

REGULAR SCHOOL BOARD AGENDA

International Falls Public Schools, ISD #361
Monday, July 15, 2019 at 5:00 PM
FHS Cafeteria, 1515 11th Street, International Falls, MN
District Website: www.isd361.k12.mn.us

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

Call to Order

1. Roll Call:

Mike Holden___	Michelle Hebner___
Toni Korpi___	Jennifer Windels___
Ted Saxton___	Terry Murray___
Roxanne Skogstad-Ditsch___	Kevin Grover___

2. Pledge of Allegiance

Approval of Agenda

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

Open Forum

1. Public Open Forum
2. Great Up North Swim Club - Ashley Hall

Consent Agenda

Approve the Consent Agenda as presented. Motion by _____; second by _____. Motion carried / failed.

1. Approve past meeting minutes for the Regular School Board Meeting on June 17, 2019. 4
2. Approve current accounts payable due in amount of \$885,242.38. 7
3. Approve payroll in amount of \$49,274,02 for pay periods July 7, 2019.
4. Second reading of School Board Policy 623 - Mandatory Summer School Instruction
5. Second reading of School Board Policy 515 - Protection and Privacy of Pupil Records
6. Second reading of School Board Policy 515 Form
7. Approve the 10 year Long Term Facility Maintenance Plan (LTFM). 31
8. Approve the FHS Student Handbook for the 2019-2020 school year. 55
9. Approve the FES Student Handbook for 2019-2020 school year. 107
10. Appoint Melissa Tate as Section 504 Officer for Grades K-5, and appoint Marc Glowack as alternate Section 504 Office for Grades K-5. 129
11. Appoint Kevin Grover as Title IX Officer (District Wide), and appoint Tim Everson as alternate Title IX Officer (District Wide).
12. Appoint Tim Everson as Human Rights Officer, and Melissa Tate as alternate Human Rights

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Officer.

13. Appoint Marc Glowack as Section 504 Officer for Grades 6-12, and appoint Melissa Tate as alternate Section 504 Office for Grades 6-12.
14. Approve collaborative services agreement with Kootasca Headstart. 130
15. Approve annual notice of compliance for academic vocational programs of non discrimination per attached. 133
16. Approve non financial agreement with Koochiching County Public Health and Human Services. 134
17. Approve MSBA membership for the 2019-2020 school year.
18. Increase Karla Olson-Line, FACS / Consumer Science Teacher, to .909 FTE per FHS Class Sections adopted on March 18, 2019.

Action Items

1. Resolution Acceptance of Gifts and Donations. Motion by __, second by __. Motion carried / failed. 136
2. Accept grant from MN Twins - Twins Fields for Kids in amount of \$10,000 for Softball field dugout project. Motion by __, second by __. Motion carried / failed. 137
3. Resolution approving cooperative sponsorship agreement with Rainy River School District for Girls Hockey. Motion by __, second by __. Motion carried / failed. 138

Administrative Reports

1. Melissa Tate, Elementary Principal
2. Tim Everson, Secondary Principal
3. Kevin Grover, Superintendent: Reminder - upcoming board work session on July 22nd at 3:00 pm in FHS Library to receive presentation from Trane on finalized facility report.
4. Committee Reports:
 4. 1. Community Ed Advisory Board
 4. 2. Recreation Commission

Close Session

1. The meeting will be closed as permitted by Minnesota Statutes, section 13D.03 to discuss the Districts labor negotiation strategy related to negotiations with L4798, L510 and L331. Motion by __, second by __. Motion carried / failed
2. The meeting will be closed as permitted by Minnesota Statutes, section 13D.05 to perform the year end evaluation of Superintendent, Kevin Grover. Motion by __, second by __. Motion carried / failed.

Reopen

1. Reopen session and give brief performance evaluation statement of Kevin Grover,

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Superintendent. Motion by __, seconded by __. Motion carried / failed.

Adjournment

Motion by __, second by __ to adjourn meeting at __ pm. Motion carried / failed.

MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, June 17, 2019 at 5:00 p.m.
Falls High School Cafeteria

A Regular Meeting of the Board of Trustees of Independent School District #361 was held Monday, June 17, 2019 in the FHS Cafeteria.

Ted Saxton, Board Chair, called the meeting to order at 5:00 pm. Members present were: Jennifer Windels, Roxanne Skogstad-Ditsch, Mike Holden, Michelle Hebner, Ted Saxton, Terry Murray and Kevin Grover.

Pledge of Allegiance.

Approval of Agenda:

Motion by Michelle Hebner then second by Mike Holden to approve agenda as presented. Motion carried 6-0.

Open Forum:

1. Public Open Forum: None.

Consent Agenda

Motion by Michelle Hebner then second by Roxanne Skogstad-Ditsch to accept Consent Agenda as presented. Motion carried 6-0.

1. Approve past meeting minutes for the Regular School Board Meeting on May 20, 2019.
2. Approve current accounts payable due in amount of \$795,994.73.
3. Approve payroll in amount of \$713,109.06 for pay periods May 24th, May 30th, June 7, 2019 and June 21, 2019.
4. Approve summer payroll in amount of \$391,349.28 for June 21, 2019.
5. Increase Arianna Cipriano to 1.0 FTE elementary teacher for the 2019-2020 school year.
6. Approve hire of Brittany Bragg as LPN starting in the 2019-2020 school year.
7. Approve hire of Jakob Ettestad as Assistant Football Coach for the 2018-2019 season.
8. Approve hire of Jessica Crosby as Football Cheerleader Advisor for the 2019-2020 season.
9. Approve hire of Lori Potter as Basketball Cheerleader Advisor for the 2019-2020 season.
10. Approve hire of Alex Mannausau as Hockey Cheerleader Advisor for the 2019-2020 season.
11. Approve hire of George McDonald as Head Coach Boy's Hockey for the 2019-2020 season.
12. Approve hire of Chad Baldwin as Assistant Coach Boy's Hockey for the 2019-2020 season.
13. Approve hire of Eric Olson as Assistant Coach Boy's Hockey for the 2019-2020 season.
14. Approve hire of Michele McDonald as Head Coach Girl's Hockey for the 2019-2020 season.
15. Approve hire of Kevin Erickson as Assistant Coach Girl's Hockey for the 2019-2020 season.
16. Approve the hire of Glen Marcotte as Assistant Girls' Hockey Coach for the 2019-2020 season contingent upon: (1) There is enough student athletes to form a team for the majority of scheduled games, and/or (2) if part way through the season there are not enough players for a team the position would no longer be needed, therefore, would be paid on a prorated basis for days worked.
17. Approve hire of Amis MacKenzie as Head Coach Boys Basketball for the 2019-2020 season.
18. Approve hire of John Reller as Assistant Coach Boys Basketball for the 2019-2020 season.
19. Approve hire of Jay Boyle as Head Coach Girls Basketball for the 2019-2020 season.
20. Approve hire of Cory Miggins as Assistant Coach Girls Basketball for the 2019-2020 season.
21. Approve hire of Kacey Kujula and Ariana Cipriano as Co-Knowledge Bowl Advisers for the 2019-2020 season.

22. Approve hire of Doug Lowthian as Speech Advisor for the 2019-2020 season.
23. Approve hire of Jay Boyle as Math Team Advisor for the 2019-2020 season.
24. Approve hire of Deana Lorensen as Assistant Volleyball Coach for the 2019-2020 season.
25. Approve hire of Rachel Amdahl as Student Council Advisor for the 2019-2020 school year.
26. Approve hire of Charie Anderson as Annual Advisor (in class) for the 2019-2020 school year.
27. Approve hire of Karla Olson-Line as MHS Advisor for the 2019-2020 school year.
28. Accept resignation from Kathleen Tompkins hourly Choir instructor effective May 31, 2019.
29. Approve the audit service agreement with CliftonLarsonAllen LLP for the fiscal year 2018-2019 audit.
30. Approve hiring R&R Specialty to paint Arena floor at cost of \$17,159.81.
31. Approve Post-Secondary Enrollment Options contract with Mesabi Range College for the 2019-2020 school year.
32. Approve City of International Falls Fire Department use of field for July 4th fireworks.
33. Approve MREA membership dues of \$2,218 for the 2019-2020 school year.
34. Second reading of School Board Policy 721 - Uniform Grant Guidance Policy
35. Second reading of School Board Policy 903 - Visitors to School District Buildings and Sites
36. Second reading of School Board Policy 805 - Waste Reduction and Recycling
37. Second reading of School Board Policy 620 - Credit for Learning
38. Second reading of School Board Policy 612.1 - Parent and Family Engagement
39. Second reading of School Board Policy 513 - Student Promotion, Retention, Program Design
40. Second reading of School Board Policy 425 - Staff Development
41. Second reading of School Board Policy 405 - Veteran's Preference
42. Second reading of School Board Policy 303 - Superintendent Selection
43. First Reading of School Board Policy 701 - Establishment and Adoption of School Dist. Budget
44. First Reading of School Board Policy 623 - Mandatory Summer School Instruction
45. First Reading of School Board Policy 515 - Protection and Privacy of Pupil Records
46. First Reading of School Board Policy 515 Form
47. Receive the 10 year Long Term Facility Maintenance Plan (LTFM) for approval in July.
48. Receive the FHS Student Handbook for adoption in July 2019.
49. Receive the draft FES Student Handbook for 2019-2020.
50. Approve social studies adoption cycle purchases at estimated cost of \$64,500 (total purchase orders @ \$64,252 plus adjustment for shipping/handling).

Action Items:

1. Motion by Roxanne Skogstad-Distch then second by Jennifer Windels to approve the Resolution Acceptance of Gifts and Donations. Voting in favor: Michelle Hebner, Mike Holden, Terry Murray, Jennifer Windels, Roxanne Skogstad-Ditsch and Ted Saxton. Voting against: None; whereas, resolution was declared adopted.
2. Motion by Michelle Hebner then second by Mike Holden to approve 2019-2020 MSHSL Resolution for Membership and watch MSHSL video "Why We Play". Motion carried 6-0.
3. Motion by Terry Murray then second by Jennifer Windels to approve resolution regarding board control of student activities. Motion carried 6-0.
4. Receive Superintendent yearend performance evaluation summary and form. Evaluation from due back June 26th to Michelle Hopkins.
5. Motion by Michelle Hebner then second by Terry Murray to approve the general fund final revenue budget of \$13,352,143 and final expense budget of \$13,578,646 for fiscal year 2018-2019. Motion carried 6-0.
6. Motion by Roxanne Skogstad-Ditsch then second by Mike Holden to approve the general fund adopted revenue budget of \$12,971,922 and final expense budget of \$13,532,219 for fiscal year 2019-2020. Motion carried 6-0.
7. Motion by Terry Murray then second by Roxanne Skogstad-Ditsch to approve the community education final revenue budget of \$404,314 and expense budget of \$397,970 for fiscal year 2018-2019. Motion carried 6-0.

8. Motion by Michelle Hebner then second by Terry Murray to approve the community education adopted revenue budget of \$388,203 and expense budget \$409,901 for fiscal year 2019-2020. Motion carried 6-0.
9. Motion by Roxanne Skogstad-Ditsch then second by Mike Holden to approve the food service final revenue budget of \$561,122 and expense budget of \$579,983 for fiscal year 2018-2019. Motion carried 6-0.
10. Motion by Michelle Hebner then second by Mike Holden to approve the food service final revenue budget of \$560,500 and expense budget of \$562,486 for fiscal year 2019-2020. Motion carried 6-0.

Administrative Reports:

1. Melissa Tate, Elementary Principal – prepping for new school year.
2. Tim Everson, Secondary Principal - prepping for new school year.
3. Kevin Grover, Superintendent – Request from Great Up North Swim Club to use pool and fee for pool use; Rotary Membership \$300/year upto 4 business members; request for School Calendar (printed version); No applications for Music position.
4. Committee Reports:
 5. 1. Community Ed Advisory Board – No report on activities. Received good feedback on Camp Invention class offered.
 5. 2. Recreation Commission.

Closed Session

Motion by Michelle Hebner then second by Terry Murray to close session as permitted by Minnesota Statutes, section 13D.03 to discuss Districts negotiation strategy with L4798, L510 and L331. Motion carried 6-0.

Adjournment:

Motion by Michelle Hebner then second by Roxanne Skogstad-Distch to reopen and adjourn the meeting at 6:41 p.m.

Approved Minutes:

District Clerk	Date	Board Chair	Date
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Payables Summary
July 15, 2019

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
6436	AFSCME Council 65	6/21/2019	20190621AD	Payroll accrual		0 \$ 929.07
	AFSCME Council 65	6/21/2019	20190621AD	Payroll accrual		0 \$ 205.94
	AFSCME Council 65	6/21/2019	20190621AD	Payroll accrual		0 \$ 13.25
	AFSCME Council 65	6/21/2019	20190621AD	Payroll accrual		0 \$ 17.67
	AFSCME Council 65	6/21/2019	20190621AD	Payroll accrual		0 \$ 10.00
	AFSCME Council 65	6/21/2019	20190621AD	Payroll accrual		0 \$ 0.33
6437	Falls Education Foundation	6/21/2019	20190621ADI	Payroll accrual		0 \$ 25.00
6438	MN Child Support Payment Center	6/21/2019	20190621AD	Payroll accrual		0 \$ 167.51
6439	MN Child Support Payment Center	6/21/2019	20190621AD	Payroll accrual		0 \$ 325.05
6440	MN Child Support Payment Center	6/21/2019	20190621AD	Payroll accrual		0 \$ 74.29
6441	United Way of Northeastern MN	6/21/2019	20190621ADI	Payroll accrual		0 \$ 10.00
6442	Falls Education Foundation	6/21/2019	20190621BDI	Payroll accrual		0 \$ 5.00
	Falls Education Foundation	6/21/2019	20190621CDI	Payroll accrual		0 \$ 5.00
	Falls Education Foundation	6/21/2019	20190621DDI	Payroll accrual		0 \$ 5.00
	Falls Education Foundation	6/21/2019	20190621EDI	Payroll accrual		0 \$ 5.00
6443	United Way of Northeastern MN	6/21/2019	20190621BDI	Payroll accrual		0 \$ 5.00
	United Way of Northeastern MN	6/21/2019	20190621CDI	Payroll accrual		0 \$ 5.00
	United Way of Northeastern MN	6/21/2019	20190621DDI	Payroll accrual		0 \$ 5.00
	United Way of Northeastern MN	6/21/2019	20190621EDI	Payroll accrual		0 \$ 5.00
6444	Further	6/17/2019	39068731	/Medical FSA: 06/07/2019 - 6/13/2019		0 \$ 722.73
6445	BAHR SEAN	6/18/2019	Unity	Senior Lunch Account Refund		0 \$ 5.75
	BAHR SEAN	6/18/2019	Unity	Senior Lunch Account Refund		0 \$ (5.75)
6446	Bjorkquist, Robin	6/18/2019	Kaden	Senior Lunch Account Refund		0 \$ 27.80
6447	BOYUM, STEVE	6/18/2019	Gina	Senior Lunch Account Refund		0 \$ 14.60
6448	Coffield, Carrie	6/18/2019	Sara	Senior Lunch Account Refund		0 \$ 20.90
6449	Dahlgren, Lynnea	6/18/2019	Colt	Senior Lunch Account Refund		0 \$ 49.80
6450	Dahlin, Randy	6/18/2019	Aaron	Senior Lunch Account Refund		0 \$ 34.80
6451	KGHS-AM	6/18/2019	13786	Coalition Advertising (Prepay)		0 \$ 5,280.00
6452	Leahy, Nancy	6/18/2019	Mariah	Senior Lunch Account Refund		0 \$ 29.40
6453	Luetjtjohann, Roger	6/18/2019	Carson	Senior Lunch Account Refund		0 \$ 32.65
6454	Mathews, Lyle	6/18/2019	Brayden	Senior Lunch Account Refund		0 \$ 4.82

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
6455	Palm, Leesa	6/18/2019	Simon	Senior Lunch Account Refund		0 \$ 8.88
6456	Stewart, Allison	6/18/2019	Amelia	Senior Lunch Account Refund		0 \$ 8.05
6457	Wegner, Tim	6/18/2019	Grace	Senior Lunch Account Refund		0 \$ 18.75
6458	Wenberg, Dena	6/18/2019	Kenzie	Senior Lunch Account Refund		0 \$ 28.90
6459	Wright, Sherie	6/18/2019	Olivia	Senior Lunch Account Refund		0 \$ 15.85
6460	Zahn, Carmen	6/18/2019	Armando	Senior Lunch Account Refund		0 \$ 25.20
6461	Hibbing ISD #701	6/19/2019	B/G GOLF 5/3	B/G GOLF INVITE ENRY FEE		0 \$ 240.00
				5/3/2019		
6462	ISD #318	6/19/2019	B SWIM 1/19	B SWIM INVITE 1/19/19		0 \$ 105.00
6463	BAHR SEAN	6/19/2019	Unity	Senior Lunch Account Refund		0 \$ 41.65
6464	ARCC	6/21/2019	1572	Legislative Review Session		0 \$ 20.00
6465	ARROWHEAD LIBRARY SYSTEM	6/21/2019	7151	Library Catalog System	6201900000	\$ 625.00
6466	BORDERBOXES	6/21/2019	61019	Arena Banners (Pd by Rec Hockey)		0 \$ 2,335.00
6467	BSN SPORTS	6/21/2019	905402011	BASEBALL JACKETS	2921900054	\$ 560.00
	BSN SPORTS	6/21/2019	905346355	SOFTBALLS	2921900065	\$ 198.00
6468	CITIZENS FOR BACKUS	6/21/2019	60119	ALC Lease Agreement	3001900020	\$ 619.91
6469	Education Innovation Partners	6/21/2019	1186	Monthly Telepresence Connection	6051900017	\$ 206.25
6470	GUARDIAN PEST CONTROL INC	6/21/2019	2020225	Pest Control Service	8101900011	\$ 64.65
6471	HILLYARD HUTCHINSON	6/21/2019	603461574	FHS Floor Waxing Supplies	8101900132	\$ 3,080.00
	HILLYARD HUTCHINSON	6/21/2019	603461575	FES Summer floor waxing supplies	8101900132	\$ 3,855.00
	HILLYARD HUTCHINSON	6/21/2019	700381829	FHS; Grommet		0 \$ 9.43
6472	INTERQUEST DETECTION CANINES	6/21/2019	May-19	Canine Detection Services	3001900045	\$ 315.00
6473	LOFFLER	6/21/2019	3115402	FHS; Toner (Principal's)		0 \$ 145.00
	LOFFLER	6/21/2019	3117636	FHS Toner (Ringhofer)		0 \$ 171.99
	LOFFLER	6/21/2019	3120497	FHS Comp Lab Toner		0 \$ 200.00
	LOFFLER	6/21/2019	3121532	FHS Toner (Ringhofer)		0 \$ 331.98
	LOFFLER	6/21/2019	3114536	FHS Toner (Cowman)		0 \$ 159.99
	LOFFLER	6/21/2019	3134157	FHS Office; Toner		0 \$ 199.99
6474	MF ATHLETIC COMPANY	6/21/2019	INV73249	TRACK SUPPLIES	2921900064	\$ 130.40
	MF ATHLETIC COMPANY	6/21/2019	INV76576	TRACK SUPPLIES	2921900064	\$ 53.60

