars! There will be concessions available, too!

ECFE Cost: \$30 per quarter Make checks payable to "ISD 361"

First Additional Sibling \$15/quarter - Subsequent Siblings \$5/quarter

Family Maximum \$60/quarter Fees apply to children of all ages, including infants

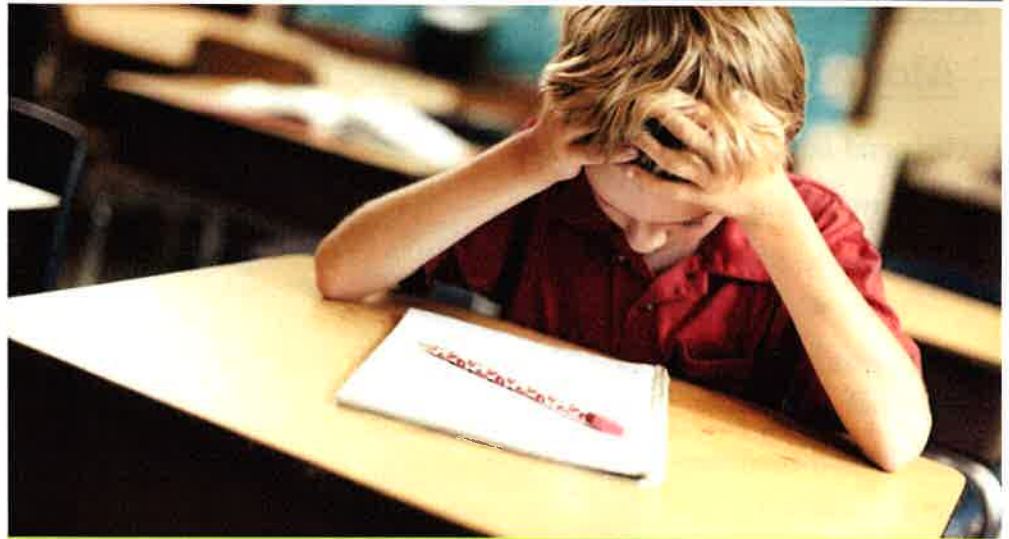
**Meet the Babysitter Night****Tuesday, August 29, 2017****5:00 pm to 7:00 pm****Falls Elementary School Lobby**

This is your chance to meet and interview local teens who have completed the Safesitter Course and are certified babysitters. Each candidate

has learned the following skills: safety, first aid and basic rescue, life and business, and child care and is ready to accept job offers watching your children infants on up!



Be sure to like our Facebook Page: **Community Education of International Falls** to keep up to date on all the happenings at Community Education.

**— ACADEMIC COUNSELING**

Facilitator: Sue LaVigne Cost is only \$5 per family.

A guide to helping your child have academic success. This class is intended to help parents/guardians to interpret the results of your child's MCA scores, NWEA (MAP) scores, STAR reports. We will evaluate strengths and weaknesses of each child and provide academic resources that can be used throughout the year to help support academic success. Bring your reports if possible.

Choose one session to attend:

- **Wednesday, September 20 6 pm to 8 pm**
  - **Tuesday, September 26 6 pm to 8 pm**
  - **Thursday, October 12 6 pm to 8 pm**
- Classes held in FHS Room 202 on 9/20 and FHS Room 218 on 9/26 and 10/12.

**Early Childhood Preschool Screening****Friday, September 29, 2017**

**Held at the Kootasca Building  
(2232 2nd Ave East)**

**Call to schedule an appointment today!  
(218)283-2571 ext. 186**

**Screening Involves:**

- **Hearing & Vision Checks**
- **Height & Weight Measurements**
- **Speech & Language Assessment**
- **Developmental Observations**

In Minnesota, all children are required to complete Early Childhood screening before they enter Kindergarten in a public school. Ideally, children should be screened at 3 1/2 to 4 years of age. The screening is a check of the child's health and development. Results of the screening help identify health or learning concerns that may require special attention before the child enters kindergarten.

## Staying Home

### Alone Class

Girls and Boys 9-13

Thursday, October 12

3:30 pm to 5 pm  
FHS Room 224

Instructor:  
Rachel Amdahl

Cost \$10 and includes  
a workbook

\*Please bring a snack  
to class.

\*Space is limited to  
12 students.

Will your child be staying  
home for a few hours  
after school this year? Is  
she/he prepared to  
handle an emergency  
should one arise? This  
course helps ensure that  
your child's experience of  
being home alone will be  
safe and positive.

Designed with children  
ages 9 to 13 in mind, this  
course covers important  
safety topics including  
stranger safety, phone  
safety, calling 9-1-1 and  
first aid. Each child will  
receive a workbook to  
keep for future reference.

\*Bussing is available  
for FES students.

\*See page 2.



## CPR AND FIRST AID

Kathy Sather, American Heart Instructor is offering the following safety courses through Community Education, ISD 361. Participants will receive a 2 year certificate upon completion of the course which includes all materials and supplies.

\*\* A minimum of 5 students per class. If you are in need of a class and the above dates and times do not coincide with your schedule please call Community Ed to be put on a waiting list. Once we have a group of 5 or more we will schedule a new class just for you!

### American Heart Heartsaver Adult CPR and AED

· **Monday, October 9, 2017**

· 4 pm to 10 pm in the Falls High School Room 224

### American Heart Heartsaver Infant/Child CPR and AED

· **Monday, October 9, 2017**

· 4 pm to 10 pm in the Falls High School Room 224

\*In order to take this class you must register for Adult CPR and AED.

### American Heart Adult Heartsaver First Aid

· **Tuesday, October 10, 2017**

· 5 pm to 9 pm in the Falls High School Library

**Cost: Register for 1 class= \$45, 2 classes= \$80, 3 classes= \$130**





## FIREARM SAFETY FOR 11-17 YEAR OLDS

- Students will complete an online course prior to the Field Day. Required Field Day: Sat. Sept. 30 at 8 am to 2 pm at the Falls Trap Range. Students must purchase an the online training class through the MN DNR website. Visit: <http://www.dnr.state.mn.us/safety/firearms/index.html> Click on: HunterCourse.com and proceed from there. Print our certificate of completion and bring that to class. **\*YOU MUST PRE-REGISTER IN THE COMMUNITY ED. OFFICE.** There is a \$5 fee plus online fees.

## ATV SAFETY FOR 12-15 YEAR OLDS



**Classroom Instruction: Tuesday, September 12, 2017**

**6:00 pm to 9:00 pm FHS Choir Room.**

**Field Operating Class: Thursday, Sept. 14, 2017 Beginning at 4:00 pm**

- Test times will be assigned during the classroom session. Cost: \$5 per student, administrative fee paid to ISD 361 in the Community Education Office at Falls High School. You will pay \$29.95 for online training to the DNR when registering online. An additional \$10 will be paid to the DNR online upon class completion. All participants MUST complete an ATV training session prior to attending the classroom session visit: <http://www.dnr.state.mn.us/safety/vehicle/atv/index.html> to select a training program. There are two options: [Offroad-ed.com](http://offroad-ed.com) or [ATVcourse.com](http://atvcourse.com) -family/group pricing (be sure to select this option if you have other children in your family, as it allows them to receive a discount on future safety classes.) **\*YOU MUST PRE-REGISTER IN THE COMMUNITY ED. OFFICE.**

## CLASSROOM DRIVER'S TRAINING



### Mr. Casareto—Falls Driving School

Sept. 11, 12, 13, 14, 15, 18, 19, 20, 21, 22, 25, 26

6-8:30 am M-F

Oct. 2, 3, 4, 5, 9, 10, 11, 12, 16, 17

3:30-6:30pm M-Th

Nov. 27, 28, 29, 30, Dec. 4, 5, 6, 7, 11, 12

3:30-6:30pm M-Th

Parent Meeting: October 3, 6:30 pm

### Mr. Ditsch—Border Driving School

Nov. 7, 9, 13, 14, 16, 20, 21, (no class Nov. 23), 27,28, 30

6-9pm Mon., Tues., Thurs.

This is the classroom training required to receive a driver's license before the age of 18

- You must be 14 years old. You must bring in a certified birth certificate (with a seal) the first week of class. Effective 2/1/97, you must have your permit for 6 months prior to taking the driver's test.
- Driving is a very serious activity! Childish or immature behavior will not be allowed! Such behavior will result in dismissal from class with NO REFUND!

- You must attend all classes! School sports or activities that conflict with class time will not be excused. If school sports or activities conflict with driver's training, please take an alternate class. NO REFUNDS WILL BE GIVEN FOR ATTENDANCE ISSUES.
- In the event of a serious illness or family emergency, time will be made up following class. No other make-up times will be scheduled. State Law requires 30 hours of classroom training.

**PRE-REGISTRATION AND PRE-PAYMENT is REQUIRED.**

Register at the Community Education Office 218-283-2571 ext. 186  
1515 11th Street, Int'l Falls, MN 56649

Class Fee is \$100 which includes a manual.

Please make checks out to: **Falls Driving School or Border Driving School** depending on which class you choose to take.

## Friday the 13th...Football Game and

# FIELD

# OF SCREAMS

Register today in the Community Education Office to reserve your spot on the charter bus! (218)283-2571 ext. 186

Students in Grades 7-12 Friday, October 13, 2017

Trip to Broncos vs. Eveleth Football Game and Field of Screams in Chisholm, MN

**COST: \$30 (includes bus, game and Field of Screams)**

Leave FHS parking lot at 3:45pm. Stop for dinner in Virginia. Game time is 7pm in Eveleth. Field of Screams will follow the football game. Approx. time @ home 12:30am.

October 14, 2017

Duluth, MN

Women 21 and over.

Space is limited to 9.

Cost: \$85

Register at Community Education, 1515 11th Street, Int'l Falls, MN 56649 or Call our office:(218)283-2571 ext. 186

\*No refunds will be given if proper notice is not received 10 days prior to the event.

### Itinerary for the Day:

- Depart from Int'l Falls @FHS student parking lot at 7am on Saturday, October 14, 2017. \*Van transportation/driver included.
- Painting Class at On the Rocks Art Studio at 10am to 12:30pm. \*all supplies/fee included.
- Shopping and lunch on your own at Canal Park 12:30pm to 4pm.
- Manicures at Q Nail Salon at 4pm to approx. 5:30pm \* A few different nail services to choose from. This is included.
- Dinner at 6:00pm at Tavern on the Hill \*Not included.
- Depart for home at 8:00pm. Arrive in Int'l Falls at 11:00pm.

SHOP, DINE, CREATE, EXPLORE,  
AND RELAX FOR THE DAY!

Girls  
day out

# Bayfield Apple Festival

Field Trips Fall 2017 Call (218)283-2571 ext. 186 to register!



Sunday, October 8, 2017

Bus leaves FHS student parking lot at 8 am and returns to Int'l Falls at approx. 8 pm

Cost: \$45 (covers transportation only. Festival is free admission.)

The annual Apple Festival was named one of the 10 Best Fall Harvest Festivals in the Nation in 2015 by USA Today. It is held in the quaint, small town of Bayfield, Wisconsin and has countless booths of fresh apple pies, tarts, caramel apples, ciders and other fall treats. It's a fun event for the entire family to enjoy.

## ***FINDING NEVERLAND Broadway Play at the Orpheum Theater***

*Finding Neverland is Broadway's biggest new hit and the winner of Broadway.com's Audience Choice Award for Best Musical! This breathtaking smash "captures the kid-at-heart" (Time Magazine). Vogue cheers, "it's a must-see you'll remember for years to come!"*

*Directed by visionary Tony winner Diane Paulus, Finding Neverland tells the incredible story behind one of the world's most beloved characters: Peter Pan. Playwright J.M. Barrie struggles to find inspiration until he meets four young brothers and their beautiful widowed mother. Spellbound by the boys' enchanting make-believe adventures, he sets out to write a play that will astound London theatergoers. With a little bit of pixie dust and a lot of faith, Barrie takes this monumental leap, leaving his old world behind for Neverland where nothing is impossible and the wonder of childhood lasts forever.*

*The magic of Barrie's classic tale springs spectacularly to life in this heartwarming theatrical event. Finding Neverland is "far and away the best musical of the year!" (NPR).*

**Only 54 tickets available!**

**Tickets on Sale NOW!!**



Saturday, November 4, 2017 at the Orpheum Theater in Minneapolis

Itinerary: Bus leaves FHS Parking Lot at 5:30am. Quick Stretch/Breakfast at McDonalds in Cloquet at 8:30 am. Shop/Lunch at Rosedale Mall at 11 am to 1pm. Performance at 2pm to 4:30pm. Dinner at Applebees in Cloquet at 6:30pm. Arrive at Int'l Falls approx. 11pm.

\$120 Per person. \*Includes performance ticket and charter bus transportation. All ages welcome.

\*You must pay upon registering for this trip to hold your spot.

**REGISTER NOW in the Community Education Office at Falls High School.**



# ISD 361 Community Education NEWSLETTER

Fall Edition 2018

## SAFE ON MY OWN

*Safety Class for Kids*



Kids Ages 9-13  
\$10 Class Fee

Wednesday, Sept. 12, 2018  
FHS Room 224  
2:45pm to 4:15pm  
\*Bring a snack

Will your child be staying home for a few hours after school this year? Is she/he prepared to handle an emergency should one arise? This course helps ensure that your child's experience of being home alone will be safe and positive. Designed with children ages 9-13 in mind, this course covers safety topics including stranger safety, phone safety, calling 9-1-1 and first aid. Each child will receive a workbook to keep for future reference.

REGISTER ONLINE:  
<https://isd361.revtrak.net/RW-Community-Ed>

## Microsoft Excel

Hands on Learning

Join Dr. Lyle Tompkins for a course in **Microsoft Excel**, which is a powerful tool you can use to create and format spreadsheets and analyze and share information to make more informed decisions.

September 10 thru October 17  
Mondays and Wednesdays  
FHS Room 218 6pm-8pm

\$25 per student

REGISTER ONLINE:  
<https://isd361.revtrak.net/RW-Community-Ed>

Questions or to Register by phone :

COMMUNITY EDUCATION  
(218)283-2571 EXT. 1186



## WOOD SIGN

Wednesday, Sept. 26  
6pm FHS Room 224

Cost: \$35

REGISTER ONLINE:  
<https://isd361.revtrak.net/RW-Community-Ed>

## ECFE Open House

Thursday, Sept. 6, 2018

5:00 pm to 7:00 pm

Falls Elementary School Room 2B

ECFE is for parents and children birth-5 years old. Come and see what ECFE is all about!



## Pool Parties:

The FHS Pool may be rented out for private swim parties. Cost is \$50 for no more than 25 swimmers per lifeguard. Parties requiring a second lifeguard will be charged an additional \$15 per hour. Pool Parties can be held on Fridays from 6pm to 7pm or 7pm to 8pm or on Saturdays from 12:00pm to 1pm or 1pm to 2pm. \*All parties are subject to lifeguard availability and must be arranged in the Community Education Office 5 days prior to the party date. Classroom rental for food/beverages, games and gift opening is also available for a \$20 fee. You may come in 30 minutes prior to decorate. Tables and chairs are provided. Clean up must not exceed 15 minutes after the party rental time. No refunds will be given unless we are properly notified 2 days prior to the party date. All parties must be paid in full 5 days prior to the party date, as well.

## MORNING LAP SWIM

Morning lap swimming for adults and swim team members

Come to the Falls High School swimming pool for a morning

### FAMILY OPEN SWIM

Family open swim is available every Tuesday and Thursday from 6 pm to 8 pm and on Saturdays from 10 am to 12 pm.

Families, children and adults of all ages are welcome to come and swim in the pool. All children under the age of 10 must be accompanied by an adult. Infants and toddlers who are not potty trained are also required to wear a swim diaper.

Please purchase a swim ticket in advance or pay the lifeguard \$2 per swimmer. The Community Education Office sells a 10 punch swim ticket for \$20 that is good for the entire family and never expires.

workout swim. The pool is open from 6:30 am to 7:30 am Monday through Friday except for "no school days". Please check the calendar for exact dates. To attend a session of morning lap swim we ask that you purchase a swim ticket in advance. The Community Education Office sells a 10 punch swim ticket for \$20. The lifeguard can keep it on file for you or you can bring it each time. Swim tickets are good for the entire family and never expire.



*Mondays and Wednesdays with Instructor, Donna Gedney \*No class on Nov. 5, however. Join us in the pool from 6:30 pm to 7:30 pm. Classes begin September 17 and run through December 12. You can join anytime! Cost is \$40 for 8 sessions. Punch cards are available to purchase in the Community Education Office, 1515 11th Street, Int'l Falls, MN 56649.*

Infants through Adults are welcome!

## PRIVATE SWIM LESSONS

- 8 half hour lessons  
Schedule is determined by you and the instructor to fit your needs.
- Falls High School Pool
- Cost: \$75
- Certified Instructors

## Water Fitness Classes

Join us for a no-impact water workout that is perfect for those that want to get fit, build strength and rehab from an injury. This class provides a high resistance workout while placing less stress on muscles and joints. This workout requires no swimming skills and is ideal for everyone regardless of your fitness level.

JOIN US FOR A FUN WORKOUT!



## SAFE SITTER

For students 11 years of age and up. At this course you will learn the following skills: safety, first aid and basic rescue, life and business, and child care. You will also receive a bag filled with supplies to bring to your babysitting jobs in the future.

Certified Instructor: Rachel Amdahl

Mondays: October 15, 22 and 29

3:30pm to 5pm

FHS Room 224

\*Bring a snack

\$45 payable in advance to ISD361

REGISTER ONLINE:

<https://isd361.revtrak.net/RW-Community-Ed>

\*Each session is limited to 8 students so register early— classes fill up fast!

*Do you feel ready to stay home alone, watch your brothers and sisters while your parents are gone or babysit for younger children? Then maybe it's time for Safe Sitter®. You'll have fun. You'll learn a lot. And at the end of the day, you can proudly say, "I am a Safe Sitter®!"*

## Parent-Child Craft Class



- Tuesday, September 25, 2018  
6 pm to 7 pm at FHS Room 224
- Ages 3-8 accompanied by an Adult  
Cost \$10 per child
- Instructor: Rachel Amdahl

Come and enjoy some quality time with your child making crafts and getting messy! There will be a variety of stations where you will create some different crafts based on a theme.

Questions or to Register by phone :

COMMUNITY EDUCATION

(218)283-2571 EXT. 1186

REGISTER ONLINE:

<https://isd361.revtrak.net/RW-Community-Ed>



## DOOR TAGS

Monday, September  
24, 2018

For Teens and Adults

6pm in FHS Room 224  
Cost: \$20

**Crayon Melting... Tuesday, October 16, 2018****3:30pm to 4:30pm in FHS Room 224****Age 9 and up****Cost: \$10 payable to ISD361**REGISTER ONLINE: <https://isd361.revtrak.net/RW-Community-Ed>**TAE KWON DO —SESSION BEGINS: SEPT. 6TH**

**Beginner's Session:**  
**Tuesdays & Thursdays**  
**5:45 pm to 6:45 pm**

**Advanced Session:**  
**Tuesdays & Thursdays**  
**6:45 pm to 8:30 pm**

Promote self-discipline while learning the sport of Karate in a controlled setting. Kick, punch, and block your way to the next level, and earn your color belt. This is an excellent and fun way to workout and get into shape! Ages 10 and up.

Instructor: Ken Krueger



Cost: \$25 ticket (purchase at class or Community Education). Tickets are good for 8 classes and can be used by the entire family. Test fees, sparring gear, and uniforms are additional.

## Ed2go Online Learning Courses: Over 250 classes to choose from!

**What a great way to learn—at home, at your own pace, and when it's convenient for you!**

Most classes run for six weeks (with a two-week grace period). Classes are project-orientated and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more. You can complete any of these courses from your home or office and at any time of the day or night. All courses require Internet access, e-mail, Netscape Navigator or Microsoft Internet Explorer. Suggested Retail Price is: \$89-99. **YOUR PRICE:** Only \$79 per course.

### How to Get Started

1. Visit our Online Instruction Center:  
[www.ed2go.com/ifalls](http://www.ed2go.com/ifalls)
2. Click the Courses link, once you choose the department and course title you are interested in, select the Enroll Now button. Follow the instructions to enroll and pay for your course.
3. When the course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the username and password you selected during enrollment.





A fun GIRLS NIGHT OUT!



Create your very own unique and creative serving tray made out of a PCA paper roll end. These trays are heavy duty and sure to be a family treasure. Teens and Adults are encouraged to sign up. It's going to be a fun evening but register early— space is limited.



## SERVING TRAY WORKSHOP

Monday, November 19, 2018

6pm in FHS Room 224

Cost: \$35

REGISTER ONLINE:

<https://isd361.revtrak.net/RW-Community-Ed>



# Instructors Wanted:

And call us at: (218)283-2571 ext. 1186



You design the class.

You decide the time.

You decide the date.

You decide the cost.