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6475	MIDCONTINENT COMMUNICATIONS	6/21/2019	60919	Transpor; Internet Service	7601900007	\$ 85.00
6476	MN GRADUATE SERVICES LTD	6/21/2019	4537904	CAPS, GOWNS AND STOLES	3001900132	\$ 3,459.86
	MN GRADUATE SERVICES LTD	6/21/2019	4545851	Diploma Redo	0	\$ 16.95
	MN GRADUATE SERVICES LTD	6/21/2019	4545729	Diploma Redo	0	\$ 16.95
	MN GRADUATE SERVICES LTD	6/21/2019	4545728	FHS Office; Toner	0	\$ 16.95
6477	MN POWER	6/21/2019	61019	Electricity Bill	8101900026	\$ 516.62
	MN POWER	6/21/2019	61019	Electricity Bill	8101900026	\$ 735.24
	MN POWER	6/21/2019	61019	Electricity Bill	8101900026	\$ 1,877.27
	MN POWER	6/21/2019	61019	Electricity Bill	8101900026	\$ 2,935.63
	MN POWER	6/21/2019	61019	Electricity Bill	8101900026	\$ 5,631.80
6477	MN POWER	6/21/2019	61019	Electricity Bill	8101900026	\$ 148.56
6478	MN TELECOMMUNICATIONS	6/21/2019	5506	Monthly Broadband Services	6051900006	\$ 1,512.50
6479	NORTH COUNTRY BUSINESS PRODUCT	6/21/2019	304372	Open Eye Camera	6051900095	\$ 787.50
6480	Ottertial, Alanna	6/21/2019	Kiana	Lunch Acct Refund	0	\$ 30.60
6481	PRAXAIR	6/21/2019	89770259	FHS Science; Cylinder Rent	0	\$ 27.80
6482	RATWIK ROSZAK & MALONEY PA	6/21/2019	60119	Attorney Consultations	0	\$ 308.00
6483	SCHMITT MUSIC CENTERS	6/21/2019	2841736	instrument repairs	2581900016	\$ 36.28
	SCHMITT MUSIC CENTERS	6/21/2019	2841736	instrument repairs	2581900016	\$ 88.72
	SCHMITT MUSIC CENTERS	6/21/2019	2823603	Instrument repairs	2581900016	\$ 32.80
	SCHMITT MUSIC CENTERS	6/21/2019	2823603	Instrument repairs	2581900016	\$ 80.20
	SCHMITT MUSIC CENTERS	6/21/2019	2827264	instrument repairs	2581900016	\$ 31.93
	SCHMITT MUSIC CENTERS	6/21/2019	2827264	instrument repairs	2581900016	\$ 78.07
6484	Van Heel, Ursula	6/21/2019	Samantha	Senior Lunch Acct Refund	0	\$ 31.55
6485	Further	6/24/2019	39076650	Medical FSA: 06/14/2019 - 06/18/2019 Dep Care FSA: 6/18/2019	0	\$ 571.41
6486	Carpenter, Barbara	6/24/2019	6/24/2019	Early Retirement Incentive - Barbara Carpenter	0	\$ 820.80
6487	Madison National Life	6/24/2019	1349347	LTD Insurance - July 2019	0	\$ 146.07
6488	Madison National Life	6/24/2019	1349348	Life Insurance - July 2019	0	\$ 1,597.30
6489	DELTA DENTAL	6/24/2019	7681316	Dental Insurance - July 2019	0	\$ 1,822.02
	DELTA DENTAL	6/24/2019	7681316	Dental Insurance - July 2019	0	\$ 4,748.24
	DELTA DENTAL	6/24/2019	7681316	Dental Insurance - July 2019	0	\$ 88.98

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
	DELTA DENTAL	6/24/2019	7681316	Dental Insurance - July 2019		0 \$ 88.98
6490	NCPERS Group Life Ins.	6/25/2019	1.6491E+11	PERA Life Insurance - July		0 \$ 144.00
					2019	
6491	Goulet, Lindsey	6/26/2019	62419	class cancelled due to rain. Needs a refund.		0 \$ 5.00
6492	Hibbing ISD #701	6/26/2019	B/G TRACK 4/	B/G TRACK MEET ENTRY FEES 4/16 & 5/17 / 19		0 \$ 90.00
	Hibbing ISD #701	6/26/2019	B/G TRACK 4/	B/G TRACK MEET ENTRY FEES 4/16 & 5/17 / 19		0 \$ 90.00
	Hibbing ISD #701	6/26/2019	B/G TRACK 4/	B/G TRACK MEET ENTRY FEES 4/16 & 5/17 / 19		0 \$ 90.00
	Hibbing ISD #701	6/26/2019	B/G TRACK 4/	B/G TRACK MEET ENTRY FEES 4/16 & 5/17 / 19		0 \$ 90.00
6493	ALL SEASON EQUIPMENT INC	6/27/2019	6539	Stihl Trimmer		0 \$ 286.85
6494	Desktop Publishing	6/27/2019	396217	Labels for grades for perm files	7101900005	\$ 51.55
6495	FRONTIER	6/27/2019	61619	Monthly Telephone Service	8101900007	\$ 34.27
	FRONTIER	6/27/2019	61619	Monthly Telephone Service	8101900007	\$ 866.12
	FRONTIER	6/27/2019	61619	Monthly Telephone Service	8101900007	\$ 11.75
6496	HAWKINS INC	6/27/2019	4515565	Pool Chemicals	8101900006	\$ 930.69
6497	Inland Leasing	6/27/2019	5890059	Snack machine rental	1101900003	\$ 182.13
	Inland Leasing	6/27/2019	58940402	Beverage machine rental	1101900003	\$ 214.53
6498	INTL FALLS CITY OF	6/27/2019	2019-15	Police Liason	1101900018	\$ 5,160.00
6499	Jaksa, Carolyn	6/27/2019	62118	Mileage Reimbursement to River Falls WI		0 \$ 272.00
6500	JOSTENS INC	6/27/2019	1166409	Final Yearbook Payment		0 \$ 4,567.95
6501	JUNIOR ACHIEVEMENT	6/27/2019	RE-127805JA	FHS JA Program (FEF)		0 \$ 4,000.00
6502	K&K MEYERS INC	6/27/2019	21989	Window Repair	8101900049	\$ 137.99
6503	KOERTER'S INC	6/27/2019	129953	Lawnmower Gas		0 \$ 71.19
6503	KOERTER'S INC	6/27/2019	129803	Lawnmower Gas		0 \$ 65.30
	KOERTER'S INC	6/27/2019	129867	Gas for Lawnmower		0 \$ 64.05
6504	LUBE TECH LIQUID RECYCLING	6/27/2019	1395487	Used Oil Pick Up		0 \$ 100.00
6505	Marco Technologies LLC	6/27/2019	6466309	Bus Office Copy Per Copy	1101900001	\$ 30.47

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Payables Summary
July 15, 2019

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
6506	Marco Technologies LLC	6/27/2019	387783871	FES; Canon 1025N Copier	1301900001	\$ 267.23
	Marco Technologies LLC	6/27/2019	387828338	FES; Color Copier and FHS; Mailroom Copier	3001900013	\$ 698.02
	Marco Technologies LLC	6/27/2019	387828338	FES; Color Copier and FHS; Mailroom Copier	3001900013	\$ 895.78
	Marco Technologies LLC	6/27/2019	387828114	FHS; B & W Copy Machine 754E	3001900015	\$ 1,458.49
6507	MIDWEST BUS PARTS INC	6/27/2019	122109	Bus Mirror	0	\$ 79.71
	MIDWEST BUS PARTS INC	6/27/2019	122094	Trans; U Joint	0	\$ 30.80
6508	MN ENERGY RESOURCES CORP	6/27/2019	61119	Stadium; Natural Gas Services	8101900010	\$ 20.52
	MN ENERGY RESOURCES CORP	6/27/2019	62019	Garage; Natural Gas Services	8101900010	\$ 75.05
6509	SHANNONS INC	6/27/2019	61719	Arena HVAC project	8101900124	\$ 186,194.55
6510	WATER DEPT	6/27/2019	62019	Water Usage	8101900009	\$ 182.66
	WATER DEPT	6/27/2019	62019	Water Usage	8101900009	\$ 1,223.86
	WATER DEPT	6/27/2019	62019	Water Usage	8101900009	\$ 1,179.54
	WATER DEPT	6/27/2019	62019	Water Usage	8101900009	\$ 50.21
	WATER DEPT	6/27/2019	62019	Water Usage	8101900009	\$ 21.49
6511	Becker, Tonya	6/27/2019	62619	reimbursement for overpayment of swim lessons	0	\$ 20.00
6512	D ERVASTI SALES CO LLC (DBA)	6/28/2019	14551	Home Plate Tarp Repair Kit	0	\$ 98.10
6513	Follett School Solutions, Inc.	6/28/2019	2375650A	FES Handwriting Consumables	1301900245	\$ 2,000.29
6514	MR FAITH SOUND & LIGHT INC	6/28/2019	62719	PALS Dance	0	\$ 350.00
6515	Thompson, Sara	6/28/2019	63019	P & I Grant Marketing Consultant	7901900002	\$ 1,195.00
6516	Further	7/1/2019	39084806	Medical FSA: 06/21/2019 - 07/01/2019 Dep Care FSA: 6/26/2019	0	\$ 461.89
6517	AFSCME Council 65	7/5/2019	20190705AD	Payroll accrual	0	\$ 9.49
	AFSCME Council 65	7/5/2019	20190705AD	Payroll accrual	0	\$ 3.56
	AFSCME Council 65	7/5/2019	20190705AD	Payroll accrual	0	\$ 1.67
	AFSCME Council 65	7/5/2019	20190705AD	Payroll accrual	0	\$ 0.33
6518	Falls Education Foundation	7/5/2019	20190705AD	Payroll accrual	0	\$ 20.00
6519	MN Child Support Payment Center - Sch	7/5/2019	20190705AD	Payroll accrual	0	\$ 325.05
6520	United Way of Northeastern MN	7/5/2019	20190705AD	Payroll accrual	0	\$ 5.00

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6521	MN ASSOC OF SECONDARY SCHOOL	7/3/2019	T Everson	1920 Membership Renewal		0 \$ 870.00
6522	SKYWARD INC MN BRANCH	7/3/2019	199442	FY20 Skylert Renewal		0 \$ 2,068.50
6523	Further	7/8/2019	39092684	Medical FSA: 06/28/2019 - 7/4/2019		0 \$ 966.06
6524	Bond Trust Services Corp.	7/11/2019	61419	Building Bond Interest		0 \$ 32,675.00
	Bond Trust Services Corp.	7/11/2019	49645	Alt Facilities Bond Interest		0 \$ 15,243.75
	Bond Trust Services Corp.	7/11/2019	50673	Bond Agent Fee		0 \$ 475.00
	Bond Trust Services Corp.	7/11/2019	50672	Alt Bond Agent Fee		0 \$ 475.00
6525	CRANDALLS SEPTIC PUMPING	7/11/2019	5769	Monthly Portable Rental		0 \$ 125.00
	CRANDALLS SEPTIC PUMPING	7/11/2019	5770	Monthly Portable Rental		0 \$ 200.00
	CRANDALLS SEPTIC PUMPING	7/11/2019	5820	Monthly Portable Rental		0 \$ 100.00
	CRANDALLS SEPTIC PUMPING	7/11/2019	5808	Monthly Portable Rental (Extras for Track Meet)		0 \$ 140.00
	CRANDALLS SEPTIC PUMPING	7/11/2019	5797	Monthly Portable Rental		0 \$ 190.00
6526	FRIENDS GARBAGE SERVICE, LLC	7/11/2019	9153258	Monthly Garbage Pickups		0 \$ 1,703.52
6527	ISD #709	7/11/2019	AR264871	FY19 Tuition		0 \$ 938.10
6528	LVC Companies Inc	7/11/2019	13315	Semi Annual KIT Maint		0 \$ 530.66
6529	MN ENERGY RESOURCES CORP	7/11/2019	070219A	Arena; Natural Gas Usage		0 \$ 1,015.88
	MN ENERGY RESOURCES CORP	7/11/2019	070219fes	FES; Natural Gas Usage		0 \$ 238.17
	MN ENERGY RESOURCES CORP	7/11/2019	70219	FHS; Natural Gas Usage		0 \$ 250.79
6530	RAINY LAKE MEDICAL CENTER	7/11/2019	3385	PT/OT Therapies Services		0 \$ 6,487.48
6531	ROCHESTER TELECOM SYSTEMS INC	7/11/2019	62219	Long Distance Phone Charges		0 \$ 68.58
6532	THE JOURNAL	7/11/2019	63019	Advertising Local Paper		0 \$ 94.16
6533	UNIVERSITY OF NORTH DAKOTA	7/11/2019	M. Hedlund	S Class of 1968 Scholarship Award 2019 - Morgan Hedlund (Student ID # 1248525)		0 \$ 750.00
6534	CITIZENS FOR BACKUS	7/11/2019	70119	July ALC Lease Agreement		0 \$ 619.91
6535	First Dakota Indemnity Co	7/11/2019	3581916	19/20 Worker's Comp Insurance		0 \$ 49,909.00
6536	MIDCONTINENT COMMUNICATIONS	7/11/2019	70119	ALC Phone & Data	3002000007	\$ 167.46
6537	MREA	7/11/2019	2020-1504	19/20 Membership Dues		0 \$ 2,218.00
6538	THYSSENKRUPP ELEVATOR	7/11/2019	3004676696	Elevator Oil & Grease		0 \$ 201.40
181900142	Begg, Kimball	6/27/2019	53019	Mileage Reimbursement to Bus Garage		0 \$ 56.27

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181900143	Blesi, Michael	6/27/2019	61219	6 Months Cell Phone Reimbursement		0 \$ 398.18
181900144	Christianson, Ginger	6/27/2019	53119	Mileage Reimbursement		0 \$ 83.69
	Christianson, Ginger	6/27/2019	62019	Mileage Reimbursement		0 \$ 83.81
181900145	Hayward, Laura	6/27/2019	53119	Teaching Honorarium from BSU		0 \$ 380.00
181900146	Heiss, Victoria	6/27/2019	53119	5 Month Cell Phone Reimbursement		0 \$ 250.00
181900147	Holt, Thomas	6/27/2019	62019	6 Months Cell Phone Reimbursement		0 \$ 450.00
181900148	Olson, David	6/27/2019	61919	CTE License Renewal		0 \$ 67.00
	Olson, David	6/27/2019	62419	Mileage Reimbursement All Funds		0 \$ 87.72
181900149	Schindeldecker, Dawn	6/27/2019	53119	Teaching Honorarium from BSU		0 \$ 380.00
181900150	Slatinski, BethAnne	6/27/2019	62619	Cell Phone Reimbursement		0 \$ 360.00
181900151	Tate, Melissa	6/27/2019	62019	6 Months Cell Phone Reimbursement		0 \$ 450.00
181900152	VOYAGEUR CHARTER COACH	6/27/2019	2848	PALS trip to Bemidji		0 \$ 809.00
192000001	Slatinski, BethAnne	7/11/2019	Car Rental	Reimbursement for Car Rental		0 \$ 719.23
201801560	Educator Benefit Consultants, LLC	6/21/2019	20190621AD	Payroll accrual		0 \$ 173.08
	Educator Benefit Consultants, LLC	6/21/2019	20190621AD	Payroll accrual		0 \$ 176.94
	Educator Benefit Consultants, LLC	6/21/2019	20190621AD	Payroll accrual		0 \$ 326.66
	Educator Benefit Consultants, LLC	6/21/2019	20190621AD	Payroll accrual		0 \$ 1,962.72
	Educator Benefit Consultants, LLC	6/21/2019	20190621AD	Payroll accrual		0 \$ 50.66
	Educator Benefit Consultants, LLC	6/21/2019	20190621AD	Payroll accrual		0 \$ 2,348.14
	Educator Benefit Consultants, LLC	6/21/2019	20190621AD	Payroll accrual		0 \$ 430.78
	Educator Benefit Consultants, LLC	6/21/2019	20190621AD	Payroll accrual		0 \$ 246.00
	Educator Benefit Consultants, LLC	6/21/2019	20190621AD	Payroll accrual		0 \$ 105.30
	Educator Benefit Consultants, LLC	6/21/2019	20190621AD	Payroll accrual		0 \$ 250.00
	Educator Benefit Consultants, LLC	6/21/2019	20190621AD	Payroll accrual		0 \$ 3,291.59
	Educator Benefit Consultants, LLC	6/21/2019	20190621AD	Payroll accrual		0 \$ 46.16
	Educator Benefit Consultants, LLC	6/21/2019	20190621AF1	Payroll accrual		0 \$ 176.94
	Educator Benefit Consultants, LLC	6/21/2019	20190621AF1	Payroll accrual		0 \$ 238.16
	Educator Benefit Consultants, LLC	6/21/2019	20190621AF1	Payroll accrual		0 \$ 1,302.58

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
	Educator Benefit Consultants, LLC	6/21/2019	20190621AF1	Payroll accrual		0 \$ 46.16
	Educator Benefit Consultants, LLC	6/21/2019	20190621AF1	Payroll accrual		0 \$ 607.40
	Educator Benefit Consultants, LLC	6/21/2019	20190621AF1	Payroll accrual		0 \$ 111.55
	Educator Benefit Consultants, LLC	6/21/2019	20190621AF1	Payroll accrual		0 \$ 105.30
	Educator Benefit Consultants, LLC	6/21/2019	20190621AF1	Payroll accrual		0 \$ 46.16
201801560	Educator Benefit Consultants, LLC	6/21/2019	20190621AF1	Payroll accrual		0 \$ 1,298.54
	Educator Benefit Consultants, LLC	6/21/2019	20190621AF1	Payroll accrual		0 \$ 46.16
201801561	ING	6/21/2019	20190621AF1	Payroll accrual		0 \$ 2,984.27
	ING	6/21/2019	20190621AF1	Payroll accrual		0 \$ 1,473.47
	ING	6/21/2019	20190621AF1	Payroll accrual		0 \$ 6.90
201801562	Internal Revenue Service	6/21/2019	20190621ADI	Payroll accrual		0 \$ 15,739.19
	Internal Revenue Service	6/21/2019	20190621ADI	Payroll accrual		0 \$ 535.71
	Internal Revenue Service	6/21/2019	20190621ADI	Payroll accrual		0 \$ 231.60
	Internal Revenue Service	6/21/2019	20190621ADI	Payroll accrual		0 \$ 225.00
	Internal Revenue Service	6/21/2019	20190621ADI	Payroll accrual		0 \$ 10.00
	Internal Revenue Service	6/21/2019	20190621ADI	Payroll accrual		0 \$ 101.93
	Internal Revenue Service	6/21/2019	20190621ADI	Payroll accrual		0 \$ 19,564.44
	Internal Revenue Service	6/21/2019	20190621ADI	Payroll accrual		0 \$ 558.63
	Internal Revenue Service	6/21/2019	20190621ADI	Payroll accrual		0 \$ 51.70
	Internal Revenue Service	6/21/2019	20190621ADI	Payroll accrual		0 \$ 3,680.98
	Internal Revenue Service	6/21/2019	20190621ADI	Payroll accrual		0 \$ 125.31
	Internal Revenue Service	6/21/2019	20190621ADI	Payroll accrual		0 \$ 54.17
	Internal Revenue Service	6/21/2019	20190621AFF	Payroll accrual		0 \$ 15,739.19
	Internal Revenue Service	6/21/2019	20190621AFF	Payroll accrual		0 \$ 535.71
	Internal Revenue Service	6/21/2019	20190621AFF	Payroll accrual		0 \$ 231.60
	Internal Revenue Service	6/21/2019	20190621AF1	Payroll accrual		0 \$ 3,680.98
	Internal Revenue Service	6/21/2019	20190621AF1	Payroll accrual		0 \$ 125.31
	Internal Revenue Service	6/21/2019	20190621AF1	Payroll accrual		0 \$ 54.17
201801563	MINNESOTA REVENUE	6/21/2019	20190621AD1	Payroll accrual		0 \$ 70.00
	MINNESOTA REVENUE	6/21/2019	20190621AD1	Payroll accrual		0 \$ 5.00
	MINNESOTA REVENUE	6/21/2019	20190621AD1	Payroll accrual		0 \$ 20.00
	MINNESOTA REVENUE	6/21/2019	20190621AD1	Payroll accrual		0 \$ 9,965.60
	MINNESOTA REVENUE	6/21/2019	20190621AD1	Payroll accrual		0 \$ 301.19