We take care of the advertising.

We register all of the participants.

We collect the fees.

We pay you bi-weekly.

We would love for you to join our team!

\*DIY creations, knitting, stained glass, woodworking, painting, drawing, painted wooden signs, photography, sewing, quilting, scrapbooking, computers, blogging, website design, Excel or Microsoft programs, Quickbooks, exercise or fitness, yoga, pilates, Zumba, fixing small motors, hair, make-up, nails, sports of any kind, parenting or life skills, self-defense, writing, book clubs, financial planning, safety courses, foreign language, cooking, baking, music lessons, **THE POSSIBILITIES ARE ENDLESS!**

# DIY Sharpie Mugs...

Wednesday, November 28, 2018

2:30 pm to 3:30 pm

FHS Room 224

Cost: \$5

Ages: 5 and up

Instructor: Rachel Amdahl

REGISTER ONLINE:

<https://isd361.revtrak.net/RW-Community-Ed>

**d.i.y. washable**  
*Sharpie Mugs*



**Get Creative!**



# GROWTH CHART

A DIY class on how to make a wood growth chart..

Wednesday, November 14, 2018 at 6pm in FHS Room 224

Mini \$20

Regular \$30

Wide \$35

\*Give Name on Chart when registering for the class.

REGISTER ONLINE:

<https://isd361.revtrak.net/RW-Community-Ed>

# Defensive Driving Course for 55+

**Cost: \$20**

Monday, September 17, 2018

Rainy River Community College Theater

Instructor: Pete Goman

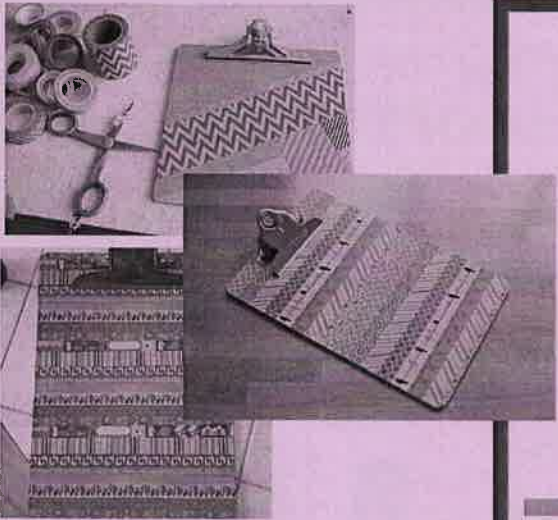
Must be paid ahead of time in the Community Education Office located at door #5 in the back of Falls High School. We are open M-F 8am to 4pm. Make all checks payable to ISD 361. No refunds will be given unless Community Education is properly notified 2 days prior to the class start date. You can also register for this class online: <https://isd361.revtrak.net/RW-Community-Ed>

**Initial Course: 9am**

This course is for those drivers 55 years old or older that have NOT taken this course in the past and would like to receive a 10% discount on their car insurance.

**Refresher Course: 9am**

A refresher in Defensive Driving is needed every 3 years in order to continue to receive 10% off on your car insurance. This class is for participants that have previously taken the initial course.



# Washi Tape Clipboards

Express yourself through washi tape! You will each get to create a clipboard using a variety of washi tape.

Students in grades 3 and up Cost: \$10

Monday, October 8, 2018

3:30pm to 4:30pm at FHS Room 224

\*Students must pre-register for this class ahead of time.

## Parent-Child Painting Class

WITH INSTRUCTOR, RACHEL AMDAHL

Students will complete a painting with the help of an adult. This is for children ages 3 to 8 years old. \*Be prepared to get messy— so dress appropriately. Students must be pre-registered to ensure that we have enough supplies for each student.

Wednesday, October 10, 2018

6pm to 7pm

FHS Room 224

Cost: \$10

REGISTER ONLINE:

<https://isd361.revtrak.net/RW-Community-Ed>

**\*Did you know?**

PARENTS: \*Students who attend FES may ride bus #1—Round 3 after school and get dropped off at the FHS pool door entrance. Students will be met by the instructor and escorted to the classroom. Home Schoolers/St. Thomas Students can be dropped off at FHS door #5 after school or a parent may walk them to the classroom #224.

# Kitchen

# Menu

# Boards



Get organized in the kitchen and create your very own menu board to post recipes and lists on each week.

Teen to Adult Workshop

Wednesday, November 14, 2018

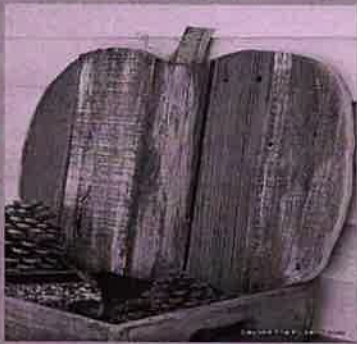
6pm in FHS Room 224

Instructor, Rachel Amdahl

REGISTER ONLINE:

<https://isd361.revtrak.net/RW-Community-Ed>

**\$35**



## Wood Pumpkins

Monday, October 1

6pm FHS Woodshop  
Room 153

Teens to Adults Cost: \$20

REGISTER ONLINE:

<https://isd361.revtrak.net/RW-Community-Ed>

## MICROSOFT WORD

This course is intended for students who want to learn basic Word skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; and employing a variety of techniques for improving the appearance and accuracy of document content.

Tuesdays and Thursdays

September 11-October 23

\*No class on October 18.

6-8pm in FHS Room 218

Cost: \$25

Instructor: Dr. Lyle Tompkins

REGISTER ONLINE:

<https://isd361.revtrak.net/RW-Community-Ed>



## Parent-Child Pumpkin Crafts

For ages 3 and up with an adult

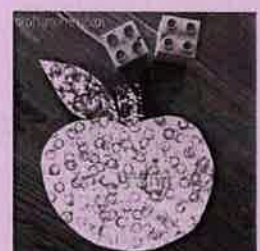
Wednesday, October 24, 2018

6pm in FHS room 224

Cost: \$10 per child

REGISTER ONLINE:

<https://isd361.revtrak.net/RW-Community-Ed>





Fall Classes 2018

Call (218)283-2571 ext. 1186 to register!

## FIREARM SAFETY FOR 11-17 YEAR OLDS

- Students will complete an online course prior to the Field Day. Required Field Day: DATE TBD late Aug. or Sept. at 8 am to 2 pm at the Falls Trap Range.

Students must purchase an the online training class through the MN DNR website. Visit: <http://www.dnr.state.mn.us/safety/firearms/index.html> Click on: HunterCourse.com and proceed from there. Print out certificate of completion and bring that to class. **\*YOU MUST PRE-REGISTER IN THE COMMUNITY ED. OFFICE.** There is a \$5 fee plus online fees. Call 218-283-2571 ext. 1186 for the date.

## ATV SAFETY FOR 12-15 YEAR OLDS

**Classroom Instruction:** Date TBD late August or September

(Call Community Education for dates: (218)283-2571 ext. 1186)

6:00 pm to 9:00 pm FHS Choir Room.

**Field Day:** Date TBD after the classroom instruction date has been set.



- Test times will be assigned during the classroom session. Cost: \$5 per student, administrative fee paid to ISD 361 in the Community Education Office at Falls High School. You will pay \$29.95 for online training to the DNR when registering online. An additional \$10 will be paid to the DNR online upon class completion. All participants MUST complete an ATV training session prior to attending the classroom session visit: <http://www.dnr.state.mn.us/safety/vehicle/atv/index.html> to select a training program. There are two options: Offroad-ed.com or ATVcourse.com -family/group pricing (be sure to select this option if you have other children in your family, as it allows them to receive a discount on future safety

## CLASSROOM DRIVER'S TRAINING

Mr. Tony Casareto—Falls Driving School

Sept. 10, 11, 12, 13, 14, 17, 18, 19, 20, 21, 24, 25

Oct. 1, 2, 3, 4, 8, 9, 10, 11, 15, 16

Nov. 26, 27, 28, 29, Dec. 3, 4, 5, 6, 10, 11,

Parent Meeting: October 2, 6:30 pm

6-8:30 am M-F

3:30-6:30pm M-Th

3:30-6:30pm M-Th

\*Classes held in FHS Room 115

Mr. Leon Ditsch—Border Driving School

Nov. 5, 6, 12, 13, 15, 19, 21, 26, 27, 29 6-9pm Mon., Tues., Thurs. FHS Room 204



This is the classroom training required to receive a driver's license before the age of 18.

1. You must be 14 years old. You must bring in a certified birth certificate (with a seal) the first week of class. Effective 2/1/97, you must have your permit for 6 months prior to taking the driver's test.
2. Driving is a very serious activity! Childish or immature behavior will not be allowed! Such behavior will result in dismissal from class with NO REFUND!

3. You must attend all classes! School sports or activities that conflict with class time will not be excused. If school sports or activities conflict with driver's training, please take an alternate class. NO REFUNDS WILL BE GIVEN FOR ATTENDANCE ISSUES.

4. In the event of a serious illness or family emergency, time will be made up following class. No other make-up times will be scheduled. State Law requires 30 hours of classroom training.

**PRE-REGISTRATION AND PRE-PAYMENT is REQUIRED. Register at the Community Education Office 218-283-2571 ext. 1186**

1515 11th Street, Int'l Falls, MN 56649

Class Fee is \$100 which includes a manual.

Please make checks out to: Falls Driving School or Border Driving School depending on which class you choose to take.

## ECFE Spooktacular Event

Thursday, October 25, 2018 at FHS Cafeteria

6-7pm Games, Food, Crafts, Prizes, Photos and Fun!

Children birth to age 5 and siblings are invited to attend.



## TRUNK OR TREAT NIGHT

Thursday, October 25, 2018 6:30 pm to 7:30 pm

Falls High School Student Parking Lot FREE

A family event for all ages. Come and trick or treat with your little ones. There will be community organizations that have decorated the trunks of their cars and will be passing out candy.

ECFE Cost: \$30 per quarter Make checks payable to "ISD 361"

First Additional Sibling \$15/quarter - Subsequent Siblings \$5/quarter

Family Maximum \$60/quarter Fees apply to children of all ages, including infants

## Little Learners

Children ages Pre-K to grade one will explore age-appropriate concepts through activities including stories, music, dancing and crafts.

Wednesdays

September 12 through  
November 14

\*No class on 9/26 or 10/31

2:30 PM TO 3:30 PM

FES Room 2B

AGES 3-7

Instructor:

Jenesa Casareto

COST: \$7 per week

Class size is limited to 10 children and pre-registration is required.