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
	MINNESOTA REVENUE	6/21/2019	20190621AD	Payroll accrual		0 \$ 39.28
	MINNESOTA REVENUE	6/21/2019	20190621AD	Payroll accrual		0 \$ 96.04
201801564	MN Teachers Retirement Association	6/21/2019	20190621AD	Payroll accrual		0 \$ 13,760.71
	MN Teachers Retirement Association	6/21/2019	20190621AD	Payroll accrual		0 \$ 501.87
	MN Teachers Retirement Association	6/21/2019	20190621AD	Payroll accrual		0 \$ 44.36
	MN Teachers Retirement Association	6/21/2019	20190621AF	Payroll accrual		0 \$ 14,146.07
	MN Teachers Retirement Association	6/21/2019	20190621AF	Payroll accrual		0 \$ 515.92
201801564	MN Teachers Retirement Association	6/21/2019	20190621AF	Payroll accrual		0 \$ 45.61
201801565	Public Employees Retirement Associatic	6/21/2019	20190621AD	Payroll accrual		0 \$ 4,380.52
	Public Employees Retirement Associatic	6/21/2019	20190621AD	Payroll accrual		0 \$ 121.04
	Public Employees Retirement Associatic	6/21/2019	20190621AD	Payroll accrual		0 \$ 195.49
	Public Employees Retirement Associatic	6/21/2019	20190621AF	Payroll accrual		0 \$ 5,054.46
	Public Employees Retirement Associatic	6/21/2019	20190621AF	Payroll accrual		0 \$ 139.67
	Public Employees Retirement Associatic	6/21/2019	20190621AF	Payroll accrual		0 \$ 225.56
201801566	Public Employees Retirement-DCP	6/21/2019	20190621AD	Payroll accrual		0 \$ 23.95
	Public Employees Retirement-DCP	6/21/2019	20190621AF	Payroll accrual		0 \$ 23.95
201801567	Educator Benefit Consultants, LLC	6/21/2019	20190621BD	Payroll accrual		0 \$ 173.08
	Educator Benefit Consultants, LLC	6/21/2019	20190621BD	Payroll accrual		0 \$ 176.94
	Educator Benefit Consultants, LLC	6/21/2019	20190621BD	Payroll accrual		0 \$ 46.16
	Educator Benefit Consultants, LLC	6/21/2019	20190621BD	Payroll accrual		0 \$ 1,631.97
	Educator Benefit Consultants, LLC	6/21/2019	20190621BD	Payroll accrual		0 \$ 46.16
	Educator Benefit Consultants, LLC	6/21/2019	20190621BD	Payroll accrual		0 \$ 2,248.14
	Educator Benefit Consultants, LLC	6/21/2019	20190621BD	Payroll accrual		0 \$ 430.78
	Educator Benefit Consultants, LLC	6/21/2019	20190621BD	Payroll accrual		0 \$ 105.30
	Educator Benefit Consultants, LLC	6/21/2019	20190621BD	Payroll accrual		0 \$ 100.00
	Educator Benefit Consultants, LLC	6/21/2019	20190621BD	Payroll accrual		0 \$ 2,896.97
	Educator Benefit Consultants, LLC	6/21/2019	20190621BD	Payroll accrual		0 \$ 46.16
	Educator Benefit Consultants, LLC	6/21/2019	20190621BFT	Payroll accrual		0 \$ 176.94
	Educator Benefit Consultants, LLC	6/21/2019	20190621BFT	Payroll accrual		0 \$ 46.16
	Educator Benefit Consultants, LLC	6/21/2019	20190621BFT	Payroll accrual		0 \$ 1,072.08
	Educator Benefit Consultants, LLC	6/21/2019	20190621BFT	Payroll accrual		0 \$ 46.16
	Educator Benefit Consultants, LLC	6/21/2019	20190621BFT	Payroll accrual		0 \$ 607.40
	Educator Benefit Consultants, LLC	6/21/2019	20190621BFT	Payroll accrual		0 \$ 111.55

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
	Educator Benefit Consultants, LLC	6/21/2019	20190621BFT	Payroll accrual	0	\$ 105.30
	Educator Benefit Consultants, LLC	6/21/2019	20190621BFT	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	6/21/2019	20190621BFT	Payroll accrual	0	\$ 1,238.54
	Educator Benefit Consultants, LLC	6/21/2019	20190621BFT	Payroll accrual	0	\$ 46.16
201801568	ING	6/21/2019	20190621BFF	Payroll accrual	0	\$ 2,742.16
201801569	Internal Revenue Service	6/21/2019	20190621BDI	Payroll accrual	0	\$ 8,897.70
	Internal Revenue Service	6/21/2019	20190621BDI	Payroll accrual	0	\$ 267.91
	Internal Revenue Service	6/21/2019	20190621BDI	Payroll accrual	0	\$ 200.00
201801569	Internal Revenue Service	6/21/2019	20190621BDI	Payroll accrual	0	\$ 11,959.01
	Internal Revenue Service	6/21/2019	20190621BDI	Payroll accrual	0	\$ 327.96
	Internal Revenue Service	6/21/2019	20190621BDI	Payroll accrual	0	\$ 2,080.95
	Internal Revenue Service	6/21/2019	20190621BDI	Payroll accrual	0	\$ 62.65
	Internal Revenue Service	6/21/2019	20190621BFF	Payroll accrual	0	\$ 8,897.70
	Internal Revenue Service	6/21/2019	20190621BFF	Payroll accrual	0	\$ 267.91
	Internal Revenue Service	6/21/2019	20190621BFM	Payroll accrual	0	\$ 2,080.95
	Internal Revenue Service	6/21/2019	20190621BFM	Payroll accrual	0	\$ 62.65
201801570	MINNESOTA REVENUE	6/21/2019	20190621BDG	Payroll accrual	0	\$ 60.00
	MINNESOTA REVENUE	6/21/2019	20190621BDG	Payroll accrual	0	\$ 6,081.79
	MINNESOTA REVENUE	6/21/2019	20190621BDG	Payroll accrual	0	\$ 174.70
201801571	MN Teachers Retirement Association	6/21/2019	20190621BDH	Payroll accrual	0	\$ 11,371.19
	MN Teachers Retirement Association	6/21/2019	20190621BDH	Payroll accrual	0	\$ 342.31
	MN Teachers Retirement Association	6/21/2019	20190621BFT	Payroll accrual	0	\$ 11,689.65
	MN Teachers Retirement Association	6/21/2019	20190621BFT	Payroll accrual	0	\$ 351.89
201801572	Educator Benefit Consultants, LLC	6/21/2019	20190621CDI	Payroll accrual	0	\$ 173.08
	Educator Benefit Consultants, LLC	6/21/2019	20190621CDI	Payroll accrual	0	\$ 176.94
	Educator Benefit Consultants, LLC	6/21/2019	20190621CDI	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	6/21/2019	20190621CDI	Payroll accrual	0	\$ 1,631.97
	Educator Benefit Consultants, LLC	6/21/2019	20190621CDI	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	6/21/2019	20190621CDI	Payroll accrual	0	\$ 2,248.14
	Educator Benefit Consultants, LLC	6/21/2019	20190621CDI	Payroll accrual	0	\$ 430.78
	Educator Benefit Consultants, LLC	6/21/2019	20190621CDI	Payroll accrual	0	\$ 105.30
	Educator Benefit Consultants, LLC	6/21/2019	20190621CDI	Payroll accrual	0	\$ 100.00
	Educator Benefit Consultants, LLC	6/21/2019	20190621CDI	Payroll accrual	0	\$ 2,896.97

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
	Educator Benefit Consultants, LLC	6/21/2019	20190621CD	Payroll accrual		0 \$ 46.16
	Educator Benefit Consultants, LLC	6/21/2019	20190621CFT	Payroll accrual		0 \$ 176.94
	Educator Benefit Consultants, LLC	6/21/2019	20190621CFT	Payroll accrual		0 \$ 46.16
	Educator Benefit Consultants, LLC	6/21/2019	20190621CFT	Payroll accrual		0 \$ 1,072.08
	Educator Benefit Consultants, LLC	6/21/2019	20190621CFT	Payroll accrual		0 \$ 46.16
	Educator Benefit Consultants, LLC	6/21/2019	20190621CFT	Payroll accrual		0 \$ 607.40
	Educator Benefit Consultants, LLC	6/21/2019	20190621CFT	Payroll accrual		0 \$ 111.55
	Educator Benefit Consultants, LLC	6/21/2019	20190621CFT	Payroll accrual		0 \$ 105.30
	Educator Benefit Consultants, LLC	6/21/2019	20190621CFT	Payroll accrual		0 \$ 46.16
	Educator Benefit Consultants, LLC	6/21/2019	20190621CFT	Payroll accrual		0 \$ 1,238.54
	Educator Benefit Consultants, LLC	6/21/2019	20190621CFT	Payroll accrual		0 \$ 46.16
201801573	ING	6/21/2019	20190621CF	Payroll accrual		0 \$ 2,742.16
201801574	Internal Revenue Service	6/21/2019	20190621CD	Payroll accrual		0 \$ 8,897.70
	Internal Revenue Service	6/21/2019	20190621CD	Payroll accrual		0 \$ 267.91
	Internal Revenue Service	6/21/2019	20190621CD	Payroll accrual		0 \$ 200.00
	Internal Revenue Service	6/21/2019	20190621CD	Payroll accrual		0 \$ 11,959.01
	Internal Revenue Service	6/21/2019	20190621CD	Payroll accrual		0 \$ 327.96
	Internal Revenue Service	6/21/2019	20190621CD	Payroll accrual		0 \$ 2,080.95
	Internal Revenue Service	6/21/2019	20190621CD	Payroll accrual		0 \$ 62.65
	Internal Revenue Service	6/21/2019	20190621CFF	Payroll accrual		0 \$ 8,897.70
	Internal Revenue Service	6/21/2019	20190621CFF	Payroll accrual		0 \$ 267.91
	Internal Revenue Service	6/21/2019	20190621CFM	Payroll accrual		0 \$ 2,080.95
	Internal Revenue Service	6/21/2019	20190621CFM	Payroll accrual		0 \$ 62.65
201801575	MINNESOTA REVENUE	6/21/2019	20190621CD	Payroll accrual		0 \$ 60.00
	MINNESOTA REVENUE	6/21/2019	20190621CD	Payroll accrual		0 \$ 6,081.79
	MINNESOTA REVENUE	6/21/2019	20190621CD	Payroll accrual		0 \$ 174.70
201801576	MN Teachers Retirement Association	6/21/2019	20190621CD	Payroll accrual		0 \$ 11,371.19
	MN Teachers Retirement Association	6/21/2019	20190621CD	Payroll accrual		0 \$ 342.31
	MN Teachers Retirement Association	6/21/2019	20190621CFT	Payroll accrual		0 \$ 11,689.65
	MN Teachers Retirement Association	6/21/2019	20190621CFT	Payroll accrual		0 \$ 351.89
201801577	Educator Benefit Consultants, LLC	6/21/2019	20190621DD	Payroll accrual		0 \$ 173.08
	Educator Benefit Consultants, LLC	6/21/2019	20190621DD	Payroll accrual		0 \$ 176.94
	Educator Benefit Consultants, LLC	6/21/2019	20190621DD	Payroll accrual		0 \$ 46.16

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
	Educator Benefit Consultants, LLC	6/21/2019	20190621DD	Payroll accrual		0 \$ 1,631.97
	Educator Benefit Consultants, LLC	6/21/2019	20190621DD	Payroll accrual		0 \$ 46.16
	Educator Benefit Consultants, LLC	6/21/2019	20190621DD	Payroll accrual		0 \$ 2,248.14
	Educator Benefit Consultants, LLC	6/21/2019	20190621DD	Payroll accrual		0 \$ 430.78
	Educator Benefit Consultants, LLC	6/21/2019	20190621DD	Payroll accrual		0 \$ 105.30
	Educator Benefit Consultants, LLC	6/21/2019	20190621DD	Payroll accrual		0 \$ 100.00
	Educator Benefit Consultants, LLC	6/21/2019	20190621DD	Payroll accrual		0 \$ 2,896.97
	Educator Benefit Consultants, LLC	6/21/2019	20190621DD	Payroll accrual		0 \$ 46.16
	Educator Benefit Consultants, LLC	6/21/2019	20190621DF	Payroll accrual		0 \$ 176.94
	Educator Benefit Consultants, LLC	6/21/2019	20190621DF	Payroll accrual		0 \$ 46.16
	Educator Benefit Consultants, LLC	6/21/2019	20190621DF	Payroll accrual		0 \$ 1,072.08
	Educator Benefit Consultants, LLC	6/21/2019	20190621DF	Payroll accrual		0 \$ 46.16
201801577	Educator Benefit Consultants, LLC	6/21/2019	20190621DF	Payroll accrual		0 \$ 607.40
	Educator Benefit Consultants, LLC	6/21/2019	20190621DF	Payroll accrual		0 \$ 111.55
	Educator Benefit Consultants, LLC	6/21/2019	20190621DF	Payroll accrual		0 \$ 105.30
	Educator Benefit Consultants, LLC	6/21/2019	20190621DF	Payroll accrual		0 \$ 46.16
	Educator Benefit Consultants, LLC	6/21/2019	20190621DF	Payroll accrual		0 \$ 1,238.54
	Educator Benefit Consultants, LLC	6/21/2019	20190621DF	Payroll accrual		0 \$ 46.16
201801578	ING	6/21/2019	20190621DF	Payroll accrual		0 \$ 2,742.16
201801579	Internal Revenue Service	6/21/2019	20190621DD	Payroll accrual		0 \$ 8,897.70
	Internal Revenue Service	6/21/2019	20190621DD	Payroll accrual		0 \$ 267.91
	Internal Revenue Service	6/21/2019	20190621DD	Payroll accrual		0 \$ 200.00
	Internal Revenue Service	6/21/2019	20190621DD	Payroll accrual		0 \$ 11,959.01
	Internal Revenue Service	6/21/2019	20190621DD	Payroll accrual		0 \$ 327.96
	Internal Revenue Service	6/21/2019	20190621DD	Payroll accrual		0 \$ 2,080.95
	Internal Revenue Service	6/21/2019	20190621DD	Payroll accrual		0 \$ 62.65
	Internal Revenue Service	6/21/2019	20190621DF	Payroll accrual		0 \$ 8,897.70
	Internal Revenue Service	6/21/2019	20190621DF	Payroll accrual		0 \$ 267.91
	Internal Revenue Service	6/21/2019	20190621DF	Payroll accrual		0 \$ 2,080.95
	Internal Revenue Service	6/21/2019	20190621DF	Payroll accrual		0 \$ 62.65
201801580	MINNESOTA REVENUE	6/21/2019	20190621DD	Payroll accrual		0 \$ 60.00
	MINNESOTA REVENUE	6/21/2019	20190621DD	Payroll accrual		0 \$ 6,081.79
	MINNESOTA REVENUE	6/21/2019	20190621DD	Payroll accrual		0 \$ 174.70

Payables Summary
July 15, 2019

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
201801581	MN Teachers Retirement Association	6/21/2019	20190621DD	Payroll accrual		0 \$ 11,371.19
	MN Teachers Retirement Association	6/21/2019	20190621DD	Payroll accrual		0 \$ 342.31
	MN Teachers Retirement Association	6/21/2019	20190621DF	Payroll accrual		0 \$ 11,689.65
	MN Teachers Retirement Association	6/21/2019	20190621DF	Payroll accrual		0 \$ 351.89
201801582	Educator Benefit Consultants, LLC	6/21/2019	20190621ED	Payroll accrual		0 \$ 173.00
	Educator Benefit Consultants, LLC	6/21/2019	20190621ED	Payroll accrual		0 \$ 176.50
	Educator Benefit Consultants, LLC	6/21/2019	20190621ED	Payroll accrual		0 \$ 46.00
	Educator Benefit Consultants, LLC	6/21/2019	20190621ED	Payroll accrual		0 \$ 1,630.75
	Educator Benefit Consultants, LLC	6/21/2019	20190621ED	Payroll accrual		0 \$ 46.00
	Educator Benefit Consultants, LLC	6/21/2019	20190621ED	Payroll accrual		0 \$ 2,247.50
	Educator Benefit Consultants, LLC	6/21/2019	20190621ED	Payroll accrual		0 \$ 430.50
	Educator Benefit Consultants, LLC	6/21/2019	20190621ED	Payroll accrual		0 \$ 105.00
	Educator Benefit Consultants, LLC	6/21/2019	20190621ED	Payroll accrual		0 \$ 100.00
201801582	Educator Benefit Consultants, LLC	6/21/2019	20190621ED	Payroll accrual		0 \$ 2,895.89
	Educator Benefit Consultants, LLC	6/21/2019	20190621ED	Payroll accrual		0 \$ 46.00
	Educator Benefit Consultants, LLC	6/21/2019	20190621EFT	Payroll accrual		0 \$ 176.50
	Educator Benefit Consultants, LLC	6/21/2019	20190621EFT	Payroll accrual		0 \$ 46.00
	Educator Benefit Consultants, LLC	6/21/2019	20190621EFT	Payroll accrual		0 \$ 1,069.84
	Educator Benefit Consultants, LLC	6/21/2019	20190621EFT	Payroll accrual		0 \$ 46.00
	Educator Benefit Consultants, LLC	6/21/2019	20190621EFT	Payroll accrual		0 \$ 606.25
	Educator Benefit Consultants, LLC	6/21/2019	20190621EFT	Payroll accrual		0 \$ 111.25
	Educator Benefit Consultants, LLC	6/21/2019	20190621EFT	Payroll accrual		0 \$ 105.00
	Educator Benefit Consultants, LLC	6/21/2019	20190621EFT	Payroll accrual		0 \$ 46.00
	Educator Benefit Consultants, LLC	6/21/2019	20190621EFT	Payroll accrual		0 \$ 1,236.50
	Educator Benefit Consultants, LLC	6/21/2019	20190621EFT	Payroll accrual		0 \$ 46.00
201801583	ING	6/21/2019	20190621EF	Payroll accrual		0 \$ 2,737.77
201801584	Internal Revenue Service	6/21/2019	20190621ED	Payroll accrual		0 \$ 8,897.96
	Internal Revenue Service	6/21/2019	20190621ED	Payroll accrual		0 \$ 267.91
	Internal Revenue Service	6/21/2019	20190621ED	Payroll accrual		0 \$ 200.00
	Internal Revenue Service	6/21/2019	20190621ED	Payroll accrual		0 \$ 11,959.36
	Internal Revenue Service	6/21/2019	20190621ED	Payroll accrual		0 \$ 327.96
	Internal Revenue Service	6/21/2019	20190621ED	Payroll accrual		0 \$ 2,080.98
	Internal Revenue Service	6/21/2019	20190621ED	Payroll accrual		0 \$ 62.66

Payables Summary
July 15, 2019

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
	Internal Revenue Service	6/21/2019	20190621EFF	Payroll accrual		0 \$ 8,897.96
	Internal Revenue Service	6/21/2019	20190621EFF	Payroll accrual		0 \$ 267.91
	Internal Revenue Service	6/21/2019	20190621EFM	Payroll accrual		0 \$ 2,080.98
	Internal Revenue Service	6/21/2019	20190621EFM	Payroll accrual		0 \$ 62.66
201801585	MINNESOTA REVENUE	6/21/2019	20190621ED5	Payroll accrual		0 \$ 60.00
	MINNESOTA REVENUE	6/21/2019	20190621ED5	Payroll accrual		0 \$ 6,082.08
	MINNESOTA REVENUE	6/21/2019	20190621ED5	Payroll accrual		0 \$ 174.70
201801586	MN Teachers Retirement Association	6/21/2019	20190621ED1	Payroll accrual		0 \$ 11,370.78
	MN Teachers Retirement Association	6/21/2019	20190621ED1	Payroll accrual		0 \$ 342.28
	MN Teachers Retirement Association	6/21/2019	20190621EFT	Payroll accrual		0 \$ 11,689.01
	MN Teachers Retirement Association	6/21/2019	20190621EFT	Payroll accrual		0 \$ 351.87
201801587-	BMO			Credit Card Payment AP		
201801664		6/30/2019		See Attached Detail Report		0 \$ 19,789.77
201900001	Educator Benefit Consultants, LLC	7/5/2019	20190705AD	Payroll accrual		0 \$ 280.78
	Educator Benefit Consultants, LLC	7/5/2019	20190705AD	Payroll accrual		0 \$ 335.39
	Educator Benefit Consultants, LLC	7/5/2019	20190705AD	Payroll accrual		0 \$ 5.00
	Educator Benefit Consultants, LLC	7/5/2019	20190705AD	Payroll accrual		0 \$ 100.00
	Educator Benefit Consultants, LLC	7/5/2019	20190705AD	Payroll accrual		0 \$ 246.16
	Educator Benefit Consultants, LLC	7/5/2019	20190705AD	Payroll accrual		0 \$ 150.00
	Educator Benefit Consultants, LLC	7/5/2019	20190705AD	Payroll accrual		0 \$ 244.62
	Educator Benefit Consultants, LLC	7/5/2019	20190705AF1	Payroll accrual		0 \$ 192.32
	Educator Benefit Consultants, LLC	7/5/2019	20190705AF1	Payroll accrual		0 \$ 230.78
	Educator Benefit Consultants, LLC	7/5/2019	20190705AF1	Payroll accrual		0 \$ 60.00
201900002	ING	7/5/2019	20190705AF1	Payroll accrual		0 \$ 158.48
	ING	7/5/2019	20190705AF1	Payroll accrual		0 \$ 6.92
201900003	Internal Revenue Service	7/5/2019	20190705ADI	Payroll accrual		0 \$ 3,917.47
	Internal Revenue Service	7/5/2019	20190705ADI	Payroll accrual		0 \$ 402.78
	Internal Revenue Service	7/5/2019	20190705ADI	Payroll accrual		0 \$ 9.67
	Internal Revenue Service	7/5/2019	20190705ADI	Payroll accrual		0 \$ 23.25
	Internal Revenue Service	7/5/2019	20190705ADI	Payroll accrual		0 \$ 10.00
201900003	Internal Revenue Service	7/5/2019	20190705ADI	Payroll accrual		0 \$ 12.00
	Internal Revenue Service	7/5/2019	20190705ADI	Payroll accrual		0 \$ 5,558.41
	Internal Revenue Service	7/5/2019	20190705ADI	Payroll accrual		0 \$ 229.72

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Payables Summary
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
	Internal Revenue Service	7/5/2019	20190705ADI	Payroll accrual	0	\$ -
	Internal Revenue Service	7/5/2019	20190705ADI	Payroll accrual	0	\$ -
	Internal Revenue Service	7/5/2019	20190705ADI	Payroll accrual	0	\$ 916.20
	Internal Revenue Service	7/5/2019	20190705ADI	Payroll accrual	0	\$ 94.21
	Internal Revenue Service	7/5/2019	20190705ADI	Payroll accrual	0	\$ 2.26
	Internal Revenue Service	7/5/2019	20190705ADI	Payroll accrual	0	\$ 5.44
	Internal Revenue Service	7/5/2019	20190705AFF	Payroll accrual	0	\$ 3,917.47
	Internal Revenue Service	7/5/2019	20190705AFF	Payroll accrual	0	\$ 402.78
	Internal Revenue Service	7/5/2019	20190705AFF	Payroll accrual	0	\$ 9.67
	Internal Revenue Service	7/5/2019	20190705AFF	Payroll accrual	0	\$ 23.25
	Internal Revenue Service	7/5/2019	20190705AFI	Payroll accrual	0	\$ 916.20
	Internal Revenue Service	7/5/2019	20190705AFI	Payroll accrual	0	\$ 94.21
	Internal Revenue Service	7/5/2019	20190705AFI	Payroll accrual	0	\$ 2.26
	Internal Revenue Service	7/5/2019	20190705AFI	Payroll accrual	0	\$ 5.44
201900004	MINNESOTA REVENUE	7/5/2019	20190705AD!	Payroll accrual	0	\$ 5.00
	MINNESOTA REVENUE	7/5/2019	20190705AD!	Payroll accrual	0	\$ 2,641.38
	MINNESOTA REVENUE	7/5/2019	20190705AD!	Payroll accrual	0	\$ 140.00
	MINNESOTA REVENUE	7/5/2019	20190705AD!	Payroll accrual	0	\$ -
	MINNESOTA REVENUE	7/5/2019	20190705AD!	Payroll accrual	0	\$ 1.74
	MINNESOTA REVENUE	7/5/2019	20190705AD!	Payroll accrual	0	\$ 12.00
201900005	MN Teachers Retirement Association	7/5/2019	20190705AD`	Payroll accrual	0	\$ 1,491.17
	MN Teachers Retirement Association	7/5/2019	20190705AD`	Payroll accrual	0	\$ 240.09
	MN Teachers Retirement Association	7/5/2019	20190705AD`	Payroll accrual	0	\$ 10.13
	MN Teachers Retirement Association	7/5/2019	20190705AD`	Payroll accrual	0	\$ 11.70
	MN Teachers Retirement Association	7/5/2019	20190705AFI	Payroll accrual	0	\$ 1,574.66
	MN Teachers Retirement Association	7/5/2019	20190705AFI	Payroll accrual	0	\$ 253.54
	MN Teachers Retirement Association	7/5/2019	20190705AFI	Payroll accrual	0	\$ 12.36
	MN Teachers Retirement Association	7/5/2019	20190705AFI	Payroll accrual	0	\$ 10.69
201900006	Public Employees Retirement Associatic	7/5/2019	20190705ADI	Payroll accrual	0	\$ 2,686.21
	Public Employees Retirement Associatic	7/5/2019	20190705ADI	Payroll accrual	0	\$ 124.06
	Public Employees Retirement Associatic	7/5/2019	20190705ADI	Payroll accrual	0	\$ 15.60
	Public Employees Retirement Associatic	7/5/2019	20190705AFF	Payroll accrual	0	\$ 3,099.47
	Public Employees Retirement Associatic	7/5/2019	20190705AFF	Payroll accrual	0	\$ 143.15

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
201900006	Public Employees Retirement Associatic	7/5/2019	20190705AFF	Payroll accrual		0 \$ 18.00
201900007	Public Employees Retirement-DCP	7/5/2019	20190705ADI	Payroll accrual		0 \$ 24.00
	Public Employees Retirement-DCP	7/5/2019	20190705AFI	Payroll accrual		0 \$ 24.00
201900008	MN DEPT OF REVENUE	6/30/2019	2019 2nd	2019 2nd Qtr Sales Tax		0 \$ 167.70
	MN DEPT OF REVENUE	6/30/2019	2019 2nd	2019 2nd Qtr Sales Tax		0 \$ 160.65
	MN DEPT OF REVENUE	6/30/2019	2019 2nd	2019 2nd Qtr Sales Tax		0 \$ 95.65
TOTAL						\$ 885,242.38

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount	
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount				
XXXXXXXXXXXX8319	06/12/2019	4530	HUMBELAU002	Humbert Laurie A	Canal Park Lodge, Duluth, MN, 5		06/24/2019		Invoiced	A	204.46	
	3	Night Stay at Canal Park Lodge in Duluth for M			1301900268	Missy's C/C00000	06/26/2019	204.46				
XXXXXXXXXXXX8327	06/21/2019	4531	HEISSVIC000	Heiss Victoria L	Cenex Pelican 09903964, Breezy		06/24/2019		Invoiced	A	23.60	
	1	fuel for Tim Everson Conf. at Breezy Point				Tim's C/C00000	06/26/2019	23.60				
XXXXXXXXXXXX8335	06/18/2019	4542	SteelEug000	Steele Eugene L	Oreilly Auto #3901, Internation	O'REILLY000	06/24/2019		Invoiced	A	35.09	
	2	Transportaion			8101900034	Eugene's C/C00000	06/26/2019	35.09				
	06/17/2019	4541	SteelEug000	Steele Eugene L	Sears Hometown 3632, Intl Falls		06/24/2019		Invoiced	A	58.49	
	1	Air impact tool				Eugene's C/C00001	06/26/2019	58.49				
	06/13/2019	4538	SteelEug000	Steele Eugene L	Rainy Lake Oil Inc, Internation	KEEP ENT000	06/24/2019		Invoiced	A	67.00	
	1	mount and remount 4 tires				Eugene's C/C00002	06/26/2019	67.00				
	06/13/2019	4539	SteelEug000	Steele Eugene L	Oreilly Auto #3901, Internation	O'REILLY000	06/24/2019		Invoiced	A	52.21	
	2	Transportaion			8101900034	Eugene's C/C00003	06/26/2019	52.21				
	06/13/2019	4540	SteelEug000	Steele Eugene L	Oreilly Auto #3901, Internation	O'REILLY000	06/24/2019		Invoiced	A	-39.99	
	2	Transportaion			8101900034	Eugene's C/C00004	06/26/2019	-39.99				
	06/12/2019	4535	SteelEug000	Steele Eugene L	Waschke Family Gm Cent, Interna	WASCHKE 000	06/24/2019		Invoiced	A	63.00	
	1	Scan vehicle				Eugene's C/C00005	06/26/2019	63.00				
	06/12/2019	4536	SteelEug000	Steele Eugene L	Oreilly Auto #3901, Internation	O'REILLY000	06/24/2019		Invoiced	A	28.60	
	2	Bus garage supplies			8101900058	Eugene's C/C00006	06/26/2019	28.60				
	06/12/2019	4537	SteelEug000	Steele Eugene L	Mannco Trucking Inc, Internatio	MANNCO T000	06/24/2019		Invoiced	A	201.32	
	1	Filters				Eugene's C/C00007	06/26/2019	201.32				
	06/07/2019	4533	SteelEug000	Steele Eugene L	Napa Falls Suply 00229, Interna	NAPA FAL000	06/24/2019		Invoiced	A	72.55	
	2	Transportation			8101900032	Eugene's C/C00008	06/26/2019	72.55				
	06/07/2019	4534	SteelEug000	Steele Eugene L	Northern Lumber Yard I, Intl Fa	NORTHERN005	06/24/2019		Invoiced	A	13.97	
	2	Transportaion			8101900033	Eugene's C/C00009	06/26/2019	13.97				
	06/04/2019	4532	SteelEug000	Steele Eugene L	Midwest Bus Parts Inc, Big Lake	MIDWEST 000	06/24/2019		Invoiced	A	225.95	
	1	Mis. bus parts				Eugene's C/C00010	06/26/2019	225.95				
	05/31/2019	4543	SteelEug000	Steele Eugene L	Mannco Trucking Inc, Internatio	MANNCO T000	06/24/2019		Invoiced	A	65.32	
	1	Fuel filters				Eugene's C/C00007	06/26/2019	65.32				
											12 transaction(s) for XXXXXXXXXXXX8335. Total Amount ==>	843.51
XXXXXXXXXXXX7362	06/18/2019	4548			Lamar Media Corp, 225-237-1068,	LAMAR C0000	06/24/2019		Invoiced	A	965.00	
	2	Billboard Contract Services.			7901900003	Stacy's C/C00000	06/26/2019	965.00				
	06/18/2019	4549			Cts*frontier Onlinepay, 800-921	FRONTIER000	06/24/2019		Invoiced	A	178.43	
	2	Arena Phone Service			8101900007	Stacy's C/C00001	06/26/2019	178.43				
	06/11/2019	4546			Amazon.Com*m642dlli2, Amzn.Com/	AMAZON B000	06/24/2019		Invoiced	A	88.18	
	2	Tek: The Modern Cave Boy			1301900250	Stacy's C/C00002	06/26/2019	8.70				

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Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount	
	Line	Description	PO Number	Invoice Number	Invoice Dt	Amount						
XXXXXXXXXXXX7362	continued...											
	3	I Wish You More (Encouragement Gifts for Kids,	1301900250	Stacy's C/C00002	06/26/2019	8.99						
	4	LEGO Star Wars Character Encyclopedia: Updated	1301900250	Stacy's C/C00002	06/26/2019	14.99						
	5	5,000 Awesome Facts (About Everything!) (Natio	1301900250	Stacy's C/C00002	06/26/2019	11.97						
	6	LEGO Star Wars: The Visual Dictionary: Updated	1301900250	Stacy's C/C00002	06/26/2019	21.15						
	7	Gone Crazy in Alabama	1301900250	Stacy's C/C00002	06/26/2019	6.99						
	9	LEGO DC Super Heroes Visual Dictionary	1301900250	Stacy's C/C00002	06/26/2019	15.39						
06/11/2019	4547		Amazon.Com*m69rw4mj1, Amzn.Com/	AMAZON B000	06/24/2019		Invoiced	A			55.32	
	2	Detention of Doom (DC Comics: Secret Hero Soci	1301900251	Stacy's C/C00003	06/26/2019	9.74						
	3	Discovering Titanic: Searching for the Stories	1301900251	Stacy's C/C00003	06/26/2019	10.50						
	4	Anne of Green Gables: A Graphic Novel	1301900251	Stacy's C/C00003	06/26/2019	9.62						
	5	Pete the Cat's 12 Groovy Days of Christmas	1301900251	Stacy's C/C00003	06/26/2019	12.99						
	6	Disney Manga: Descendants - The Rotten to the	1301900251	Stacy's C/C00003	06/26/2019	12.47						
06/06/2019	4544		Paul Bunyan Communicat, 2184441	PAUL BUN000	06/24/2019		Invoiced	A			650.00	
	2	36 Month Contract for 1000Mbps, Midnight-4pm/5	6051900073	Stacy's C/C00004	06/26/2019	650.00						
06/06/2019	4545		Amzn Mktp Us*m66i33fr0, Amzn.Co	AMAZON B000	06/24/2019		Invoiced	A			13.99	
	2	The Girl Who Survived: A True Story of the Hol	1301900251	Stacy's C/C00005	06/26/2019	9.00						
	3	Shipping - Cost of shipping, not including shi	1301900251	Stacy's C/C00005	06/26/2019	4.99						
05/31/2019	4550		Super One, International, MN, 5	SUPER ON000	06/24/2019		Invoiced	A			39.15	
	2		Stacy's C/C00006	06/26/2019		39.15						
			7 transaction(s) for XXXXXXXXXXXXX7362. Total Amount ==>									1,990.07
XXXXXXXXXXXX7124	06/13/2019	4572	BLESIMIC000	Blesi Michael E	Menards Intl Falls, Intl Falls	MENARDS 000	06/24/2019		Invoiced	A	1.59	
		2	1/4x2-3/4 Hex Head 4pc Concrete Fastener	6051900108	Mike's C/C00000	06/26/2019					1.59	
06/12/2019	4571	BLESIMIC000	Blesi Michael E	Wm Supercenter #4849, Mountain	WALMART.000	06/24/2019		Invoiced	A		69.00	
		2	WD Blue SSD 250GB Drive	6051900106	Mike's C/C00001	06/26/2019					69.00	
05/30/2019	4573	BLESIMIC000	Blesi Michael E	Soundnorth., International, MN,	SOUND NO000	06/24/2019		Invoiced	A		22.95	
		2	9V Batteries	6051900107	Mike's C/C00002	06/26/2019					7.96	
		3	Microphone cable	6051900107	Mike's C/C00002	06/26/2019					14.99	
			3 transaction(s) for XXXXXXXXXXXXX7124. Total Amount ==>									93.54
XXXXXXXXXXXX7132	06/19/2019	4576	ANDERJER000	Anderson Jeremy R	Northern Lumber Yard I, Intl Fa	NORTHERN005	06/24/2019		Invoiced	A	6.98	
		2	Bus garage supplies	8101900057	Jeremy's C/C00000	06/26/2019					6.98	
06/12/2019	4575	ANDERJER000	Anderson Jeremy R	Northern Lumber Yard I, Intl Fa	NORTHERN005	06/24/2019		Invoiced	A		28.77	
		2	Transportaion	8101900033	Jeremy's C/C00001	06/26/2019					28.77	
06/06/2019	4574	ANDERJER000	Anderson Jeremy R	Northern Lumber Yard I, Intl Fa	NORTHERN005	06/24/2019		Invoiced	A		29.99	
		2	Transportaion	8101900033	Jeremy's C/C00002	06/26/2019					29.99	
			3 transaction(s) for XXXXXXXXXXXXX7132. Total Amount ==>									65.74