Register online at:

<https://isd361.revtrak.net/RW-Community-Ed/>

## ECFE Classes

Mondays

8:30 am - 10:00 am and  
6:00 pm to 7:30 pm

Falls Elementary School Room 2B

**STARTS SEPTEMBER 10**

Instructor: Mandi Baron

Each class is meant to be a time for you to relax, enjoy your children, and meet other parents in a sharing of experiences, ideas, and questions. Classes have two main portions: a parent and child activity time, followed by an educational play program for children and a separate parent discussion led by a parent educator.

## Coming this winter: Wine Stoppers

Monday, December 10, 2018 at 6pm -8pm in FHS Room 155. Cost \$20

Participants will learn how to turn material to make a wine bottle stopper on a lathe. These are exclusive! No experience necessary to take the class. All tools/supplies are provided.

Space is limited to 6.

Instructor: Bob French



Be sure to like our Facebook Page:  
**Community Education of International Falls** to keep up to date on all the happenings at Community Education.

## Wine Bottle Holder



Monday, November 12, 2018

6pm -8pm in FHS Room 155

Cost \$20

Create a very unique wine holder that balances on the countertop. These will make great gifts for the holiday season.

Instructor: Bob French

REGISTER ONLINE: <https://isd361.revtrak.net/RW-Community-Ed>

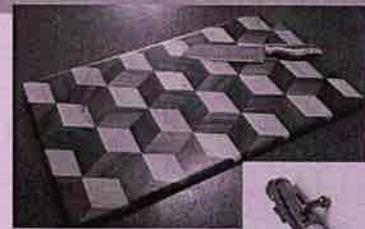
## COMING THIS WINTER: PENS & CUTTING BOARDS

Cutting Boards: January \$60

Pens: February \$20

Instructor: Bob French

\*Registration will begin in December so mark your calendars and REGISTER ONLINE:  
<https://isd361.revtrak.net/RW-Community-Ed>



## Early Childhood Preschool Screening

Wednesday & Thursday

October 3 & 4, 2018

Held at the Evangelical Covenant Church  
(1631 1st Ave. E, Int'l Falls)

Call to schedule an appointment today!  
(218)283-2571 ext. 1186



Screening Involves:

- Hearing & Vision Checks
- Height & Weight Measurements
- Speech & Language Assessment
- Developmental Observations

In Minnesota, all children are required to complete Early Childhood screening before they enter Kindergarten in a public school. Ideally, children should be screened at 3 1/2 to 4 years of age. The screening is a check of the child's health and development. Results of the screening help identify health or learning concerns that may require special attention before the child enters kindergarten.

## Chalk Couture Workshop



What is Chalk Couture?

It is a revolutionizing DIY and home décor company with category-creating products like Chalkology Paste, Chalk Transfers, Chalkology Ink and exclusive Boards. You will create a project to take home from the workshop that is Oh so Cute using stencils and chalk products!! Check them out online on their site.



Saturday, Nov. 17, 2018

5pm-7pm

FHS Room 224

Cost: \$15 supply fee

And \$10 to ISD361

Instructor: Brittany Schuver

REGISTER ONLINE:

<https://isd361.revtrak.net/RW-Community-Ed>

Questions or to  
Register by phone :

COMMUNITY  
EDUCATION

(218)283-2571 EXT. 1186

## CPR / AED / First Aid Training Courses



Kathy Sather, American Heart Instructor is offering the following safety courses through Community Education, ISD 361. Participants will receive a 2 year certificate upon completion of the course which includes all materials and supplies.

\*\* A minimum of 5 students per class. If you are in need of a class and the dates and times do not coincide with your schedule please call Community Ed to be put on a waiting list. Once we have a group of 5 or more we will schedule a new class just for you!

### American Heart Heartsaver Adult CPR and AED

- Monday, October 8, 2018
- 4 pm to 10 pm in the Falls High School Room 130

### American Heart Heartsaver Infant/Child CPR and AED

- Monday, October 8, 2018
- 4 pm to 10 pm in the Falls High School Room 130

\*In order to take this class you must register for Adult CPR and AED.

### American Heart Adult Heartsaver First Aid

- Tuesday, October 9, 2018
- 4 pm to 8 pm in the Falls High School Room 130

Cost: Register for 1 class= \$45, 2 classes= \$80, 3 classes= \$130

REGISTER ONLINE: <https://isd361.revtrak.net/RW-Community-Ed>  
Or call Community Education at (218)283-2571 ext. 1186



# ISD 361 Community Education NEWSLETTER



Learn how to play this poker game from the BEST in Koochiching County!

Wednesday, December 6, 2017

6-8pm at FHS Room 224

Cost: \$5

Space is limited to 9 adults.

Instructor: Ken Krueger



## Family Float Night

Friday: January 12, 2017 at FHS Pool  
6-8pm

\$3 per swimmer Open to all ages.

- Beach Balls and Pool Noodles. We have a limited supply of these items so you are free to bring your own.

- Innertubes and Rafts. These items will not be supplied and must be brought to the pool by the swimmer. However, the lifeguards have discretion to say whether floatation devices are safe and otherwise acceptable.



## Gaming Challenge

Chill out with friends this winter on Wednesdays after school during the month of January. Socialize while enjoying a Wii or Xbox game challenge with friends. There will be board games and snacks at each session, too.

Students in grades 3-12. \$2 per session payable at the door.

Wednesdays; January 3, 10, 17, 24, 31

Falls High School Room 118 2:40 pm to 4:30 pm

\*Falls Elementary School kids can ride bus #1 to the high school.



# POOL Party

## Shark Day at the Pool

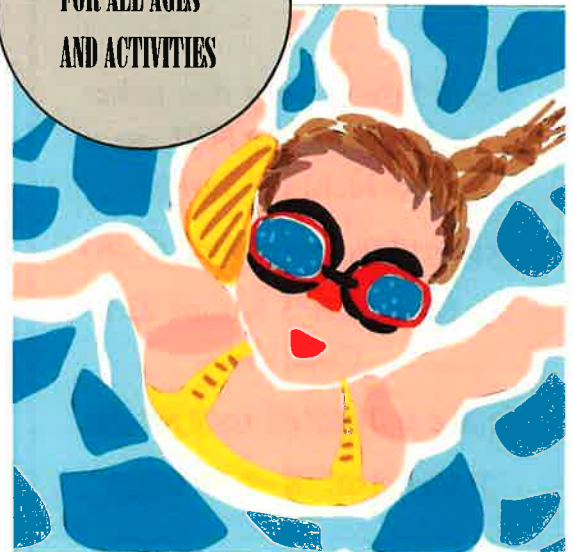
Friday, December 1, 2017 from 6:30pm to 8:00pm at the FHS Pool. \$3 per swimmer. Open to all ages. Shark related games and a whole lot of fun!



## MORNING LAP SWIM

Morning lap swimming for adults and swim team members—Come to the Falls High School swimming pool for a morning workout swim. The pool is open from 6:30 am to 7:30 am Monday through Friday except for “no school days”. Please check the calendar for exact dates. To attend a session of morning lap swim we ask that you purchase a swim ticket in advance. The Community Education Office sells a 10 punch swim ticket for \$20. The lifeguard can keep it on file for you or you can bring it each time. Swim tickets are good for the entire family and never expire.

POOL SCHEDULE FOR ALL AGES AND ACTIVITIES



### FAMILY OPEN SWIM

Family open swim is available every Tuesday and Thursday from 6 pm to 8 pm and on Saturdays from 10 am to 12 pm.

Families, children and adults of all ages are welcome to come and swim in the pool. All children under the age of 10 must be accompanied by an adult. Infants and toddlers who are not potty trained are also required to wear a swim diaper.

Please purchase a swim ticket in advance or pay the lifeguard \$2 per swimmer. The Community Education Office sells a 10 punch swim ticket for \$20 that is good for the entire family and never expires.

## Water Fitness Classes

**\*Join Anytime!!**



Join us for a no-impact water workout that is perfect for those that want to get fit, build strength and rehab from an injury. This class provides a high resistance workout while placing less stress on muscles and joints. This workout requires no swimming skills and is ideal for everyone regardless of your fitness level. JOIN US FOR A FUN WORKOUT!  
*Join us in the pool from 6:pm to 7 pm on Mondays and Wednesdays with Instructor, Donna Gedney. Also on Saturdays—January 20 & 27, February 3, 10 & 24 from 9 am to 10 am. \*No class on Jan. 22, Feb. 19 and April 2, however. Classes begin January 15 and run through April 25. You can join anytime! Cost is \$40 for 8 sessions. Punch cards are available to purchase in the Community Education Office, 1515 11th Street, Int'l Falls, MN 56649. Door #5 of FHS.*



## Infant/Child Pool-n-Play Group

Infants and Toddlers who are 6 months to age 3 along with a parent or adult are invited to join this group from 6:10pm to 6:50pm at the Falls High School Pool on Tuesdays and Thursdays; November 14, 16, 21, 28, 30 and Dec. 5 for six 40 minute sessions. Instructor, Grace Kluchka will be leading you in structured games and activities to get your child comfortable in the water.

Cost: \$40 Space is limited to 10 swimmers.

## Preschool Parent/Child Swim Lessons

Children ages 3 to 5 years of age and their parent or an adult are invited to take swim lessons from 6:10pm to 6:50pm \*(note new time) at the Falls High School Pool on Tuesdays and Thursdays; November 14, 16, 21, 28, 30 and Dec. 5 for six 40 minute sessions. Instructor, Grace Kluchka will be leading you in structured games and activities to get your child comfortable in the water.

Cost: \$45 Space is limited to 10 swimmers.

**CALL US TO SCHEDULE PRIVATE  
SWIM LESSONS!**

**\*\* These classes have already begun but you can still join by calling Community Education (218)283-2571 ext. 186. We can pro-rate your cost!**



## Ed2go Online Learning Courses: Over 250 classes to choose from!

What a great way to learn—at home, at your own pace, and when it's convenient for you!

Most classes run for six weeks (with a two-week grace period). Classes are project-orientated and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more. You can complete any of these courses from your home or office and at any time of the day or night. All courses require Internet access, e-mail, Netscape Navigator or Microsoft Internet Explorer. Suggested Retail Price is: \$89-99. YOUR PRICE: Only \$79 per course.

### How to Get Started

1. Visit our Online Instruction Center:  
[www.ed2go.com/ifalls](http://www.ed2go.com/ifalls)
2. Click the Courses link, once you choose the department and course title you are interested in, select the Enroll Now button. Follow the instructions to enroll and pay for your course.
3. When the course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the username and password you selected during enrollment.