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Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX7648	06/27/2019	4625	SLATIBET000	Slatinski BethAnne K	Corral Bar Inc, Gallatin, MT, 5		06/28/2019		Invoiced	A	50.12
	1					Beth's C/C00000	06/30/2019	50.12			
	06/27/2019	4626	SLATIBET000	Slatinski BethAnne K	Quality Logo Products, 86631256	QUALITY 000	06/28/2019		Invoiced	A	1,621.15
	2	Coalition Directed Activities			7901900069	Beth's C/C00001	06/30/2019	1,621.15			
	06/26/2019	4621	SLATIBET000	Slatinski BethAnne K	Scissorbills Saloon, Big Sky, M		06/27/2019		Invoiced	A	52.23
	1					Beth's C/C00000	06/30/2019	52.23			
	06/25/2019	4617	SLATIBET000	Slatinski BethAnne K	Delta, Intl Falls, MN, 30354-19		06/26/2019		Invoiced	A	30.00
	1					Beth's C/C00000	06/30/2019	30.00			
	06/25/2019	4618	SLATIBET000	Slatinski BethAnne K	Delta, Intl Falls, MN, 30354-19		06/26/2019		Invoiced	A	30.00
	1					Beth's C/C00000	06/30/2019	30.00			
	06/25/2019	4619	SLATIBET000	Slatinski BethAnne K	Delta, Intl Falls, MN, 30354-19		06/26/2019		Invoiced	A	30.00
	1					Beth's C/C00000	06/30/2019	30.00			
	06/25/2019	4620	SLATIBET000	Slatinski BethAnne K	Stone Arch, St. Paul, MN, 55111		06/26/2019		Invoiced	A	49.52
	1					Beth's C/C00000	06/30/2019	49.52			
	06/14/2019	4578	SLATIBET000	Slatinski BethAnne K	Big Sky Lodging, Big Sky, MT, 5		06/24/2019		Invoiced	A	690.05
	1					Beth's C/C00000	06/30/2019	690.05			
	06/14/2019	4579	SLATIBET000	Slatinski BethAnne K	Big Sky Lodging, Big Sky, MT, 5		06/24/2019		Invoiced	A	690.05
	1					Beth's C/C00000	06/30/2019	690.05			
	06/14/2019	4580	SLATIBET000	Slatinski BethAnne K	Big Sky Lodging, Big Sky, MT, 5		06/24/2019		Invoiced	A	690.05
	1					Beth's C/C00000	06/30/2019	690.05			
	06/14/2019	4581	SLATIBET000	Slatinski BethAnne K	Borderboxes, Intl Falls, MN, 56	BORDERBO000	06/24/2019		Invoiced	A	462.00
	2	Positive Community Norms (12a)			7901900066	Beth's C/C00002	06/30/2019	462.00			
	06/14/2019	4582	SLATIBET000	Slatinski BethAnne K	Cadca Alexandria Va, 7037060560		06/24/2019		Invoiced	A	645.00
	1					Beth's C/C00000	06/30/2019	645.00			
	06/13/2019	4577	SLATIBET000	Slatinski BethAnne K	Delta, Delta.Com, CA, 30354-198		06/24/2019		Invoiced	A	954.10
	1					Beth's C/C00000	06/30/2019	954.10			
	05/31/2019	4586	SLATIBET000	Slatinski BethAnne K	Super One, International, MN, 5	SUPER ON000	06/24/2019		Invoiced	A	106.76
	1					Beth's C/C00003	06/30/2019	106.76			
	05/31/2019	4587	SLATIBET000	Slatinski BethAnne K	Subway 00112250, Intl Falls, MN	SUBWAY 000	06/24/2019		Invoiced	A	201.67
	1					Beth's C/C00004	06/30/2019	201.67			
	05/31/2019	4588	SLATIBET000	Slatinski BethAnne K	Super One, International, MN, 5	SUPER ON000	06/24/2019		Invoiced	A	51.71
	1					Beth's C/C00003	06/30/2019	51.71			
	05/31/2019	4589	SLATIBET000	Slatinski BethAnne K	Super One, International, MN, 5	SUPER ON000	06/24/2019		Invoiced	A	7.39
	1					Beth's C/C00003	06/30/2019	7.39			
	05/30/2019	4584	SLATIBET000	Slatinski BethAnne K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	06/24/2019		Invoiced	A	31.00
	2	Office Supplies (12m)			7901900063	Beth's C/C00005	06/30/2019	31.00			
	05/30/2019	4585	SLATIBET000	Slatinski BethAnne K	Barajas Mexican Grill, Internat	BARAJAS 000	06/24/2019		Invoiced	A	43.35
	1					Beth's C/C00006	06/30/2019	43.35			

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Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description	PO Number	Invoice Number	Invoice Dt	Amount					
XXXXXXXXXXXX7648	continued...										
	05/29/2019	4583	SLATIBET000	Slatinski BethAnne K	Amzn Mktp Us*mnl874992, Amzn.Co	AMAZON B000	06/24/2019		Invoiced	A	736.22
	2	What If Everybody Did That?	7901900059	Beth's C/C00007	06/30/2019	7.41					
	3	Bulletin Borders - 6-Pack Bulletin Board Borde	7901900059	Beth's C/C00007	06/30/2019	11.99					
	4	Crayola Colored Pencils, 36 Premium Quality, L	7901900059	Beth's C/C00007	06/30/2019	29.10					
	5	Big Joe 0010655LDS Large Fuf with Removable Wa	7901900059	Beth's C/C00007	06/30/2019	220.00					
	6	Elmer's All Purpose School Glue Sticks, Washab	7901900059	Beth's C/C00007	06/30/2019	53.92					
	7	The Dog Poop Initiative	7901900059	Beth's C/C00007	06/30/2019	11.95					
	8	Palace Learning 16 LAMINATED Motivational Clas	7901900059	Beth's C/C00007	06/30/2019	39.95					
	9	Cricut Explore Air 2 Machine Bundle Iron On Vi	7901900059	Beth's C/C00007	06/30/2019	289.99					
	10	Teacher Created Resources Confetti Sparkle and	7901900059	Beth's C/C00007	06/30/2019	8.99					
	11	The Cookie Thief	7901900059	Beth's C/C00007	06/30/2019	11.95					
	12	Blue Summit Supplies Multi Purpose Scissors, 8	7901900059	Beth's C/C00007	06/30/2019	50.97					
											20 transaction(s) for XXXXXXXXXXXX7648. Total Amount ==>> 7,172.37
XXXXXXXXXXXX2314	06/04/2019	4590	OLSONKAR000	Olson-Line Karla A	Studio 53, International, MN, 5	STUDIO 5000	06/24/2019		Invoiced	A	162.50
	1	PBIS			Karla's C/C00000	06/28/2019	162.50				
	05/31/2019	4594	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	06/24/2019		Invoiced	A	17.76
	1	PBIS			Karla's C/C00001	06/28/2019	17.76				
	05/31/2019	4595	OLSONKAR000	Olson-Line Karla A	Ronnings, International, MN, 56	RONNINGS000	06/24/2019		Invoiced	A	172.81
	1	PBIS			Karla's C/C00002	06/28/2019	172.81				
	05/31/2019	4596	OLSONKAR000	Olson-Line Karla A	Ronnings, International, MN, 56	RONNINGS000	06/24/2019		Invoiced	A	187.95
	1	PBIS			Karla's C/C00002	06/28/2019	187.95				
	05/31/2019	4597	OLSONKAR000	Olson-Line Karla A	Ronnings, International, MN, 56	RONNINGS000	06/24/2019		Invoiced	A	-11.02
	1	PBIS			Karla's C/C00002	06/28/2019	-11.02				
	05/31/2019	4598	OLSONKAR000	Olson-Line Karla A	Menards Intl Falls, Intl Falls	MENARDS 000	06/24/2019		Invoiced	A	49.99
	1	PBIS			Karla's C/C00003	06/28/2019	49.99				
	05/30/2019	4592	OLSONKAR000	Olson-Line Karla A	Menards Intl Falls, Intl Falls	MENARDS 000	06/24/2019		Invoiced	A	51.73
	1	PBIS			Karla's C/C00003	06/28/2019	51.73				
	05/30/2019	4593	OLSONKAR000	Olson-Line Karla A	County Mkt. #574, International	COUNTY M000	06/24/2019		Invoiced	A	50.00
	1	PBIS			Karla's C/C00004	06/28/2019	50.00				
	05/28/2019	4591	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	06/24/2019		Invoiced	A	68.07
	1	FACS			Karla's C/C00001	06/28/2019	68.07				
											9 transaction(s) for XXXXXXXXXXXX2314. Total Amount ==>> 749.79
XXXXXXXXXXXX2348	06/26/2019	4622	AMDAHRAC000	Amdahl Rachel J	Arc*services/training, 800-733-		06/27/2019		Invoiced	A	38.00
	1				Rachel's C/C00000	06/28/2019	38.00				

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Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount	
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount				
XXXXXXXXXXXX2348	continued...											
	06/20/2019	4605	AMDAHRAC000	Amdahl Rachel J	Culver S Of Bemidji, Bemidji, M		06/24/2019		Invoiced	A	301.21	
	1	PALS Trip to Bemidji				Rachel C/C00000	06/26/2019	301.21				
	06/19/2019	4604	AMDAHRAC000	Amdahl Rachel J	Super One, International, MN, 5	SUPER ON000	06/24/2019		Invoiced	A	39.55	
	1	PALS Trip to Bemidji				Rachel C/C00001	06/26/2019	39.55				
	06/06/2019	4599	AMDAHRAC000	Amdahl Rachel J	Arc*services/training, 800-733-		06/24/2019		Invoiced	A	228.00	
	1	Lifeguard certificates				Rachel C/C00000	06/26/2019	228.00				
	06/06/2019	4600	AMDAHRAC000	Amdahl Rachel J	Arc*services/training, 800-733-		06/24/2019		Invoiced	A	21.00	
	1	lifeguard certificate				Rachel C/C00000	06/26/2019	21.00				
	06/06/2019	4601	AMDAHRAC000	Amdahl Rachel J	Arc*services/training, 800-733-		06/24/2019		Invoiced	A	38.00	
	1	lifeguard certificate				Rachel C/C00000	06/26/2019	38.00				
	06/06/2019	4602	AMDAHRAC000	Amdahl Rachel J	Arc*services/training, 800-733-		06/24/2019		Invoiced	A	38.00	
	1					Rachel C/C00000	06/26/2019	38.00				
	06/06/2019	4603	AMDAHRAC000	Amdahl Rachel J	Battalion Distributing, Interna	BATTALIO000	06/24/2019		Invoiced	A	64.65	
	1	camp Invention Snacks				Rachel C/C00002	06/26/2019	64.65				
											8 transaction(s) for XXXXXXXXXXXXX2348. Total Amount ==>	768.41
XXXXXXXXXXXX2355	06/14/2019	4607	JORGELOR000	Jorgenson Lori R	Holiday Inn Express, Shakopee,	HOLIDAY 001	06/24/2019		Invoiced	A	397.30	
	1					Lori's C/C00000	06/26/2019	397.30				
	06/14/2019	4608	JORGELOR000	Jorgenson Lori R	Holiday Inn Express, Shakopee,	HOLIDAY 001	06/24/2019		Invoiced	A	286.94	
	1					Lori's C/C00000	06/26/2019	286.94				
	06/14/2019	4609	JORGELOR000	Jorgenson Lori R	Holiday Inn Express, Shakopee,	HOLIDAY 001	06/24/2019		Invoiced	A	397.30	
	1					Lori's C/C00000	06/26/2019	397.30				
	06/14/2019	4610	JORGELOR000	Jorgenson Lori R	Holiday Inn Express, Shakopee,	HOLIDAY 001	06/24/2019		Invoiced	A	397.30	
	1					Lori's C/C00000	06/26/2019	397.30				
	06/14/2019	4611	JORGELOR000	Jorgenson Lori R	Dmi* Dell Higher Educ, 88898733		06/24/2019		Invoiced	A	1,588.13	
	1	Unauthorized Transaction?? Calling BMO				Lori's C/C00001	06/26/2019	1,588.13				
	06/12/2019	4606	JORGELOR000	Jorgenson Lori R	Holiday Stations 0246, Shakopee		06/24/2019		Invoiced	A	44.88	
	1					Lori's C/C00001	06/26/2019	44.88				
	05/29/2019	4612	JORGELOR000	Jorgenson Lori R	Paul Bunyan Animal Lan, Bemidji		06/24/2019		Invoiced	A	68.71	
	1	Norm Woods Class Trip				Lori's C/C00001	06/26/2019	68.71				
	05/29/2019	4613	JORGELOR000	Jorgenson Lori R	Paul Bunyan Animal Lan, Bemidji		06/24/2019		Invoiced	A	-68.71	
	1	Norm Woods Class Trip				Lori's C/C00001	06/26/2019	-68.71				
	05/29/2019	4614	JORGELOR000	Jorgenson Lori R	Paul Bunyan Animal Lan, Bemidji		06/24/2019		Invoiced	A	72.00	
	1	Norm Woods Class Trip				Lori's C/C00001	06/26/2019	72.00				
											9 transaction(s) for XXXXXXXXXXXXX2355. Total Amount ==>	3,183.85

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Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount	
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount				
XXXXXXXXXXXX3600	06/07/2019	4517	HUMBELAU002	Humbert Laurie A	Supreme School Sply We, 608-323	SUPREME 000	06/24/2019		Invoiced	A	29.78	
		2	National School Calendar 2019-2020		1301900267	Laurie's C/C00000	06/26/2019	19.98				
		3	Shipping & Handling		1301900267	Laurie's C/C00000	06/26/2019	9.80				
	05/31/2019	4521	HUMBELAU002	Humbert Laurie A	Super One, International, MN, 5	SUPER ON000	06/24/2019		Invoiced	A	115.17	
		2	Cookies for Graduation		1301900261	Laurie's C/C00001	06/26/2019	115.17				
	05/31/2019	4522	HUMBELAU002	Humbert Laurie A	Kmart 9689, International, MN,	KMART 000	06/24/2019		Invoiced	A	50.98	
		3	Prizes for the FES Carnival		1301900255	Laurie's C/C00002	06/26/2019	50.98				
	05/30/2019	4519	HUMBELAU002	Humbert Laurie A	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	06/24/2019		Invoiced	A	11.76	
		2	Bags for the Popcorn for the FES Carnival		1301900262	Laurie's C/C00003	06/26/2019	11.76				
	05/30/2019	4520	HUMBELAU002	Humbert Laurie A	The Sports Shop, International,	THE SPOR000	06/24/2019		Invoiced	A	579.96	
		2	Bike and 2 Helmets for the FES Carnival		1301900254	Laurie's C/C00004	06/26/2019	579.96				
	05/29/2019	4518	HUMBELAU002	Humbert Laurie A	Timberpins, International, MN,	TIMBERPI000	06/24/2019		Invoiced	A	390.00	
		3	5th Grade Bowling Party		1301900258	Laurie's C/C00005	06/26/2019	390.00				
	6 transaction(s) for XXXXXXXXXXXX3600. Total Amount ==>										1,177.65	
	XXXXXXXXXXXX2606	06/27/2019	4623	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/28/2019		Invoiced	A	25.25
			1	Flags		Tom's C/C00000	06/28/2019	25.25				
		06/27/2019	4624	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/28/2019		Invoiced	A	48.92
			1	Dust Masks		Tom's C/C00000	06/28/2019	48.92				
06/25/2019		4616	HOLT THO000	Holt Thomas T	American Art Clay Co W, 317-244		06/26/2019		Invoiced	A	582.54	
		2	top & bottom elements		8101900146	Tom's C/C00000	06/26/2019	188.00				
		3	center elements		8101900146	Tom's C/C00000	06/26/2019	376.00				
		4	Shipping & Handling		8101900146	Tom's C/C00000	06/26/2019	18.54				
06/21/2019		4558	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/24/2019		Invoiced	A	15.98	
		2	FHS		8101900031	Tom's C/C00001	06/26/2019	15.98				
06/21/2019		4559	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/24/2019		Invoiced	A	24.98	
		2	FES		8101900031	Tom's C/C00002	06/26/2019	24.98				
06/21/2019		4560	HOLT THO000	Holt Thomas T	Decker Equipment, 800-7624899,	DECKER I000	06/24/2019		Invoiced	A	136.63	
		2	1 1/8 Q-ball chair glide with felt CAD room		8101900144	Tom's C/C00003	06/26/2019	73.50				
		3	7/32" dogging key		8101900144	Tom's C/C00003	06/26/2019	23.94				
		4	5/32" dogging key		8101900144	Tom's C/C00003	06/26/2019	16.50				
		5	Shipping		8101900144	Tom's C/C00003	06/26/2019	22.69				
06/14/2019		4556	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	06/24/2019		Invoiced	A	41.56	
	2	DAL 12373 36X5 DUST MOP FRAME12CA SET O SWIVEL		8101900143	Tom's C/C00005	06/26/2019	31.60					
	3	shipping		Tom's C/C00004	06/26/2019	9.96						
06/14/2019	4557	HOLT THO000	Holt Thomas T	Department Of Labor An, 651-284	MN DEPT 000	06/24/2019		Invoiced	A	50.00		
	1	Fee for Kim Beggs 2nd test		Tom's C/C00006	06/26/2019	50.00						

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Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX2606	continued...										
	06/07/2019	4552	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/24/2019		Invoiced	A	110.30
	2	FHS			8101900031 Tom's C/C00007		06/26/2019	110.30			
	06/07/2019	4553	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/24/2019		Invoiced	A	14.99
	2	FHS			8101900031 Tom's C/C00008		06/26/2019	14.99			
	06/07/2019	4554	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/24/2019		Invoiced	A	47.87
	2	FHS			8101900031 Tom's C/C00009		06/26/2019	47.87			
	06/07/2019	4555	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/24/2019		Invoiced	A	11.97
	2	FHS			8101900031 Tom's C/C00010		06/26/2019	11.97			
					12 transaction(s) for XXXXXXXXXXXX2606. Total Amount ==>						1,110.99
XXXXXXXXXXXX5690	06/21/2019	4523	HEISSVIC000	Heiss Victoria L	Soundnorth., International, MN,	SOUND NO000	06/24/2019		Invoiced	A	-165.00
	1				Vicki's C/C00000		06/26/2019	-165.00			
	05/31/2019	4524	HEISSVIC000	Heiss Victoria L	Super One, International, MN, 5	SUPER ON000	06/24/2019		Invoiced	A	73.06
	1				Vicki's C/C00001		06/26/2019	73.06			
	05/31/2019	4525	HEISSVIC000	Heiss Victoria L	Soundnorth., International, MN,	SOUND NO000	06/24/2019		Invoiced	A	312.00
	1	2019 Graduation Programs 650			Vicki's C/C00000		06/26/2019	312.00			
					3 transaction(s) for XXXXXXXXXXXX5690. Total Amount ==>						220.06
XXXXXXXXXXXX8814	06/24/2019	4615	HEISSVIC000	Heiss Victoria L	Best Western Plus Camp, River F		06/25/2019		Invoiced	A	551.95
	1	Lodging for Carol Jaksa			FHS Travrl C/C00000		06/26/2019	551.95			
	06/20/2019	4528	HEISSVIC000	Heiss Victoria L	Mainstreeter Bar And G, River F		06/24/2019		Invoiced	A	6.33
	1	Meals for Conf. for Carol Jaksa			FHS Travrl C/C00000		06/26/2019	6.33			
	06/20/2019	4529	HEISSVIC000	Heiss Victoria L	Cke*junior S Restaur 4, River F		06/24/2019		Invoiced	A	16.35
	1	Meals for conf. for Carol Jaksa			FHS Travrl C/C00000		06/26/2019	16.35			
	06/18/2019	4527	HEISSVIC000	Heiss Victoria L	Cke*junior S Restaur 4, River F		06/24/2019		Invoiced	A	20.05
	1	Carol Jaksa			FHS Travrl C/C00000		06/26/2019	20.05			
	06/10/2019	4526	JORGELOR000	Jorgenson Lori R	Radisson Hotel Mpls/St, Rosevil	RADISSON000	06/24/2019		Invoiced	A	1,086.08
	1				FHS Travrl C/C00001		06/26/2019	1,086.08			
					5 transaction(s) for XXXXXXXXXXXX8814. Total Amount ==>						1,680.76
XXXXXXXXXXXX8848	06/10/2019	4551			Bp#9274168rosedale Qps, Rosevil	BP-AMOCO000	06/24/2019		Invoiced	A	66.04
	1	Fuel track team Jay Boyle			Fuel C/C00000		06/26/2019	66.04			
XXXXXXXXXXXX8863	06/21/2019	4570	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/24/2019		Invoiced	A	57.23
	2	FHS			8101900031 Custodial C/C00000		06/26/2019	57.23			
	06/20/2019	4568	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/24/2019		Invoiced	A	54.94
	2	FHS			8101900031 Custodial C/C00001		06/26/2019	54.94			

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Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount		
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount					
XXXXXXXXXXXX8863	continued...												
	06/20/2019	4569	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/24/2019		Invoiced	A	80.85		
	2	FHS			8101900031 Custodial C/C00002	06/26/2019		80.85					
	06/19/2019	4566	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/24/2019		Invoiced	A	20.61		
	2	FHS			8101900031 Custodial C/C00003	06/26/2019		20.61					
	06/19/2019	4567	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/24/2019		Invoiced	A	23.92		
	1				Custodial C/C00004	06/26/2019		23.92					
	06/17/2019	4565	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/24/2019		Invoiced	A	10.68		
	2	FHS			8101900031 Custodial C/C00005	06/26/2019		10.68					
	06/14/2019	4563	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/24/2019		Invoiced	A	65.91		
	2	FHS			8101900031 Custodial C/C00006	06/26/2019		65.91					
	06/14/2019	4564	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/24/2019		Invoiced	A	26.54		
	2	FHS			8101900031 Custodial C/C00007	06/26/2019		26.54					
	06/06/2019	4562	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/24/2019		Invoiced	A	83.84		
	2	FHS			8101900031 Custodial C/C00008	06/26/2019		83.84					
	06/05/2019	4561	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	06/24/2019		Invoiced	A	14.41		
	2	FHS			8101900031 Custodial C/C00009	06/26/2019		14.41					
											10 transaction(s) for XXXXXXXXXXXX8863. Total Amount ====>	438.93	
												110 transaction(s). Total Amount ====>	19,789.77

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

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

PLAN YEAR: 2019 - 2020

CAPITAL PROJECTS				Board Date			
Building	Project Description	Funding Source	FIN Code		FY20 Original Budget 07/01/18	Revised Budget 6/17/19	
Arena	Mechanical Contingency	Capital	302		7,500	7,500	
	East Side Parking Lot Resurface				90,000	-	
	Flat Roof Replacement						36,825
	Locker Room Painting						7,057
Arena Total:					97,500	51,382	
FES	Mechanical Contingency	Capital	302		12,000	12,000	
	Kitchen electric grill				1,944	-	
	Furniture				14,000	30,000	
FES Total:					27,944	42,000	
FHS	Mechanical Contingency	Capital	302		20,000	20,000	
	Roof Replacement, Pool				70,000	122,062	
	Furniture				40,000	-	
	Corridor Painting, 1st & 2nd Floor				25,000	25,000	
	Batting Cage for Gym				10,000	10,000	
FHS Total:					165,000	177,062	
Garage	Mechanical Contingency	Capital	302		7,000	7,000	
Garage Total:					7,000	7,000	
Totals by Building:				Arena	97,500	51,382	
				FES	27,944	42,000	
				FHS	165,000	177,062	
				Garage	7,000	7,000	
TOTAL CAPITAL:					297,444	277,444	

Revenue Summary:

Revenue Projections:	277,444	256,307
Revenue Over (Under) Expenses:	(20,000)	(21,137)

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

PLAN YEAR: 2019 - 2020

H&S FIN CODE

LTFM PROJECTS:				<i>Board Date</i>	7/17/2018	6/17/2019
Building	Project Description	Funding Source	FIN Code	FY20 Original Budget 07/01/18	Revised Budget 6/17/19	
Arena	Elevator Inspection	Physical Hazard	347	500	500	
Arena	Sidewalk Replacement	Site Projects	384	18,000	18,000	
Arena	Flat Roof Replacement	Roofing Systems	383	-	22,874	
Districtwide	H&S Management Assistance	Environ. H&S Mgmt	352	2,500	2,500	
Districtwide	H&S Consulting Service	Environ. H&S Mgmt	352	10,000	10,000	
Districtwide	Hazardous Waste Disposal	Other Hazardous Mat'l	349	1,500	1,500	
Districtwide	PPE	Physical Hazard	347	2,000	2,000	
Districtwide	Fire Safety Monitoring Svc	Fire Safety	363	6,000	6,000	
Districtwide	Fire Extinguisher Inspect/Mtce	Fire Safety	363	4,000	4,000	
FES	Kitchen Inspection	Physical Hazard	347	1,000	1,000	
FES	Playground Attenuation	Physical Hazard	347	1,000	1,000	
FES	Outside Lighting Replacement	Electrical	370	21,500	4,000	
FES	Student Locker Replacement	Bldg Hardware & Equip	369	43,000	32,485	
FES	Phase 2 Lighting Replacement	Electrical	370	-	40,847	
FES	Phase 2 Ceiling Replacement	Interior Surfaces	379	-	43,511	
FHS	Elevator & Lift Inspection	Physical Hazard	347	500	500	
FHS	Kitchen & Pool Inspection	Physical Hazard	347	1,500	1,500	
FHS	Phase 2 Ceiling Replacement	Interior Surfaces	379	60,000	63,289	
FHS	Phase 2 Asbestos Removal	Asbestos Removal	358	20,000	-	
FHS	Phase 2 Lighting Replacement	Electrical	370	50,000	67,765	
FHS	Library Replace Carpet	Interior Surfaces	379	38,500	9,690	
FHS	Sidewalk Replacement	Site Projects	384	38,351	38,351	
FHS	Student and Faculty Parking Lot Lighting	Site Projects	384	30,000	12,000	
FHS	Gym Resurfacing	Interior Surfaces	379	45,000	27,428	
FHS	Girls LockerRoom Locker Replacement	Bldg Hardware & Equip	369	-	9,050	
Garage	Lighting Replacement	Electrical	370	25,000	-	
Garage	Fuel Tank Ballast / concrete slab/sidewalk	Site Projects	384	20,000	20,000	
			#N/A			
TOTAL ALL LTFM PROJECTS:				439,851	439,790	
Revenue:				439,851	410,531	
Net Revenue Over (Under) Expense:				-	(29,259)	

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

PLAN YEAR: 2020-2021

CAPITAL PROJECTS				Date:	
Building	Project Description	Funding Source	FIN Code	FY21 Original Budget 07/01/18	Revised Budget 6/17/2019
Arena	Mechanical Contingency	Capital	302	5,000	5,000
				Arena Total:	5,000
FES	Mechanical Contingency	Capital	302	12,000	12,000
	Munchkin Water Heater Replacement?			15,000	25,000
	Furniture				40,000
	Gym floor resurface				65,000
				FES Total:	142,000
FHS	Mechanical Contingency	Capital	302	15,000	15,000
	Pool Munchkin Water Heater Replacement			40,000	40,000
	Pool LED lighting				
	Baseball/Softball Fields: New poles, lighting and speakers			185,444	-
	Skid-Tech non-skid coating pool locker rooms				5,000
	Pool locker rooms lighting & Tile				15,000
	Baseball field fence guard mow strips				10,000
				FHS Total:	240,444
Garage	Mechanical Contingency	Capital	302	5,000	-
				Garage Total:	-
Totals by Building:			Arena	5,000	5,000
			FES	27,000	142,000
			FHS	240,444	85,000
			Garage	5,000	-
TOTAL CAPITAL:				277,444	232,000

Revenue Summary:

Revenue Projections:	277,444	277,444
Revenue Over (Under) Expenses:	-	45,444

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

PLAN YEAR: 2020-2021

H&S FIN CODE

LTFM PROJECTS:				<i>Date:</i>	
Building	Project Description	Funding Source	FIN Code	FY21 Original Budget 07/01/18	Revised Budget 6/17/19
Arena	Elevator Inspection	Physical Hazard	347	500	500
Districtwide	H&S Management Assistance	Environ. H&S Mgmt	352	2,500	2,500
Districtwide	H&S Consulting Service	Environ. H&S Mgmt	352	10,000	10,000
Districtwide	Hazardous Waste Disposal	Other Hazardous Mat'l	349	1,500	1,500
Districtwide	PPE	Physical Hazard	347	1,166	1,000
Districtwide	Fire Safety Monitoring Svc	Fire Safety	363	6,000	6,000
Districtwide	Fire Extinguisher Inspect/Mtce	Fire Safety	363	3,000	3,000
FES	Kitchen Inspection	Physical Hazard	347	1,000	1,000
FES	Faculty Parking Lot Sealed & Painted	Site Projects	384	60,000	10,000
FHS	Elevator & Lift Inspection	Physical Hazard	347	500	500
FHS	Kitchen & Pool Inspection	Physical Hazard	347	1,500	1,500
FHS	Replace Exterior Doors & Jambs	Building Envelope	368	70,000	51,000
FHS	Student Locker Replacement	Bldg Hardware & Equip	369	81,147	61,165
FHS	Classroom Lighting Replacement	Electrical	370	35,000	35,000
FHS	Faculty Parking Lot Resurface	Site Projects	384	50,000	100,000
FHS	Roof Replacement, where needed	Roofing Systems	383	115,000	115,000
FHS	Playground Attenuation	Physical Hazard	347	1,038	1,038
			#N/A		
			#N/A		
			#N/A		
TOTAL ALL LTFM PROJECTS:				439,851	400,703
Revenue:				439,851	400,703
Net Revenue Over (Under) Expense:				-	-

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

PLAN YEAR: 2021 - 2022

CAPITAL PROJECTS				<i>Date:</i>		
Building	Project Description	Funding Source	FIN Code	FY22 Original Budget 07/01/18	Revised Budget 6/17/2019	
Arena	Mechanical Contingency	Capital	302	5,000	5,000	
Arena Total:				5,000	5,000	
FES	Mechanical Contingency Furniture	Capital	302	12,000 50,000	12,000 50,000	
FES Total:				62,000	62,000	
FHS	Mechanical Contingency Classroom Casing Replacement Kitchen Convection Ovens Cement for dugout - Softball Locker Room Shower Replacement	Capital	302	15,000 130,444 5,000 15,000 40,000	15,000 109,000 5,000 15,000 40,000	
FHS Total:				205,444	184,000	
Garage	Mechanical Contingency	Capital	302	5,000	5,000	
Garage Total:				5,000	5,000	
Totals by Building:						
				Arena	5,000	5,000
				FES	62,000	62,000
				FHS	205,444	184,000
				Garage	5,000	5,000
TOTAL CAPITAL:				277,444	256,000	
Revenue Summary:						
				Revenue Projections:	277,444	256,000
				Revenue Over (Under) Expenses:	-	-

H&S FIN CODE

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

PLAN YEAR: 2021 - 2022

LTFM PROJECTS:				<i>Date:</i>	
Building	Project Description	Funding Source	FIN Code	FY22 Original Budget 07/01/18	Revised Budget 6/17/19
Arena	Elevator Inspection	Physical Hazard	347	500	500
Arena	Sidewalk Replacement East Side	Site Projects	384	10,000	10,000
Districtwide	H&S Management Assistance	Environ. H&S Mgmt	352	2,500	2,500
Districtwide	H&S Consulting Service	Environ. H&S Mgmt	352	10,000	10,000
Districtwide	Hazardous Waste Disposal	Other Hazardous Mat'l	349	1,500	1,500
Districtwide	PPE	Physical Hazard	347	300	300
Districtwide	Fire Safety Monitoring Svc	Fire Safety	363	6,000	6,000
Districtwide	Fire Extinguisher Inspect/Mtce	Fire Safety	363	3,000	3,000
Districtwide	Lead in Water Testing	Other Hazardous Mat'l	349	3,500	-
Districtwide	Radon Testing	Other Hazardous Mat'l	349	3,500	-
Districtwide	Main Switch Gear Replacement	Electrical	370	45,051	43,903
FES	Kitchen Inspection	Physical Hazard	347	1,000	1,000
FES	Playground Attenuation	Physical Hazard	347	1,000	1,000
FHS	Elevator & Lift Inspection	Physical Hazard	347	500	500
FHS	Kitchen & Pool Inspection	Physical Hazard	347	1,500	1,500
FHS	Fire Alarm Equipment	Fire Safety	363	2,000	2,000
FHS	Exterior Window Panel Replacement	Building Envelope	368	90,000	82,000
FHS	Main Switch Gear Replacement	Electrical	370	80,000	70,000
FHS	Office AC/Heat Unit Replacement	Indoor Air Quality	366	30,000	30,000
FHS	Classroom Lighting Replacement	Electrical	370	50,000	50,000
FHS	Locker Room Shower Replacement	Plumbing	381	83,000	70,000
Garage	Lighting Replacement (Bus Barns)		#N/A	15,000	15,000
TOTAL ALL LTFM PROJECTS:				439,851	400,703
Revenue:				439,851	400,703
Net Revenue Over (Under) Expense:				-	-

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

PLAN YEAR: 2022 - 2023

CAPITAL PROJECTS				Date:		
Building	Project Description	Funding Source	FIN Code	FY23 Original Budget 07/01/18	Revised Budget 06/17/19	
Arena	Mechanical Contingency	Capital	302	5,000	5,000	
				Arena Total:	5,000	5,000
FES	Mechanical Contingency Furniture	Capital	302	12,000 40,000	12,000 40,000	
				FES Total:	52,000	52,000
FHS	Mechanical Contingency Classroom Casing Replacement	Capital	302	15,000 200,444	15,000 200,444	
				FHS Total:	215,444	215,444
Garage	Mechanical Contingency	Capital	302	5,000	5,000	
				Garage Total:	5,000	5,000
Stadium	Mechanical Contingency	Capital				
				Stadium Total:	-	-
Totals by Building:				Arena	5,000	5,000
				FES	52,000	52,000
				FHS	215,444	215,444
				Garage	5,000	5,000
				Stadium	-	-
				TOTAL CAPITAL:	277,444	277,444

Revenue Summary:

Revenue Projections:	277,444	256,000
Revenue Over (Under) Expenses:	-	(21,444)

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

PLAN YEAR: 2022 - 2023

H&S FIN CODE

LTFM PROJECTS				<i>Date:</i>		
Building	Project Description	Funding Source	FIN Code		FY23 Original Budget 07/01/18	Revised Budget 6/17/19
Arena	Elevator Inspection	Physical Hazard	347		500	500
Arena	Shower Fixtures Replacement	Plumbing	381		122,100	122,100
Districtwide	H&S Management Assistance	Environ. H&S Mgmt	352		2,500	2,500
Districtwide	H&S Consulting Service	Environ. H&S Mgmt	352		10,000	10,000
Districtwide	Hazardous Waste Disposal	Other Hazardous Mat'l	349		1,500	1,500
Districtwide	PPE	Physical Hazard	347		1,000	1,000
Districtwide	Fire Safety Monitoring Svc	Fire Safety	363		6,000	6,000
Districtwide	Fire Extinguisher Inspect/Mtce	Fire Safety	363		3,000	3,000
Districtwide	Lead in Water Testing	Other Hazardous Mat'l	349		3,500	3,500
Districtwide	Radon Testing	Other Hazardous Mat'l	349		3,500	3,500
FES	Kitchen Inspection	Physical Hazard	347		1,000	1,000
FES	Playground Attenuation	Physical Hazard	347		1,251	1,251
FES	Exterior Doors & Jambs Replacement	Building Envelope	368		100,000	100,000
FHS	Elevator & Lift Inspection	Physical Hazard	347		500	500
FHS	Kitchen & Pool Inspection	Physical Hazard	347		1,500	1,500
FHS	Fire Alarm Equipment	Fire Safety	363		2,000	2,000
FHS	Replace Window Panels	Building Envelope	368		180,000	140,852
			#N/A			
			#N/A			
			#N/A			
TOTAL ALL LTFM PROJECTS:					439,851	400,703
Revenue:					439,851	400,703
Net Revenue Over (Under) Expense:					-	-

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

PLAN YEAR: 2023 - 2024

CAPITAL PROJECTS				<i>Date:</i>		
Building	Project Description	Funding Source	FIN Code	FY24 Original Budget	Revised Budget 06/17/19	
Arena	Mechanical Contingency	Capital	302	5,000	5,000	
				Arena Total:	5,000	5,000
FES	Mechanical Contingency Furniture	Capital	302	12,000 43,000	12,000 43,000	
				FES Total:	55,000	55,000
FHS	Mechanical Contingency Classroom Casing Replacement	Capital	302	15,000 197,444	15,000 197,444	
				FHS Total:	212,444	212,444
Garage	Mechanical Contingency	Capital	302	5,000	5,000	
				Garage Total:	5,000	5,000
Stadium	Mechanical Contingency	Capital				
				Stadium Total:	-	-
Totals by Building:				Arena	5,000	5,000
				FES	55,000	55,000
				FHS	212,444	212,444
				Garage	5,000	5,000
				Stadium	-	-
				TOTAL CAPITAL:	277,444	277,444

Revenue Summary:

Revenue Projections:	277,444	256,000
Revenue Over (Under) Expenses:	-	(21,444)

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

PLAN YEAR: 2023 - 2024

H&S FIN CODE

LTFM PROJECTS				<i>Date:</i>		
Building	Project Description	Funding Source	FIN Code	FY24 Original Budget	Revised Budget 06/17/19	
Arena	Elevator Inspection	Physical Hazard	347	500	500	
Districtwide	H&S Management Assistance	Environ. H&S Mgmt	352	2,500	2,500	
Districtwide	H&S Consulting Service	Environ. H&S Mgmt	352	10,000	10,000	
Districtwide	Hazardous Waste Disposal	Other Hazardous Mat'l	349	1,500	1,500	
Districtwide	PPE	Physical Hazard	347	2,000	2,000	
Districtwide	Fire Safety Monitoring Svc	Fire Safety	363	6,000	6,000	
Districtwide	Fire Extinguisher Inspect/Mtce	Fire Safety	363	3,000	3,000	
FES	Kitchen Inspection	Physical Hazard	347	1,000	1,000	
FES	Playground Attenuation	Physical Hazard	347	1,051	1,051	
FES	Classroom Lighting Replacement	Electrical	370	35,000	-	
FHS	Elevator & Lift Inspection	Physical Hazard	347	500	500	
FHS	Kitchen & Pool Inspection	Physical Hazard	347	1,500	1,500	
FHS	Classroom Lighting Replacement	Electrical	370	35,000	30,852	
FHS	Fire Alarm Equipment	Fire Safety	363	2,000	2,000	
FHS	Exterior Door & Jambs Replacement	Building Envelope	368	88,000	88,000	
FHS	Roof Replacement, where needed	Roofing Systems	383	150,300	150,300	
FHS	Corridor Flooring Replacement	Interior Surfaces	379	100,000	100,000	
			#N/A			
			#N/A			
TOTAL ALL LTFM PROJECTS:				439,851	400,703	
Revenue:				439,851	400,703	
Net Revenue Over (Under) Expense:				-	-	