## ADULT TAP DANCING CLASS

Please wear casual attire such as leggings, tank or t-shirt— no baggy or long pants that get caught under your heel.

Suggested website to order shoes: <https://www.discountdance.com>

Type in the following style numbers into the search bar:

T9500, DN3710L or T9100 for the suggested styles to order.

Instructor, Emily Severson has years of dancing experience. Join her for a fun class that is sure to be a hit! What a great way to get a workout and get your groove on!

Thursdays; January 11, 25,  
February 8, 22, and March 8

5:30pm to 7:00pm in Falls High  
School Room 207

Cost: \$40 per session \*Participants  
must be 18 years of age and up.

## TAE KWON DO

**Beginner's Session:**  
Tuesdays & Thursdays  
5:45 p.m. to 6:45 p.m

**Advanced Session:**  
Tuesdays & Thursdays  
6:45 p.m. to 8:30 p.m.

Promote self-discipline while learning the sport of Karate in a controlled setting. Kick, punch, and block your way to the next level, and earn your color belt. This is an excellent and fun way to workout and get into shape! Ages 10 and up.

Instructor: Ken Krueger

\*NO CLASS Dec 26 & 28

Cost: \$25 ticket (purchase at class or Community Education). Tickets are good for 8 classes and can be used by the entire family. Test fees, sparring gear, and uniforms are additional.



**Look for Upcoming Classes Online:** [www.isd361.k12.mn.us](http://www.isd361.k12.mn.us)

**Facebook:** Community Education of International Falls



# Online Class and Classroom/Test Date

## Snowmobile Safety Course

Youth (Ages 11-15) Saturday, January 13, 2018 Starts at 9:00 am at the Rainy Lake Visitor Center

Students 12-15 years old MUST complete the course, plus take a snowmobile driving test. (Students who are 11 years old by January 13, 2018 may take the class, but certification will not be valid until they turn 12.)

- All students must complete an online training before coming to class on January 13th.
- The online training takes 3-4 hours to complete— plan ahead to allow sufficient time to complete the training!
- Print out the certificate of completion at the end of the training and bring it to class with you.
- Students must purchase an online training class through the MN DNR website. Visit: <http://www.dnr.state.mn.us/safety/vehicle/snowmobile/index.html> to select a training program. There are two options: snowmobile-ed.com or snowmobilecourse.com (family/group pricing—be sure to select this option if you have other children in your family, as it allows them to receive a discount on future safety classes.)

### 9:00 am to 2:00 pm— Classroom Instruction

- Class starts promptly at 9:00 am
- Parents/Guardians need to be present for the first 15 minutes only.
- When you drop your child off, sign up for a testing time in the afternoon.
- Bring a bag lunch for your child.
- Bring a helmet if you have one.
- Proper clothing is required! (Coats, mittens, boots— no tennis shoes!)

### 2:00 pm to approximately 5:00 pm — Testing

(Snowmobiles will be provided.)

- Allow approximately an hour for testing. Students are free to leave after completion of written and driving tests.

#### Registration (218)283-2571 ext. 186

Cost: \$5 per student, administrative fee paid to Community Ed, plus \$29.95 for online training. An additional fee will be due to the DNR once class is complete. A parent or legal guardian must register their student IN ADVANCE in the Community Education Office, located by the pool in the back of Falls High School (door #5) Class size is limited, so register early. No refunds will be given for no shows.

PRE-REGISTRATION & PRE-PAYMENT REQUIRED!

NO REGISTRATIONS AT THE DOOR!

Classes for Youth and Adults Winter: December 2017 thru February 2018 Call (218)283-2571 ext. 186 to register!

## Creating with Clay—



Learn coil building and slab techniques to create a set of functional ware such as; 5 cups or bowls.

Classes will be held at  
Falls High School Room 120

Mondays/Wednesdays:

Jan 22, 24, 29, 31, and Feb 5 & 7

5:30-7:30pm Cost: \$45

Instructor: Andrea Gohl

Ages: 12-Adult

### Look for Upcoming Classes

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

Facebook:

Community Education of International Falls



## DIY Wooden Sign

A fun and informative class in which you complete a project. It is a great way to gather your friends or meet new people and walk away with a project made with your own 2 hands! The instructor will guide you through the process. I promise you will feel wildly creative! NO EXPERIENCE NECESSARY!

Monday, ~~December 4, 2017 at 6:30 pm~~ FULL

Thursday, ~~December 7, 2017 at 6 pm~~ FULL

Monday, ~~December 11, 2017 at 6 pm~~ FULL

Thursday, ~~December 13, 2017 at 6 pm~~ FULL

at FHS Room 224 Cost: \$35 Space is limited to 8 people.

Instructor: Rachel Amdahl

THESE CLASSES FILLED UP FAST!! WATCH OUR WEBSITE FOR SIMILAR CLASSES THIS WINTER AND SPRING OR CALL US TO GET ON THE INTEREST LIST!

## Defensive Driving Course for 55+

Monday, December 4, 2017

Rainy River Community College Theater

Instructor: Pete Goman

Must be paid ahead of time in the Community Education Office located at door #5 in the back of Falls High School. We are open M-F 8am to 4pm. Make all checks payable to ISD 361. No refunds will be given unless Community Education is properly notified 2 days prior to the class start date.

**Initial Course: 9:00 a.m.**

This course is for those drivers 55 years old or older that have NOT taken this course in the past and would like to receive a 10% discount on their car insurance.

**Refresher Course: 9:00 a.m.**

A refresher in Defensive Driving is needed every 3 years in order to continue to receive 10% off on your car insurance. This class is for participants that have previously taken the initial course.

**Cost: \$20**





# Christmas Decorating Class for Parents and Children

Tuesdays: December 5 and 12 from 5:30 pm to 6:15 pm in FHS Room 224 Ages 3-6 and accompanied by an adult

Instructor: Andrea Gohl

\*You must pre-register for this class ahead of time.



## InBeTWEEN ART CLUB

WITH INSTRUCTOR, RACHEL AMDAHL

Students will complete a variety of art projects throughout the month. Projects may include paintings, drawings, collages, crafts, sculptures, ceramics, etc. This is for tweens ages 8-12. Art Club meets in FHS room 224. Cost is \$30 per month. \*Bring a snack. Students must be pre-registered by the 1st of each month to ensure that we have enough supplies for each student.

- **Tuesdays & Thursdays:**  
**December 5, 7, 12, and 14**  
**(3:30 pm to 4:30 pm)**
- **Thursdays: January 4, 11, 18, and 25** (3:30 pm-4:30 pm)
- **Thursdays: February 1, 8, 15, and 22** (3:30 pm-4:30 pm)



Join us at the Falls High School Gym for a fun night of interactive family games, challenges and activities. Activities will be geared towards families of all ages.

- **Friday, November 17, 2017**
- **6:30pm to 8pm at FHS Gym**

**Facilitators: Kevin Alicea & Keanu Calamayan**

### Games and Equipment:

Big Base Kickball	Scooters
Ping Pong	Hula Hoops
Basketball	Frisbees
Badmitton	Balls
Floor Hockey	Bowling



\*Students who attend FES may ride bus #1—Round 3 at 3:30 pm and get dropped off at door #3(back door by pool). Students will be met by the instructor and escorted to the classroom. Home Schoolers/St. Thomas Students can be dropped off at FHS door #5 between 3:30 –3:40pm or a parent may walk them to the classroom #224. \*Same bus for 2:45 pm classes.

## INDOOR GOLF

**Ages: K-5th Grade Cost: \$145**

**Start Date: December 5, 2017**

**3:40 pm-4:40 pm \*Make checks payable to "ISD361".**

**Class Dates: Dec 5, 12, 19, Jan 9, 16, 23**

**\*NO CLASS: Dec 26 or Jan 2**

**Falls High School Cafeteria**

**All equipment provided.**

**Instructor: Tom O' Connell, PGA**

**\* Parents— Please be prompt  
at pick up time**



\*For more information visit-  
<https://golfsquad.com/school/international-falls-elementary/>

\*All Golf Squads are instructed by golf industry professionals. Everything essential is provided (Golf squad handbooks, hats, all clubs, training equipment, etc.). Classes will be instructed appropriately to suit the needs of new students as well as continuing students. Parents will receive weekly class emails describing what students will be doing and learning in class.

- Gym time with organized games.
- Physical fitness activities to give your child the recommended 60 minutes of moderate- to vigorous-intensity physical activity daily.
- New friendships and socialization. Team building skills and more!
- A safe and fun environment for kids to hang out at until parents get home.

### WEDNESDAY EARLY OUT RECREATION



**November: 22, 29**

**Group 1: Grades K-6 December: 6, 13**

**Group 2: Grades 7-12**

**January: 10, 17, 24, 31**

**FHS Gym 2:45-3:45pm**

**February: 7, 14, 21, 28**

**\$3 per student/day**

**Facilitators: Kevin Alicea and Keanu Calamayan**

**JOIN  
ANYTIME!!**

**Register in ADVANCE no less than 2 days prior so we can plan accordingly . Note that classes will be cancelled if we do not get a minimum of 5 per age group to sign up.**

**Call Community Education at (218)283-2571 ext. 186 to register or stop by our office at Falls High School, 1515 11th Street (Door #5).**

## ECFE Classes

meet on Mondays

8:30 am - 10:00 am and  
6:00 pm to 7:30 pm

Falls Elementary School  
Room 2

Instructor: Mandi Baron

Each class is meant to be a time for you to relax, enjoy your children, and meet other parents in a sharing of experiences, ideas, and questions. Classes have two main portions: a parent and child activity time, followed by an educational play program for children and a separate parent discussion led by a parent educator.

**BIRTH TO AGE 5 AND  
THEIR PARENTS**

Be sure to like our Facebook Page:  
**Community Education of  
International Falls** to keep up to  
date on all the happenings at  
Community Education.



## — PRE-K PAPER MACHE PINATA CLASS

FOR AGES 3-6 YEARS OF AGE WITH A PARENT

Cost is only \$15.

Please join Andrea Gohl as she teaches you how to craft your own piñata and decorate it with tissue paper and paints!

Class will be held at 5:30 pm to 6:30 pm in Room 224 at Falls High School on Thursdays: January 11, 18 and 25.

Please bring a bag of your favorite candy to fill the piñata.



**Bonus Lesson: Learn to  
Tie-Dye your own shirt!**

**On January 18th bring a  
white t-shirt to class and we  
will tie dye shirts to wear.**

## Pre-K Acrylics & Watercolor Paint Class

Who: Children ages 3-6 and a Parent

When: Tuesdays: January 9, 16, 23, 30,  
and February 6, 13. From 5:30-6:15pm

Where: Room 224 at Falls High School

Cost: \$30 (\$5 per session)

Instructor: Andrea Gohl



Explore variety of techniques such as stamping, stenciling, and developing textures. Children will have the chance to work hand-eye coordination and tactile skills.