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

PLAN YEAR: 2024 - 2025

CAPITAL PROJECTS				Date:		
Building	Project Description	Funding Source	FIN Code	FY25 Original Budget	Revised Budget 6/17/19	
Arena	Mechanical Contingency	Capital	302	5,000	5,000	5,000
				Arena Total:	5,000	5,000
FES	Mechanical Contingency Furniture	Capital	302	12,000 60,000	12,000 60,000	12,000 60,000
				FES Total:	72,000	72,000
FHS	Mechanical Contingency Furniture Saw Dust Collection System Mower - Toro 100" zero turn	Capital	302	15,000 100,000 45,444 35,000	15,000 100,000 45,444 35,000	15,000 100,000 45,444 35,000
				FHS Total:	195,444	195,444
Garage	Mechanical Contingency	Capital	302	5,000	5,000	5,000
				Garage Total:	5,000	5,000
Stadium	Mechanical Contingency	Capital				
				Stadium Total:	-	-
Totals by Building:				Arena	5,000	5,000
				FES	72,000	72,000
				FHS	195,444	195,444
				Garage	5,000	5,000
				Stadium	-	-
				TOTAL CAPITAL:	277,444	277,444

Revenue Summary:		
Revenue Projections:	277,444	256,000
Revenue Over (Under) Expenses:	-	(21,444)

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

PLAN YEAR: 2025 - 2026

CAPITAL PROJECTS				Date:		
Building	Project Description	Funding Source	FIN Code		FY26 Original Budget	Revised Budget 06/17/19
Arena	Mechanical Contingency	Capital	302		5,444	5,444
	De-Humidifying System				150,000	150,000
				Arena Total:	155,444	155,444
FES	Mechanical Contingency	Capital	302		12,000	12,000
				FES Total:	12,000	12,000
FHS	Mechanical Contingency	Capital	302		15,000	15,000
	Furniture				90,000	90,000
				FHS Total:	105,000	105,000
Garage	Mechanical Contingency	Capital	302		5,000	5,000
				Garage Total:	5,000	5,000
Stadium	Mechanical Contingency	Capital				
				Stadium Total:	-	-
Totals by Building:			Arena		155,444	155,444
			FES		12,000	12,000
			FHS		105,000	105,000
			Garage		5,000	5,000
			Stadium		-	-
			TOTAL CAPITAL:		277,444	277,444

Revenue Summary:

Revenue Projections:	277,444	256,000
Revenue Over (Under) Expenses:	-	(21,444)

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

PLAN YEAR: 2025 - 2026

H&S FIN CODE

LTFM PROJECTS				<i>Date:</i>	
Building	Project Description	Funding Source	FIN Code	FY26 Original Budget	Revised Budget
Arena	Elevator Inspection	Physical Hazard	347	500	500
Districtwide	H&S Management Assistance	Environ. H&S Mgmt	352	2,500	2,500
Districtwide	H&S Consulting Service	Environ. H&S Mgmt	352	10,000	10,000
Districtwide	Hazardous Waste Disposal	Other Hazardous Mat'l	349	1,800	1,800
Districtwide	PPE	Physical Hazard	347	1,155	1,155
Districtwide	Fire Safety Monitoring Svc	Fire Safety	363	6,000	6,000
Districtwide	Fire Extinguisher Inspect/Mtce	Fire Safety	363	3,000	3,000
FES	Kitchen Inspection	Physical Hazard	347	1,000	1,000
FES	Playground Attenuation	Physical Hazard	347	1,000	1,000
FES	Fuel Tank Monitoring System	Mechanical Systems	380	30,000	30,000
FES	Gymnasium Floor Replacement	Interior Surfaces	379	50,000	-
FES	Classroom Whiteboard Conversion	Interior Surfaces	379	27,896	27,896
FES	Elevator from 2025 over spending	Interior Surfaces	379		75,000
FES	Corridor Flooring Replacement	Interior Surfaces	379		135,852
FHS	Elevator & Lift Inspection	Physical Hazard	347	500	500
FHS	Kitchen & Pool Inspection	Physical Hazard	347	1,500	1,500
FHS	Fire Alarm Equipment	Fire Safety	363	3,000	3,000
FHS	Fuel Tank Monitoring System	Mechanical Systems	380	30,000	30,000
FHS	Classroom Whiteboard Conversion	Interior Surfaces	379	40,000	40,000
FHS	Gymnasium Floor Replacement	Interior Surfaces	379	200,000	-
Garage	Fuel Tank Monitoring System	Mechanical Systems	380	30,000	30,000
			#N/A		
			#N/A		
			#N/A		
TOTAL ALL LTFM PROJECTS:				439,851	400,703
Revenue:				439,851	400,703
Net Revenue Over (Under) Expense:				-	-

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

PLAN YEAR: 2026 - 2027

CAPITAL PROJECTS				<i>Date:</i>	
Building	Project Description	Funding Source	FIN Code	FY27 Original Budget	Revised Budget 06/17/19
Arena	Mechanical Contingency	Capital	302	5,000	5,000
				Arena Total:	5,000
FES	Mechanical Contingency	Capital	302	12,000	12,000
	Classroom Blackboard conversion to Whbd			1,000	1,000
				FES Total:	13,000
FHS	Mechanical Contingency	Capital	302	15,000	15,000
	Curbing, Sidewalk resurface to roadway			188,000	188,000
	Classroom Blackboard conversion to Whbd			1,000	1,000
				FHS Total:	204,000
Garage	Mechanical Contingency	Capital	302	5,000	5,000
	Above Ground Fuel Storage Tanks			50,444	50,444
				Garage Total:	55,444
Stadium	Mechanical Contingency	Capital		-	-
				Stadium Total:	-
Totals by Building:				Arena	5,000
				FES	13,000
				FHS	204,000
				Garage	55,444
				Stadium	-
				TOTAL CAPITAL:	277,444

Revenue Summary:

Revenue Projections:	277,444	256,000
Revenue Over (Under) Expenses:	-	(21,444)

H&S FIN CODE

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

PLAN YEAR: 2026 - 2027

LTFM PROJECTS				<i>Date:</i>		
Building	Project Description	Funding Source	FIN Code	FY27 Original Budget	Revised Budget	
Arena	Elevator Inspection	Physical Hazard	347	500	500	
Districtwide	H&S Management Assistance	Environ. H&S Mgmt	352	2,500	2,500	
Districtwide	H&S Consulting Service	Environ. H&S Mgmt	352	10,000	10,000	
Districtwide	Hazardous Waste Disposal	Other Hazardous Mat'l	349	1,500	1,500	
Districtwide	PPE	Physical Hazard	347	1,100	1,100	
Districtwide	Fire Safety Monitoring Svc	Fire Safety	363	6,000	6,000	
Districtwide	Fire Extinguisher Inspect/Mtce	Fire Safety	363	3,000	3,000	
FES	Kitchen Inspection	Physical Hazard	347	1,000	1,000	
FES	Playground Attenuation	Physical Hazard	347	1,000	1,000	
FES	Gym Floor Resurface	Interior Surfaces	379	50,000	-	
FES	Replace 3 Sets double jamb doors	Building Envelope	368	45,000	45,000	
FES	Replace exterior door & jamb set	Building Envelope	368	20,000	30,852	
FHS	Elevator & Lift Inspection	Physical Hazard	347	500	500	
FHS	Kitchen & Pool Inspection	Physical Hazard	347	1,500	1,500	
FHS	Fire Alarm Equipment	Fire Safety	363	2,000	2,000	
FHS	Media Center Heating/Ventilation	Indoor Air Quality	366	50,000	50,000	
FHS	Roofing	Roofing Systems	383	243,851	243,851	
FHS	Bleacher Certification	Physical Hazard	347	400	400	
			#N/A			
			#N/A			
			#N/A			
TOTAL ALL LTFM PROJECTS:				439,851	400,703	
Revenue:				439,851	400,703	
Net Revenue Over (Under) Expense:				-	-	

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

PLAN YEAR: 2027 - 2028

CAPITAL PROJECTS				Date:	
Building	Project Description	Funding Source	FIN Code	FY28 Original Budget	Revised Budget 6/17/19
Arena	Mechanical Contingency	Capital	302	5,000	5,000
Arena Total:				5,000	5,000
FES	Mechanical Contingency	Capital	302	12,000	12,000
	Classroom Blackboard conversion to Whbd			1,000	1,000
FES Total:				13,000	13,000
FHS	Mechanical Contingency	Capital	302	15,000	15,000
	Classroom Blackboard conversion to Whbd			1,000	1,000
	Bath/Changing Facility, Spring Sports			88,000	88,000
FHS Total:				104,000	104,000
Garage	Mechanical Contingency	Capital	302	5,000	5,000
	Above Ground Fuel Storage Tanks			150,444	150,444
Garage Total:				155,444	155,444
Stadium	Mechanical Contingency	Capital			
Stadium Total:				-	-
Totals by Building:			Arena	5,000	5,000
			FES	13,000	13,000
			FHS	104,000	104,000
			Garage	155,444	155,444
			Stadium	-	-
TOTAL CAPITAL:				277,444	277,444

Revenue Summary:

Revenue Projections:	277,444	256,000
Revenue Over (Under) Expenses:	-	(21,444)

H&S FIN CODE

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

PLAN YEAR: 2027 - 2028

LTFM PROJECTS				<i>Date:</i>		
Building	Project Description	Funding Source	FIN Code	FY28 Original Budget	Revised Budget 6/17/19	
Arena	Elevator Inspection	Physical Hazard	347	500	500	
Districtwide	H&S Management Assistance	Environ. H&S Mgmt	352	2,500	2,500	
Districtwide	H&S Consulting Service	Environ. H&S Mgmt	352	10,000	10,000	
Districtwide	Hazardous Waste Disposal	Other Hazardous Mat'l	349	1,500	1,500	
Districtwide	PPE	Physical Hazard	347	1,500	1,500	
Districtwide	Fire Safety Monitoring Svc	Fire Safety	363	6,000	6,000	
Districtwide	Fire Extinguisher Inspect/Mtce	Fire Safety	363	3,000	3,000	
FES	Kitchen Inspection	Physical Hazard	347	1,000	1,000	
FES	Playground Attenuation	Physical Hazard	347	1,000	1,000	
FHS	Elevator & Lift Inspection	Physical Hazard	347	500	500	
FHS	Kitchen & Pool Inspection	Physical Hazard	347	1,500	1,500	
FHS	Fire Alarm Equipment	Fire Safety	363	2,000	2,000	
FHS	Lead in Water Testing	Other Hazardous Mat'l	349	3,500	3,500	
FHS	Radon Testing	Other Hazardous Mat'l	349	3,500	3,500	
FHS	Roofing	Roofing Systems	383	201,851	201,851	
Stadium	Football Field Lighting Replacement	Electrical	370	180,000	140,852	
Stadium	Replace potable water piping	Plumbing	381	20,000	20,000	
			#N/A			
			#N/A			
			#N/A			
			#N/A			
TOTAL ALL LTFM PROJECTS:				439,851	400,703	
Revenue:				439,851	400,703	
Net Revenue Over (Under) Expense:				-	-	

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

PLAN YEAR: 2028 - 2029

CAPITAL PROJECTS				Date:	
Building	Project Description	Funding Source	FIN Code	FY29 Original Budget	Revised Budget 6/17/19
Arena	Mechanical Contingency	Capital	302	5,000	5,000
Arena Total:				5,000	5,000
FES	Mechanical Contingency	Capital	302	12,000	12,000
	Classroom Blackboard conversion to Whbd			1,000	1,000
	Furniture			40,000	40,000
FES Total:				53,000	53,000
FHS	Mechanical Contingency	Capital	302	15,000	15,000
	Bath/Changing Facility, Spring Sports			93,000	93,000
	Classroom Blackboard conversion to Whbd			1,000	1,000
	Furniture			55,444	55,444
	Softball Scoreboard			40,000	40,000
	Water Supply to Rec Football Field			10,000	10,000
FHS Total:				214,444	214,444
Garage	Mechanical Contingency	Capital	302	5,000	5,000
Garage Total:				5,000	5,000
Stadium	Mechanical Contingency	Capital			
Stadium Total:				-	-
Totals by Building:					
			Arena	5,000	5,000
			FES	53,000	53,000
			FHS	214,444	214,444
			Garage	5,000	5,000
			Stadium	-	-
TOTAL CAPITAL:				277,444	277,444

Revenue Summary:

Revenue Projections:	277,444	256,000
Revenue Over (Under) Expenses:	-	(21,444)

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

PLAN YEAR: 2028 - 2029

H&S FIN CODE

LTFM PROJECTS				<i>Date:</i>	
Building	Project Description	Funding Source	FIN Code	FY29 Original Budget	Revised Budget 6/17/19
Arena	Elevator Inspection	Physical Hazard	347	500	500
Districtwide	H&S Management Assistance	Environ. H&S Mgmt	352	2,500	2,500
Districtwide	H&S Consulting Service	Environ. H&S Mgmt	352	10,000	10,000
Districtwide	Hazardous Waste Disposal	Other Hazardous Mat'l	349	1,500	1,500
Districtwide	PPE	Physical Hazard	347	1,100	1,100
Districtwide	Fire Safety Monitoring Svc	Fire Safety	363	6,000	6,000
Districtwide	Fire Extinguisher Inspect/Mtce	Fire Safety	363	3,000	3,000
FES	Kitchen Inspection	Physical Hazard	347	1,000	1,000
FES	Playground Attenuation	Physical Hazard	347	1,000	1,000
FES	Office / Classroom LED Lighting	Electrical	370	45,000	-
FHS	Elevator & Lift Inspection	Physical Hazard	347	500	500
FHS	Kitchen & Pool Inspection	Physical Hazard	347	1,500	1,500
FHS	Fire Alarm Equipment	Fire Safety	363	2,000	2,000
FHS	Fire Alarm System Replacement	Fire Safety	363	65,000	70,852
FHS	Roofing	Roofing Systems	383	198,851	198,851
FHS	Epoxy Flooring	Interior Surfaces	379	100,000	100,000
FHS	Bleacher Certification	Physical Hazard	347	400	400
			#N/A		
			#N/A		
			#N/A		
TOTAL ALL LTFM PROJECTS:				439,851	400,703
Revenue:				439,851	400,703
Net Revenue Over (Under) Expense:				-	-

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

PLAN YEAR: 2029 - 2030

CAPITAL PROJECTS				Date:		
Building	Project Description	Funding Source	FIN Code	FY19 Original Budget	Revised Budget 6/17/19	
Arena	Mechanical Contingency	Capital	302	5,000	5,000	5,000
				Arena Total:	5,000	5,000
FES	Mechanical Contingency	Capital	302	12,000	12,000	12,000
	Classroom Blackboard conversion to Whbd			1,000	1,000	1,000
				FES Total:	13,000	13,000
FHS	Mechanical Contingency	Capital	302	15,000	15,000	15,000
	Classroom Blackboard conversion to Whbd			1,000	1,000	1,000
	Pool Shower Stalls & Lockerroom Floor			10,000	10,000	10,000
	Convert Classroom Locks to FOBS			84,444	84,444	84,444
	Pole Barn FHS/FES Storage 40x60			60,000	60,000	60,000
				FHS Total:	170,444	170,444
Garage	Mechanical Contingency	Capital	302	5,000	5,000	5,000
	Replace East Bus Barn Doors			9,000	9,000	9,000
				Garage Total:	14,000	14,000
Stadium	Concession Stand Rebuild	Capital		75,000	75,000	75,000
				Stadium Total:	75,000	75,000
Totals by Building:				Arena	5,000	5,000
				FES	13,000	13,000
				FHS	170,444	170,444
				Garage	14,000	14,000
				Stadium	75,000	75,000
				TOTAL CAPITAL:	277,444	277,444

Revenue Summary:

Revenue Projections:	277,444	256,000
Revenue Over (Under) Expenses:	-	(21,444)

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

PLAN YEAR: 2029 - 2030

H&S FIN CODE

LTFM PROJECTS				<i>Date:</i>		
Building	Project Description	Funding Source	FIN Code	FY30 Original Budget	Revised Budget 6/17/19	
Arena	Elevator Inspection	Physical Hazard	347	500	500	
Districtwide	H&S Management Assistance	Environ. H&S Mgmt	352	2,500	2,500	
Districtwide	H&S Consulting Service	Environ. H&S Mgmt	352	10,000	10,000	
Districtwide	Hazardous Waste Disposal	Other Hazardous Mat'l	349	1,500	1,500	
Districtwide	PPE	Physical Hazard	347	1,100	1,100	
Districtwide	Fire Safety Monitoring Svc	Fire Safety	363	6,000	6,000	
Districtwide	Fire Extinguisher Inspect/Mtce	Fire Safety	363	3,000	3,000	
FES	Kitchen Inspection	Physical Hazard	347	1,000	1,000	
FES	Playground Attenuation	Physical Hazard	347	1,000	1,000	
FES	Air Exchanger Upgrade	Indoor Air Quality	366	50,000	50,000	
FHS	Elevator & Lift Inspection	Physical Hazard	347	500	500	
FHS	Kitchen & Pool Inspection	Physical Hazard	347	1,500	1,500	
FHS	Fire Alarm Equipment	Fire Safety	363	2,000	2,000	
FHS	Pool Ext wall vapor barrier / brick effloresen	Building Envelope	368	100,000	100,000	
FHS	Roofing Phase A,B,C,D	Roofing Systems	383	258,851	219,703	
FHS	Bleacher Certification	Physical Hazard	347	400	400	
			#N/A			
			#N/A			
			#N/A			
			#N/A			
			TOTAL ALL LTFM PROJECTS:	439,851	400,703	
			Revenue:	439,851	400,703	
			Net Revenue Over (Under) Expense:	-	-	

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

PLAN YEAR: 2030 - 2031

CAPITAL PROJECTS				Date:
Building	Project Description	Funding Source	FIN Code	FY Original Budget
Arena	Mechanical Contingency	Capital	302	
			Arena Total:	-
FES	Mechanical Contingency	Capital	302	
			FES Total:	-
FHS	Mechanical Contingency Baseball/Softball Fields: New poles, lighting and speakers	Capital	302	185,444
			FHS Total:	185,444
Garage	Mechanical Contingency	Capital	302	
			Garage Total:	-
Stadium	Mechanical Contingency	Capital		
			Stadium Total:	-
Totals by Building:			Arena	-
			FES	-
			FHS	185,444
			Garage	-
			Stadium	-
			TOTAL CAPITAL:	185,444

Revenue Summary:	
Revenue Projections:	256,000
Revenue Over (Under) Expenses:	70,556

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

PLAN YEAR: 2030 - 2031

H&S FIN CODE

LTFM PROJECTS				Date:	6/17/2019
Building	Project Description	Funding Source	FIN Code	FY31 Original Budget	
Arena	Elevator Inspection	Physical Hazard	347	500	
Districtwide	H&S Management Assistance	Environ. H&S Mgmt	352	2,500	
Districtwide	H&S Consulting Service	Environ. H&S Mgmt	352	10,000	
Districtwide	Hazardous Waste Disposal	Other Hazardous Mat'l	349	1,500	
Districtwide	PPE	Physical Hazard	347	1,500	
Districtwide	Fire Safety Monitoring Svc	Fire Safety	363	6,000	
Districtwide	Fire Extinguisher Inspect/Mtce	Fire Safety	363	3,000	
FES	Kitchen Inspection	Physical Hazard	347	1,000	
FES	Playground Attenuation	Physical Hazard	347	-	
FHS	Elevator & Lift Inspection	Physical Hazard	347	500	
FHS	Kitchen & Pool Inspection	Physical Hazard	347	1,500	
FHS	Epoxy flooring	Interior Surfaces	379	195,203	
Districtwide	Playground Attenuation	Physical Hazard	347	177,500	
			#N/A		
			#N/A		
			#N/A		
TOTAL ALL LTFM PROJECTS:				400,703	
Revenue:				400,703	
Net Revenue Over (Under) Expense:				-	