## Staying Home

### Alone Class

Girls and Boys 9-13

Monday, January 8th

3:30 pm to 5 pm

FHS Room 224

Instructor:

Rachel Amdahl

Cost \$10 and includes  
a workbook

\*Please bring a snack  
to class.

\*Space is limited to  
12 students.

Will your child be staying home for a few hours after school this year? Is she/he prepared to handle an emergency should one arise? This course helps ensure that your child's experience of being home alone will be safe and positive.

Designed with children ages 9 to 13 in mind, this course covers important safety topics including stranger safety, phone safety, calling 9-1-1 and first aid. Each child will receive a workbook to keep for future reference.



## CPR AND FIRST AID



Kathy Sather, American Heart Instructor is offering the following safety courses through Community Education, ISD 361. Participants will receive a 2 year certificate upon completion of the course which includes all materials and supplies.

\*\* A minimum of 5 students per class. If you are in need of a class and the above dates and times do not coincide with your schedule please call Community Ed to be put on a waiting list. Once we have a group of 5 or more we will schedule a new class just for you!

### American Heart Heartsaver Adult CPR and AED

· **Monday, February 26 , 2018**

· 4 pm to 10 pm in the Falls High School Room 224

### American Heart Heartsaver Infant/Child CPR and AED

· **Monday, February 26, 2018**

· 4 pm to 10 pm in the Falls High School Room 224

\*In order to take this class you must register for Adult CPR and AED.

### American Heart Adult Heartsaver First Aid

· **Tuesday, February 27, 2018**

· 5 pm to 9 pm in the Falls High School Library

**\*\*Cost: Register for 1 class= \$45, 2 classes= \$80,  
3 classes= \$130**

## DIY Buns, Braids and Ponytails

Join Hairstylist: Karley Mastin as she shows you how to style your own or your child's hair into quick and easy do's. Class is held on Monday, January 8 from 6-7pm in FHS Room 224. Cost is \$5



## Marketing Your Services

Instructor, Danielle Schermerhorn, a local business owner of ZABAVA; a web design consulting firm will share affordable strategies to make your own marketing materials, pay attention to reviews and managing them, etc. She will give you tips and suggestions on how to market your services to get the results you want!

**Tuesday, January 9, 2018**

**6:30-8pm**

**Falls High School Room 218**

**\$10 fee**

## Social Media 101

Join us for this hands on Social Media class. We will touch on the basics of using social media sites to advertise your business, personal use, and more!

**Thursday, January 11, 2018**

**6:30 pm to 8 pm**

**Falls High School Room 218**

**Cost: \$10 Instructor: JoAnne Smith**



## CLASSROOM DRIVER'S TRAINING

### Mr. Casareto—Falls Driving School

Jan. 23, 24, 25, 29, 30, 31, Feb. 1, 5, 6, 7

3:30-6:30pm M-Th

Apr. 3, 4, 5, 9, 10, 11, 12, 16, 17, 18, 19, 23

6-8:30am M-Th

May 21, 22, 23, 24, 29, 30, 31, June 4, 5, 6

3:30-6:30pm M-Th

Parent Meetings: on April 10, 6:30 pm

### Mr. Ditsch—Border Driving School

Mar. 5, 6, 8, 12, 13, 15, 19, 20, 22, 26

6-9pm Mon., Tues., Thurs.

This is the classroom training required to receive a driver's license before the age of 18

1. You must be 14 years old. You must bring in a certified birth certificate (with a seal) the first week of class. Effective 2/1/97, you must have your permit for 6 months prior to taking the driver's test.
2. Driving is a very serious activity! Childish or immature behavior will not be allowed! Such behavior will result in dismissal from class with NO REFUND!

3. You must attend all classes! School sports or activities that conflict with class time will not be excused. If school sports or activities conflict with driver's training, please take an alternate class. NO REFUNDS WILL BE GIVEN FOR ATTENDANCE ISSUES.
4. In the event of a serious illness or family emergency, time will be made up following class. No other make-up times will be scheduled. State Law requires 30 hours of classroom training.

PRE-REGISTRATION AND PRE-PAYMENT is REQUIRED.

Register at the Community Education Office 218-283-2571 ext. 186  
1515 11th Street, Int'l Falls, MN 56649

Class Fee is \$100 which includes a manual.

Please make checks out to: **Falls Driving School or Border Driving School** depending on which class you choose to take.

## Ski & Snowboard Trip to Giant's Ridge

Deadline to Register is Friday, February 16, 2018.

Monday, February 19, 2018

Leave FHS Parking Lot at 7:30 am and return at 6:30 pm.

Bring a bag lunch or buy food at Giant's Ridge.

Ages: All ages 3-Adult. Anyone under 12 must be accompanied by an adult.

Cost: \$10 for transportation plus lift ticket \$32 for Adults (13 +) or \$22 for Children. Equipment rental if you need it is: Ski rental (Adults)= \$22, (Child)= \$17, Snowboard \$24, Snowblades \$24.

REGISTER AT COMMUNITY ED (218) 283-2571 EXT. 186 OR  
IN OUR OFFICE: 1515 11TH STREET, DOOR #5.



### **Trampoline Park in Duluth, MN**

**No School Day Trip to the NEW TRAMPOLINE PARK  
in Duluth for Grades 6-12.**

**Monday, January 22, 2018**

\*DEADLINE TO REGISTER:

Thursday, January 4, 2018.

Space is limited to 18 students!

Cost: \$50 includes park admission for 2 hours, required grip socks and van transportation.

Leave FHS Parking Lot at 8am

Return at approximately 5:30pm

We will stop at the mall food court to eat a quick lunch before going to the trampoline park. Students are required to pay for their own lunch.



**Look for Upcoming Classes Online: [www.isd361.k12.mn.us](http://www.isd361.k12.mn.us)**

**Facebook: Community Education of International Falls**



## SNOWMAN CRAFT CLASS

You will have the choice of making ONE snowman similar to the two pictured here. NO EXPERIENCE NECESSARY!

Wednesday, January 24, 2018 6 pm at FHS Room 224

Cost: \$20 Instructor: Rachel Amdahl

\*Specify which sign you will be making upon registration. Space is limited to 20 people.

## chalk COUTURE

Call up your friends and get ready to have some fun when you attend a Workshop with Chalk Couture! It doesn't matter if you are crafty or not, our products are designed for people of any crafting ability. Let us bring out your creative side with our wide array of Chalkboards, Chalk Transfers & Chalkology Paste.

Create your own masterpiece with Chalk Couture!

Saturday, January 20, 2018 5-7pm at Falls High School Room 224 \$10 Supply Fee made out to Brittany Schuver  
Class Fee made out to ISD 361 \$8



### Valentine's Day Sign

Make your own homemade wooden sign. You will have the choice of making a sign— there are 4 to choose from using red, white, black or grey paint. NO EXPERIENCE NECESSARY! Signs are 54 inches tall and can be displayed indoors or out.

Monday, January 15, 2018

6-9 pm at FHS Room 224

Cost: \$35 Instructor: Rachel Amdahl

Make your own homemade wooden sign. You will have the choice of making ONE sign. We have 4 different ones to choose from. NO EXPERIENCE NECESSARY!

Monday, February 12, 2018

6 pm at FHS Room 224

Cost: \$25 LAKE SIGNS



### Minnesota-Home or Deer Sign

Make your own homemade wooden sign. You will have the choice of making ONE sign similar to the three pictured here using red, white, black or grey paint. NO EXPERIENCE NECESSARY!

Monday, February 5, 2018 6 pm at FHS Room 224 Cost: \$25 Instructor: Rachel Amdahl

\*Bring a hair dryer if you have one. Specify which sign you will be making upon registration and the initials if you are making the deer sign. Space is limited to 20 people.



Held on January 17, 24, 31 and February 7, 14, and 21 at Falls High School Woodshop Room 153 from 6pm to 8pm. There will be an open shop for you to work on a project of your choice. Instructor, Steve Koenig will be available to help you with the tools and equipment but you need to provide the wood and any other supplies ( sandpaper, wood glue, screws, etc.) you might need to complete your project. Cost is \$5 per day. Ages 18 and older.

## WOODWORKING WEDNESDAYS



## SWEATER MITTEN MAKING CLASS:



With Instructor, Karla Line. Thursdays: Feb. 15 & 22 from 6-8pm at Falls High School Room 132B. Ages 14 to adult are invited to sign up! \*Basic Sewing Experience is a plus. Cost: \$25 Bring your own pre-shrunk wool sweaters, fleece or buttons if you would like. Price includes sewing machine and supplies to make one pair of mittens.

## INSTRUCTORS WANTED!

We are looking for new instructors to teach spectacular specialty classes.  
Have you ever considered sharing your talent and passion with others?

Submit your class proposal for consideration

And call us at: (218)283-2571 ext. 186 or 109



You design the class.

You decide the time.

You decide the date.

You decide the cost.

We take care of the advertising.

We register all of the participants.

We collect the fees.

We pay you bi-weekly.

We would love for you to join our team!

\*DIY creations, knitting, stained glass, woodworking, painting, drawing, painted wooden signs, photography, sewing, quilting, scrapbooking, computers, blogging, website design, Excel or Microsoft programs, Quickbooks, exercise or fitness, yoga, pilates, Zumba, fixing small motors, hair, make-up, nails, sports of any kind, parenting or life skills, self-defense, writing, book clubs, financial planning, safety courses, foreign language, cooking, baking, music lessons, **THE POSSIBILITIES ARE ENDLESS!**

## ISD 361 Community Education NEWSLETTER

Spring Edition 2018

For all dogs older than 5 months

### DOG OBEDIENCE



- MONDAYS:
- MARCH 5, 12, 19  
FROM 7-8PM
- APRIL 9, 16, 23 & 30  
FROM 6-7PM

- FALLS ELEMENTARY SCHOOL GYMNASIUM

Trainers must be 12 yrs. and up. Bring a slip chain collar,  
a 6 ft. leash and paper towels for accidents to class.

Instructor: Doug Grindall Cost: \$25

\*Learn obedience commands & skills:

Sit, Stay, Down and Come.

### GUITAR LESSONS

- Play guitar in 8 weeks!
- Instructor, Kelly Green -  
- Over 40 years as a  
professional musician
- Acoustic, Electric,  
Classical, Rock, Country,  
Gospel & more!
- \$18 per 1/2 hour lesson



### Amateur Photography

- Youth ages 10 and up.
- Bring your own digital camera and snap a variety  
of shots to improve your picture taking skills. We  
will print off our photos for you to bring home.
- Class is on Wednesdays; March 21 & 28, 2018
- 2:45pm to 4:00pm in FHS Room 224.
- Cost is \$10. Payable to "ISD361".





## Snowmobile Safety Course

Youth (Ages 11-15) Saturday, March 3, 2018

Starts at 9:00 am at the Rainy Lake Visitor Center

Students 12-15 years old MUST complete the course, plus take a snowmobile driving test. (Students who are 11 years old by March 4, 2018 may take the class, but certification will not be valid until they turn 12.)

- All students must complete an online training before coming to class on January 13th.
- The online training takes 3-4 hours to complete— plan ahead to allow sufficient time to complete the training!
- Print out the certificate of completion at the end of the training and bring it to class with you.
- Students must purchase an online training class through the MN DNR website. Visit: <http://www.dnr.state.mn.us/safety/vehicle/snowmobile/index.html> to select a training program. There are two options: snowmobile-ed.com or snowmobilecourse.com (family/group pricing—be sure to select this option if you have other children in your family, as it allows them to receive a discount on future safety classes.)

### 9:00 am to 2:00 pm— Classroom Instruction

- Class starts promptly at 9:00 am
- Parents/Guardians need to be present for the first 15 minutes only.
- When you drop your child off, sign up for a testing time in the afternoon.
- Bring a bag lunch for your child.
- Bring a helmet if you have one.
- Proper clothing is required! (Coats, mittens, boots— no tennis shoes!)

### 2:00 pm to approximately 5:00 pm — Testing

(Snowmobiles will be provided.)

- Allow approximately an hour for testing. Students are free to leave after completion of written and driving tests.

#### **Registration (218)283-2571 ext. 186**

Cost: \$5 per student, administrative fee paid to Community Ed, plus \$29.95 for online training. An additional fee will be due to the DNR once class is complete. A parent or legal guardian must register their student IN ADVANCE in the Community Education Office, located by the pool in the back of Falls High School (door #5) Class size is limited, so register early. No refunds will be given for no shows.

**PRE-REGISTRATION & PRE-PAYMENT REQUIRED!**

**NO REGISTRATIONS AT THE DOOR!**

## Host a Birthday Party at the Pool

Call the Community Education Office to schedule a private pool party and choose one of our pool party plans. Parties start at \$50.



## MORNING LAP SWIM

Morning lap swimming for adults and swim team members—Come to the Falls High School swimming pool for a morning workout swim. The pool is open from 6:30 am to 7:30 am Monday through Friday except for “no school days”. Please check the calendar for exact dates. To attend a session of morning lap swim we ask that you purchase a swim ticket in advance. The Community Education Office sells a 10 punch swim ticket for \$20. The lifeguard can keep it on file for you or you can bring it each time. Swim tickets are good for the entire family and never expire.

## FAMILY OPEN SWIM

Family open swim is available every Tuesday and Thursday from 6 pm to 8 pm and on Saturdays from 10 am to 12 pm.

Families, children and adults of all ages are welcome to come and swim in the pool. All children under the age of 10 must be accompanied by an adult. Infants and toddlers who are not potty trained are also required to wear a swim diaper.

Please purchase a swim ticket in advance or pay the lifeguard \$2 per swimmer. The Community Education Office sells a 10 punch swim ticket for \$20 that is good for the entire family and never expires.

A reminder that the pool is closed on “no school days” and scheduled swim meets. Please check the school calendar for exact dates.

POOL SCHEDULE  
FOR ALL AGES  
AND ACTIVITIES



CALL US TO SCHEDULE PRIVATE SWIM LESSONS!

## Water Fitness Classes \*Join Anytime!!



Join us for a no-impact water workout that is perfect for those that want to get fit, build strength and rehab from an injury. This class provides a high resistance workout while placing less stress on muscles and joints. This workout requires no swimming skills and is ideal for everyone regardless of your fitness level. JOIN US FOR A FUN WORKOUT!

Join us in the pool from 6pm to 7pm on Mondays and Wednesdays with Instructor, Donna Gedney. Also on Saturdays—March 3, 10, 17 and 24 from 9 am to 10 am. \*No class on April 2. Classes run through April 25. You can join anytime! Cost is \$40 for 8 sessions. Punch cards are available to purchase in the Community Education Office, 1515 11th Street, Int'l Falls, MN 56649. Door #5 of FHS.

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## DIY Wood Sign : SUMMER

A fun and informative class in which you complete a project. It's a great way to gather with friends and walk away with a project made with your own 2 hands! The instructor will guide you through the process. No experience necessary.

- Wednesday, April 25, 2018
- 6pm to 9pm in FHS Room 224
- Cost \$35
- Instructor, Rachel Amdahl

## Personalized Name Sign Workshop

Thursday, March 15, 2018

6pm to 9pm

FHS Room 224

\*Deadline to register is  
March 9, 2018.

Cost: \$35 Payable in  
advance. Mail to: Community Ed, 1515 11th Street,  
Int'l Falls, MN 56649 or stop by.

\*Provide Last Name and Est. Date upon registering.

- Instructor, Rachel Amdahl



## Ed2go Online Learning Courses: Over 250 classes to choose from!

What a great way to learn—at home, at your own pace, and when it's convenient for you!

Most classes run for six weeks (with a two-week grace period). Classes are project-orientated and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more. You can complete any of these courses from your home or office and at any time of the day or night. All courses require Internet access, e-mail, Netscape Navigator or Microsoft Internet Explorer. Suggested Retail Price is: \$89-99. YOUR PRICE: Only \$79 per course.

### How to Get Started

1. Visit our Online Instruction Center:

[www.ed2go.com/ifalls](http://www.ed2go.com/ifalls)

2. Click the Courses link, once you choose the department and course title you are interested in, select the Enroll Now button. Follow the instructions to enroll and pay for your course.

3. When the course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the username and password you selected during enrollment.





## ROUND 2: ADULT TAP DANCING CLASS

This course is a continuation of the winter session that was offered. Newcomers are welcome to join. We just ask that you come to a refresher course so that you are up to speed with what the others have learned this past session and have the basics down. The refresher course will be held on Thursday, March 29 from 5:30pm to 7pm in the Falls High School Cafeteria. Cost is \$8 and past participants may also attend if you would like. Please wear casual attire such as leggings, tank or t-shirt— no baggy or long pants that get caught under your heel.

Newcomers: Please order your shoes ahead of time. Suggested website to order shoes: <https://www.discountdance.com> Type in the following style numbers into the search bar: T9500, DN3710L or T9100 for the suggested styles to order.

### Pen Making Workshop

Learn how to turn a pen on a lathe. A variety of materials can be used to make a pen. If you would like to bring your own deer antlers you can create one out of those, too.

Wednesday; March 14, 2018

6pm to 8pm FHS Room 153

Kit Cost: \$15 made out to the instructor

Class Fee: \$5 Space is limited to 10 people.

Instructor: Bob French



### COURSE:

Dates and Times to be determined.

Please call to get

on the list. More details to come soon!



Instructor, Emily Severson has years of dancing experience. Join her for round 2 of this class favorite!

Women are raving about how fun it is! Plus, what a great way to get a workout and get your groove on!

Thursdays: April 5, 19, Tuesday: May 1, Thursdays: May 17, and 31

5:30pm to 7:00pm in Falls High School Cafeteria

Cost: \$40 for 5 classes \*Participants must be 18 years of age and up.

## Declutter & Organize Your Home Workshop

Each participant will receive a binder with checklists and info on how to organize your important documents, numbers, contacts, and passwords. You will learn how to declutter and clean your home by following easy monthly steps. Plus, we will make a paint chip calendar to take home.

Class will be held at  
Falls High School Room 224  
Wednesday, March 14, 2018  
6-7pm Cost: \$20  
Instructor: Rachel Amdahl



Look for Upcoming Classes  
Online:

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

Facebook:

Community Education of International Falls



## DIY Herb Garden

At this workshop you will complete your own herb garden filled with cilantro, basil and oregano. The design is rustic and can be hung on the wall or propped up outside.

Tuesday, May 8, 2018 at 6-7 pm in FHS Room 224 Cost: \$20

Instructor, Rachel Amdahl

## Defensive Driving Course for 55+

May Class — Date to be determined soon. Call to get on the list.

Rainy River Community College Theater

Instructor: Pete Goman

Must be paid ahead of time in the Community Education Office located at door #5 in the back of Falls High School. We are open M-F 8am to 4pm. Make all checks payable to ISD 361. No refunds will be given unless Community Education is properly notified 2 days prior to the class start date.

### Initial Course: 9:00 a.m.

This course is for those drivers 55 years old or older that have NOT taken this course in the past and would like to receive a 10% discount on their car insurance.

### Refresher Course: 9:00 a.m.

A refresher in Defensive Driving is needed every 3 years in order to continue to receive 10% off on your car insurance. This class is for participants that have previously taken the initial course.



**Cost: \$20**

## Get Your Paint On!

"PAINT FROM THE HEART"



- Join us for a fun-filled evening as we make a few different heart paintings.
- Wednesday, March 21, 2018
- 6pm -7pm
- Falls High School Room 224
- \$10 Fee for each child age 2 and up

## PAINTING

Thursdays: May 3 & 10, 2018

3:30 pm—4:30 pm

FHS Room 224

Cost: \$10

Create an acrylic painting on a canvas and a watercolor painting.

Ages 5-12



## Create a Board Game

Thursdays: March 8 & 15, 2018

3:30pm -4:30pm FHS Room 224

Cost: \$8 Ages 5-12 are welcome to attend.



We will design our own board games and play them. Each person will bring home a game to share with friends and family.



### • International Cooking for Kids

Discover a new level of taste. Chinese Stir Fry and Mexican Enchiladas

- Thursdays: April 12 & 19, 2018
- 3:30pm to 5pm at FHS Room 130

Instructor: Rachel Amdahl

Cost: \$10 Kids ages 5-12

Be sure to like our Facebook Page:  
**Community Education of International Falls**  
to keep up to date on all the happenings at  
Community Education.

\*Students who attend FES may ride bus #1—Round 3 at 3:30 pm and get dropped off at door #3(back door by pool). Students will be met by the instructor and escorted to the classroom. Home Schoolers/St. Thomas Students can be dropped off at FHS door #5 between 3:30 -3:40pm or a parent may walk them to the classroom #224. \*Same bus for 2:45 pm classes.

\*For more information visit-  
<https://golfsquad.com/school/international-falls-elementary/>

\*All Golf Squads are instructed by golf industry professionals. Everything essential is provided (Golf squad handbooks, hats, all clubs, training equipment, etc.). Classes will be instructed appropriately to suit the needs of new students as well as continuing students. Parents will receive weekly class emails describing what students will be doing and learning in class.

## INDOOR GOLF LESSONS

Ages: K-5th Grade Cost: \$145

Start Date: Tuesday, April 3, 2018 at 3:30 pm-5 pm

Class Dates: April 3, 10, 17, and 24

Falls High School Cafeteria

All equipment provided.

Instructor: Tom O' Connell, PGA

- Parents– Please be prompt at pick up time

REGISTER AT:

<https://golfsquad.com/school/international-falls-elementary/>



Kathy Sather, American Heart Instructor is offering the following safety courses through Community Education, ISD 361. Participants will receive a 2 year certificate up on completion of the course which includes all materials and supplies.

\*\* A minimum of 5 students per class. If you are in need of a class and the above dates and times do not coincide with your schedule please call Community Ed to be put on a waiting list. Once we have a group of 5 or more we will schedule a new class just for you!

### American Heart Heartsaver Adult CPR and AED

- Monday, April 23, 2018
- 4 pm to 10 pm in the Falls High School Room 130

### American Heart Heartsaver Infant/Child CPR and AED

- Monday, April 23, 2018
- 4 pm to 10 pm in the Falls High School Room 130

\*In order to take this class you must register for Adult CPR and AED.

### American Heart Adult Heartsaver First Aid

- Tuesday, April 24, 2018
- 5 pm to 9 pm in the Falls High School Room 130

## CPR and First Aid



## ECFE Classes

meet on Mondays

8:30 am - 10:00 am and  
6:00 pm to 7:30 pm

Falls Elementary School  
Room 2B

Instructor:  
Mandi Baron

Each class is meant to be a time for you to relax, enjoy your children, and meet other parents in a sharing of experiences, ideas, and questions. Classes have two main portions: a parent and child activity time, followed by an educational play program for children and a separate parent discussion led by a parent educator.

**BIRTH TO AGE 5 AND  
THEIR PARENTS**

Cost: \$30 per quarter  
First additional siblings  
\$15/qtr.  
Subsequent siblings \$5/  
qtr.



### BIG TRUCK NIGHT

Free Family Friendly Event

All Ages Welcome: Fun for the Whole Family!

Tuesday, May 22, 2018

5pm to 7pm

Falls High School Student  
Parking Lot

Stop by and climb in the big trucks and cars! Sit behind the steering wheel and see what it's like to be in a big rig! Lots of buttons and equipment to check out!

- Fire Trucks
- School Buses
- Emergency Vehicles
- Semi Trucks
- Race Cars
- And more!

## ECFE FAMILY FISHING EVENT:

Held at the Rod Smith Memorial Fishing Pond (Near Rainy Lake One Stop) from 6-7pm on May 17, 2018 Cost: \$5 per family



- Bring your fishing poles and life jackets for the kids.
- Corn bait will be provided.
- Snacks and a beverage will be served
- Sportfishing Club Members will be on hand to assist and give pointers.



Join us for an evening of basic cake decorating. Learn how to decorate a birthday cake with different frosting tips and techniques. Participants must bring their own cake to practice on (any size) and a cake decorating kit (bring your own or purchase one from Hometown Hobby and Crafts). Cost is \$10. Instructor is Mickey Belanger.

Thursday, April 12, 2018

6 pm to 8 pm in Room 130 of Falls High School

## Financial Fitness: A Family Event

Wednesday, March 28, 2018

6-8pm in Falls High School Room 119.

Sarah Meres, TruStar Project Coordinator

In a post-recession world, talking about money has become taboo. In turn, our millennial children are entering adulthood ill prepared for the inevitable financial decisions ahead of them. This course will benefit all ages and levels of financial literacy. We will discuss how to create financial goals, monthly budgeting, savings and interest, foundations of credit, and investing.

If you have a teen preparing for college, put your mind at ease knowing they are prepared to make choices which will affect them for a lifetime and you are equipped to answer their questions with confidence.



## TAE KWON DO

**Beginner's Session:**  
Tuesdays & Thursdays  
5:45 p.m. to 6:45 p.m.

**Advanced Session:**  
Tuesdays & Thursdays  
6:45 p.m. to 8:30 p.m.

Falls Elementary School

Promote self-discipline while learning the sport of Karate in a controlled setting. Kick, punch, and block your way to the next level, and earn your color belt. This is an excellent and fun way to workout and get into shape! Ages 10 and up.

Instructor: Ken Krueger

JOIN ANYTIME!!

Cost: \$25 ticket (purchase at class or Community Education). Tickets are good for 8 classes and can be used by the entire family. Test fees, sparring gear, and uniforms are additional.



Look for Upcoming Classes Online:

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

**Facebook:** Community Education of International Falls

**CLASSROOM DRIVER'S TRAINING**

**Mr. Casareto—Falls Driving School**

Apr. 3, 4, 5, 9, 10, 11, 12, 16, 17, 18, 19, 23  
6 am-8:30 am Mon. thru Thurs.

June 11, 12, 13, 14, 15, 18, 19, 20, 21, 22

Parent Meeting: April 10, 6:30 pm

**Mr. Ditsch—Border Driving School**

Mar. 5, 6, 8, 12, 13, 15, 19, 20, 22, 26

July 10, 11, 12, 17, 18, 19, 24, 25, 26, 31

Parent Meeting: July 11, 8 am



9 am-12 pm

Mon.thru Fri.

6 pm-9 pm

Mon., Tues., Thurs.

8 am-11 am

Tues., Wed., Thurs.

This is the classroom training required to receive a driver's license before the age of 18

1. You must be 14 years old. You must bring in a certified birth certificate (with a seal) the first week of class. Effective 2/1/97, you must have your permit for 6 months prior to taking the driver's test.
2. Driving is a very serious activity! Childish or immature behavior will not be allowed! Such behavior will result in dismissal from class with NO REFUND!
3. You must attend all classes! School sports or activities that conflict with class time will not be excused. If school sports or activities conflict with driver's training, please take an alternate class. NO REFUNDS WILL BE GIVEN FOR ATTENDANCE ISSUES.
4. In the event of a serious illness or family emergency, time will be made up following class. No other make-up times will be scheduled.

**INSTRUCTORS WANTED!** We are always looking for new instructors to teach spectacular specialty classes. Have you ever considered sharing your talent and passion with others? Submit your class proposal for consideration or call us!

(218)283-2571 ext. 186 or 109

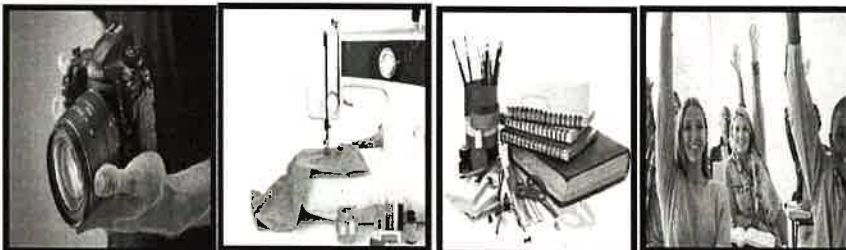
**FOR CLASSROOM DRIVER'S TRAINING PRE-REGISTRATION AND PRE-PAYMENT is REQUIRED.**

Register at the Community Education Office  
218-283-2571 ext. 186

1515 11th Street, Int'l Falls, MN 56649

Class Fee is \$100 which includes a manual.

Please make checks out to: Falls Driving School or Border Driving School depending on which class you choose to take.



\*DIY creations, knitting, stained glass, woodworking, painting, drawing, painted wooden signs, photography, sewing, quilting, scrapbooking, computers, blogging, website design, Excel or Microsoft programs, Quickbooks, exercise or fitness, yoga, pilates, Zumba, fixing small motors, hair, make-up, nails, sports of any kind, parenting or life skills, self-defense, writing, book clubs, financial planning, safety courses, foreign language, cooking, baking, music lessons, **THE POSSIBILITIES ARE ENDLESS!**



MCEA Region	K-12 Population	# of yrs as Director	Salary	
1	1444	8	58,109	
1	1100	28	66,355	
1	1100	9	70,000	
1	675	8	66,000	
1	1014	8	71,000	
1	1145	11	56,813	
2	1100	4	55,000	
2	730	10	90,000	
2	1100	3	65,000	
2	1800	11	57,789	
2	715	19	66,206	
7	1550	9	60,000	
7	1985	5	60,400	
8	1600	2	72,720	
8	1200	4	87,000	
8	1647	1	58,000	
8	1000	6	46,000	
8	1100	12	50,000	RACHEL
8	1100	12	82,162	
8	1355	17	68,053	
9	1395	13	73,000	
9	950	18	70,000	
9	1750	5	65,760	
9	1000	3	48,935	
9	1140	37	46,000	
9	1800	3	70,314	
9	608	8	46,000	
9	1000	4	69,492	
9	2300	14	70,000	
9	1169	10	90,000	





## Comparisons

2016-2017

Summer (June 2017) 30 classes offered

Fall 2016 67 classes offered

Winter 2016-2017 57 classes offered

Spring 2017 59 classes offered

Summer (July & Aug. 2016) 33 classes offered

Fiscal year total= 246

Summer (June 2018) 27 classes offered

Fall 2017 76 classes offered

Winter 2017-2018 77 classes offered

Spring 2018 81 classes offered

Summer (July & Aug. 2017) 41 classes offered

Fiscal year total= 302

- 56 more classes than the year prior

### Other Points to Consider:

\*We have cut costs on instructors since Rachel was teaching 68 of those classes this year.

\*We offered 60 brand new classes that have never been offered before.

\*Our adult participation in classes has increased and we are offering more youth classes for a cheaper price.

\* In 2016-2017 we had 368 ECFE children ages 0-5 participating in our programming with 321 adults. In 2017-2018 we had 389 children and 393 adults. Rachel was very active on the ECFE board, attended meetings and events and helped generate new events and ideas.

Expenses: Comm. Ed. General: 2017-18 revised budget= \$89,084 FY Activity=\$79,298.21 \$9786 under budget. \*Stacy Grover still has some finalizing to do on the budget for expenses but this won't drastically change.

Revenue:	Youth Tuition:	2017-2018	2016-17	2015-16
		\$11,294.30	\$16,818	\$13,701
	Comm. Ed Tuition:	2017-18	2016-17	2015-16
		\$24,249.89	\$24,894	\$27,536