*FALLS HIGH SCHOOL
STUDENT HANDBOOK
2019-2020*



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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

2019-2020 School Year

All Extensions Dial: **(218) 283-2571** (updated 5/31/19)

EXT	NAME	ROOM	EXT	NAME	ROOM	EXT	NAME	
1186	Amdahl, R Comm. Ed.	CE157	1112	Grover, Kevin	FHSOfc	1234	Nosan, Shelby	FESGym
1107	Anderson, Charlie	FHS218	1194	Grover, Stacy	FHS122	1137	Olson, David	FHS149/147
1282	Auran, Lisa	FES106	1123	Hall Monitor	FHS206A	1108	OT/PT	FHS102
1153	Awe, Will	FHS210	1164	Hamers, Katie	FHS217	1239	Pavleck, Molly	FES110
1131	Bacon, Leah	FHS/FES	1256	Hamilton, Jody	FES208B	1242	Peterson, Paul	FES112
1273	Baron, Mandi	FES2	1257	Hayward, Laura	FES100	1135	Peterson, Sarah	FHS140
1182	Besch, Tina	FHS122	1169	Health Room	FHS226	1174	Renberg, Lela	FHS116
1119	Blesi, Mike	FHS221	1100	Heiss, Vicki	FHSOfc	1155	Ringhofer, Timm	FHS212
1172	Boelk, Michelle	FHS241	1279	Hemstad, Chris	FHS107	1126	Rolando, Don	FHS119
1175	Boiler Room	FHS141	1230	Hell, Jamie	FESOfc	1152	Rudolph, Jeanna	FHS209
1312	Boyle, Jay	FHS200	1244	Hjelle, Paul	FES114	1120	Sandberg, John	FHS113
1258	Boyle, Karli	FES101	1185	Holt, Tom	FHSOfc	1146	Schindeldecker, D	FES203
1139	CADD Room	FHS147	1181	Hopkins, Michelle	FHS122	1276	Schwartz, Angie	FES5
1122	Casareto, Tony	FHS115	1275	Humbert, Laurie	FESOfc	1235	Sick Room-FES	FESOfc
1272	Christianson, Ginger	FES3	1128	Jaksa, Carol	FHS121	1127	Simon, Lisa	FHS120
1161	Christianson, Rosa	FHS213	1183	Johnson, Barb	FHSOfc	1176	Slatinski, Bethanne	FHS118
1246	Christianson, Rosa	FES116	1264	Johnson, Shawn	FES107	1147	Staples, Sarah	FHS204
1255	Cipriano, Ariana	FES207	1103	Jorgenson, Lori	FHSOfc	1151	Stenberg, Casey	FHS221
1145	Computer Lab	FHS202	1254	Katrin, Jill	FES206	1246	Strand, Jeanne	FES116
1201	Conf Room FES	FESOfc	1189	Kaviuk, Nick (Equip)	FHS163	1124	Study Hall	FHS206A
1001	Conf Room FHS	FHSOfc	1266	Kitchen FES	FESCaf	1232	Tate, Melissa	FESOfc
1121	Copy Room FHS	FHS133A	1133	Kitchen FHS	FHS135	1162	Taylor, Jenny	FHS104
1178	Copy Room WEE	FHS100	1140	Koenig, Josh	FHS150A	1170	Tompkins, Kathy	FHS229
1167	Cowman, Maria	FHS222	1168	Kujala, Kasey	FHS205	1191	Thompson, Heidi	FHS101
1265	Custodians FES	FESCust	1268	LaVigne, Kristie	FES1	1105	Toninato, Josie	FHSOfc
1134	Custodians FHS	FHS137	1187	LaVigne, Sandy	FHS157	1163	Vang, Brandon	FHS219
1193	Dowty, Derek	FHS114	1160	Library-FHS	FHSLMC	1113	Vollom, Tom	FHS214
1260	Ebel, Heather	FES103	1237	Library-FES	FESLMC	1267	Walls, Missy	FES4
1262	Eldien, Brittany	FES105	1132	Line, Karla	FHS130	1277	Wenberg, Jen	FES111/5
1248	Erickson, Kevin	FES201	1247	Little, Jeanne	FES200	1240	Wenberg, Jen	FES111/5
1102	Erickson, Jen	FHSOfc	1154	Mannausau, Alex	FHS211	1251	Wendt, Sara	FES203
1269	Ettestad, Seth	FES108A	1138	Mason, Bill-AD	FHSOfc	1101	West, Lisa	FHS106
1158	Ettestad, Seth	FHS100A	1236	Mason, Terry	FES108	1243	Winkel, Katie	FES113
1104	Everson, Tim	FHSOfc	1142	McDonald, George	FHS155	1249	Wood, Nicci	FES202
1280	Faculty Lounge FES	FESOfc	1245	McDonald, Kim	FES115	1144	Wood, Norman	FHS201
1156	Faculty Lounge FHS	FHS216	1117	McDonald, Michele	FHS108	1288	Youso, Laurie	FHS112
1118	Forsythe, Val	FHS215	1259	Morrison, Jill	FES102	1252	Zika, Luke	FES204
1271	Forsythe, Val	FES208A	1253	Nemec, Marci	FES205			
1110	Glowack, Marc	FHSOfc						
1106	Grewatz, Thane	FHSOfc						

Special Numbers	Special Numbers/Fax Numbers	Fax Numbers
Bronco Arena: 283-2424 ext. 1301	ALC/Backus: 283-5141 ext. 1	Falls High School Fax: 283-2384
Bus Garage: 283-2050 ext. 1300	Falls Elementary Fax: 283-3133	Central Office Fax: 283-8104

INDEPENDENT SCHOOL DISTRICT NO. 361
INTERNATIONAL FALLS, MINNESOTA
2019-20 FALLS HIGH SCHOOL CALENDAR

MONDAY	AUGUST 27	TEACHER IN-SERVICE/WORK DAY
MONDAY	AUGUST 27	6 th /7 th /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
WEDNESDAY	AUGUST 29	TEACHER IN-SERVICE
<i>MONDAY</i>	<i>SEPTEMBER 2</i>	<i>NO CLASSES – LABOR DAY</i>
<i>TUESDAY</i>	<i>SEPTEMBER 3</i>	<i>FIRST DAY OF CLASSES</i>
TBD	OCTOBER	FHS MID-TERM REPORTS
WEDNESDAY	OCTOBER	FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.)
THURSDAY	OCTOBER	FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.)
<i>THURSDAY</i>	<i>OCTOBER 17</i>	<i>NO CLASSES-EDUCATION MINNESOTA BREAK</i>
<i>FRIDAY</i>	<i>OCTOBER 18</i>	<i>NO CLASSES-EDUCATION MINNESOTA BREAK</i>
TBD	NOVEMBER	END OF FIRST QUARTER
<i>FRIDAY</i>	<i>NOVEMBER 15</i>	<i>NO CLASSES–EXCHANGE DAY FOR PARENT TEACHER CONFERENCES</i>
<i>THURSDAY</i>	<i>NOVEMBER 28</i>	<i>NO CLASSES-THANKSGIVING RECESS</i>
<i>FRIDAY</i>	<i>NOVEMBER 29</i>	<i>NO CLASSES-THANKSGIVING RECESS</i>
TBD	DECEMBER	FHS MID-TERM REPORTS
WEDNESDAY	DECEMBER	FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.)
FRIDAY	DECEMBER 20	LAST DAY FOR CLASSES BEFORE WINTER BREAK
WEDNESDAY	JANUARY 2	SCHOOL REOPENS
<i>FRIDAY</i>	<i>JANUARY</i>	<i>END OF SECOND QUARTER/FIRST SEMESTER</i>
<i>FRIDAY</i>	<i>JANUARY 17</i>	<i>NO CLASSES – TEACHER IN SERVICE</i>
<i>MONDAY</i>	<i>JANUARY 20</i>	<i>NO CLASSES - TEACHER IN SERVICE</i>
<i>MONDAY</i>	<i>FEBRUARY 17</i>	<i>NO CLASSES-PRESIDENT’S DAY</i>
TBD	FEBRUARY	FHS MID-TERM REPORTS
WEDNESDAY	FEBRUARY	FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.)
<i>FRIDAY</i>	<i>MARCH 20</i>	<i>NO CLASSES – EXCHANGE DAY</i>
TBD	MARCH	END OF THIRD QUARTER
<i>FRIDAY</i>	<i>APRIL 10</i>	<i>NO CLASSES-GOOD FRIDAY</i>
<i>MONDAY</i>	<i>APRIL 13</i>	<i>NO CLASSES-SPRING BREAK</i>
TBD	APRIL	FHS MID-TERM REPORTS
<i>MONDAY</i>	<i>MAY 25</i>	<i>NO CLASSES-MEMORIAL DAY</i>
THURSDAY	MAY 28	LAST DAY OF CLASSES
FRIDAY	MAY 29	TEACHER WORK DAY
SUNDAY	MAY 31	2020 GRADUATION–3:00 PM

Updated-

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

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

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

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

Attendance-Extracurricular Activities

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

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

Absences

Students who arrive after 8:30 a.m. must first report to the office. Failure to report to the office could result in detention.

Students that may need to leave campus during the school day must receive a pass and check back in when they return. Failure to do so will result in detention/ISS.

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

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

Pre-Excused Absences: Students needing personal absence of three or more consecutive days are requested to fill out a pre-excused

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

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 is ISS will turn their cell phones in to the ISS Monitor as soon as they enter the ISS room.

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

Detention

After-school detention is a disciplinary measure which is frequently used as a deterrent to several school rule infractions. When a student is assigned to detention, he/she is expected to have the time served on or before the date specified by the principal, or teacher. Students will follow all school rules while serving detention which includes no hats, electronic devices, and sleeping. Students are required to bring school work, and following directions of the detention supervisor. **If a student doesn't complete the specified hours of detention by the date due, he/she will be assigned a day of 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. Student athlete will lose eligibility for the next 6 consecutive games or 3 weeks (21 calendar days), whichever is greater from extracurricular events whether participating or a spectator when offense occurs outside the school day at a district function

Third and Subsequent Offenses:

- A. Three days of ISS
- B. Referral to the juvenile officer
- C. Parent conference
- D. Student athlete will lose eligibility for the next 12 consecutive contests or 4 weeks (28 calendar days), whichever is greater whether participating or a spectator when offense occurs outside the school day at a district function

Tobacco offenses accumulate for school career

VIII. Alcoholic Beverages and Drugs:

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

IX. Weapons and Articles:

- A. **It is unlawful for any person to bring to school or have in their possession any weapons:** guns, knives, cigarette lighters, explosive devices (fake or real, makes no difference), fire crackers, stink bombs, stun gun, pepper spray, or anything construed by the school to be dangerous or cause alarm or fear in any person in the school or on school property.
- B. Some chains may also be considered dangerous weapons. A notification will be given and documented. Further wear will result in suspension and/or expulsion proceedings.
- C. Violation of said article will result in immediate suspension until a hearing can be arranged with school, parents, and law enforcement personnel.
- D. A student who brings a weapon to school shall be expelled for a period of one (1) year. The principal, under appropriate circumstances, may recommend and the board may impose a lesser penalty. The student may also have charges filed against him/her by a law enforcement agency.
- E. School Board Policy 501, School Weapons Policy: IV. EXCEPTIONS A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.

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

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

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

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

Sixth and Subsequent Offenses: The 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, 1st offense 2 weeks and 2nd offense the remainder of the semester. If a student exhibits poor or unsafe behavior (s) during open study hall or is failing a class(es), administration reserves the right to revoke the open study hall privilege until deemed appropriate to reinstitute. Applications may be picked up in the high school office the week of September 4th. Parents may stop in the FHS office to complete the form or a student may take the form with them and notarized return to the FHS office. The student must meet with Mr. Glowack to go over the form before Open study hall is granted.

Dropping Classes (Electives)

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

Behavior Contract

A behavior contract is a **disciplinary** agreement between a student and a teacher. The agreement specifies the conditions that must be met to remain in class or participate in a school field trip. **Failure to follow the conditions will result in removal from the class and/or trip and the grade will be recorded as "NC", No Credit.** Students removed from class or a trip will be assigned to ISS and

may be provided classroom assignments or work to strengthen their ability on the MCA tests and school academic goal.

Fire and Tornado Drills

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

Lock Down Drills

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

Lockers

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

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

Searches

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

Out of Town Trips

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

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

Parking Regulations

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

Assemblies

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

Closed Noon Hour/Leaving School Grounds

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

Cafeteria

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. Individuals caught using another student's personal pin number to purchase items from the cafeteria vending machines will be written up for stealing and be responsible for paying back in full the amount spent on the purchase(s). 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 students with positive balances in their meal accounts.
- 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.

Daily FHS Announcements

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 Jen Erickson 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	
1st Lunch	12:10	12:39	29
2nd Lunch	12:35	1:04	29
3rd Lunch	1:00	1:29	29
6	1:35	2:25	50
7	2:30	3:20	50

Class Schedule (Wednesday only)

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

Dances

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

Student Council

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

2019-2020 STUDENT COUNCIL MEMBERS

Advisor: RACHEL AMDAHL

EXECUTIVE BOARD MEMBER:

President: TENNEYSON AMDAHL

Vice President: BEN SKIFSTAD

Secretary: ELLA BAHR

Treasurer: WESTON PIEKARSKI

Historian: HARPER AMDAHL

Public Relations: N/A

~2019-20 Falls High Student Council Members~					
7 TH GRADE	8 TH GRADE	9 TH GRADE <i>Freshmen</i>	10 TH GRADE <i>Sophomores</i>	11 TH GRADE <i>Juniors</i>	12 TH GRADE <i>Seniors</i>
KEIRA MAGEL	MITCH ERICKSON	HARPER AMDAHL	PARKER SIVONEN	CHLOE SULLIVAN	BEN SKIFSTAD
ALAINA GATES	KARSEN KORPI	JOSIE MASON	OWEN WHERLEY	MADDY LORENSEN	TENNEYSON AMDAHL
LOLA WADE	GRACIE SWENSON	CAMBRIA KEEP	WILL SERRANO	ANNA WINDELS	GRACIE BAHR
BRENNA CROSBY		PATRICK SHINNERS	DIEGO CHRISTIANSON	ELLA BAHR	WESTON PIEKARSKI
PIPER MORFF		OLIVIA LINE		BRYANT KOENIG	
LILA WOOD				GWENYTH SHINNERS	
				EMMA ERICKSON	
				MITCHELL NEMEC	

Student on the School Board

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

Fund Raising Activities

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

Background Check/Criminal History

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

Technology Use

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

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

Distribution of Literature/Posters

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

Books and Fines

Students who lose or damage textbooks or other school property must compensate the school for the loss or damage. Willful acts of vandalism to school property will result in charges being filed with law enforcement officials. Conflicts regarding fines and fees will be settled in conciliation court. Non-payment of a fine or fee will result in referral to 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 (2nd floor) and is open from 8:00 a.m. to 4:30 p.m. on school days. During the school day, students must have a signed pass by his/her teacher. During lunch, students must sign in as they enter the

LMC, **leaving the library via the emergency exit during a non-emergency will result in detention/suspension.** Students not using the library for the purpose of studying, reading, or using the computers will be asked to leave the library.

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

PRINT MATERIALS include magazines, books and newspapers.

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

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

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

Medication

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

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

Health Service

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

Homebound Instruction

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

Graduation Requirement

24 Credits

Students begin earning credits in ninth grade. Included in these credits must be four (4) English, four (4) social studies, three (3) sciences, and three (3) math. In addition, one (1) Music/Art, and one (1) Technology/FACS credits are required. Health/PE is required in ninth grade and a .5 PE credit is required in grades 10-12. 6.5 additional credits are needed to meet academic rigor and graduation requirements. A course description and registration booklet is given to students. Students must have earned the required number of credits to receive a diploma and participate in the graduation ceremony. Extenuating circumstances may be appealed to the Principal.

Honor Roll

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

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

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

An honor roll is issued following each marking period.

Semester 1

Semester 2

Grading System

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

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

Bonus GPA Grading System

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

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

Weighted Grades

Weighted grades are set forth for select classes at FHS. The school district policy encourages students to enroll in the district's most

challenging academic courses to maximize rigor and student potential. A weighted grade course is defined by the district as a Falls High School course designated by the School Board as having grades weighted. To qualify for additional weighted points a student must complete the board approved applied course with a semester grade of “C” or higher. For additional information on the ISD 361’s weighted grading policy, see School Board Policy 613.5, Series 600.

Academic Excellence Award

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

Activities

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

I. Athletics

• Boys' Sports:	<u>Fall</u> Football Cross-Country Trap	<u>Winter</u> Basketball Hockey Swimming Wrestling	<u>Spring</u> Track Baseball Golf Trap
• Girls' Sports:	<u>Fall</u> Volleyball Cross-Country Swimming Trap	<u>Winter</u> Basketball Hockey Wrestling	<u>Spring</u> Track Softball Golf Trap

II. Cheerleading

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

III. Prom-Junior & Senior

The planning of the prom and post prom is done by the Prom Committee (students in junior and senior class) and its advisor(s). All aspects including but not limited to: planning, fundraising, decorating, selling of tickets, and collecting of the Grand March admittance fee are the responsibilities of the Prom committee, the advisor(s), and volunteers. Prom attendees must be an active FHS junior or senior student by credit at the end of the first semester and in good standing at the time of the event. 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 11th Avenue, International Falls, MN 56649

218-283-2571 ext. 1232

Directory Information

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

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

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

Bus Policy

District 361 Transportation Department

Bus Garage: 283-2050

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

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

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

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

First Offense:

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

Second Offense:

- A. Detention or Suspension (ISS/OSS)
- B. Hearing involving transportation director and coordinator and a building administrator, juvenile officer, students,

parents/guardian, student or any combination thereof.

- C. Loss of bus riding privileges', time decided by transportation director and coordinator.

Third Offense:

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

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

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

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

Weather Policy

Closing Schools Due to Inclement Weather

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

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

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

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

No school closing decision will be universally accepted. Issues of family schedules, day care, and a host of other problems are always created when a school closes with little notice to parents. Issues of student safety are paramount and this essentially lies in the parent's decision making. A parent always reserves the right to keep their child home and this would be treated as an excused absence. Excessive absences will be handled with the school attendance policy.

Minnesota Comprehensive Assessments (MCA) Refusal to Participate

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

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

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

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 _____

INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361

BOARD POLICY 413

SERIES: 400

SUBJECT: DISTRICT HARASSMENT AND VIOLENCE

ADOPTED: By reference

REVISED: 1999, Revised 2010

Page 1 of 7

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

a. "Assault" is:

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

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

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

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

d. Protected Classifications; Definitions

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

2. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:

- a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
- b. has a record of such an impairment; or
- c. is regarded as having such an impairment.

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

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

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

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

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

7. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

8. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

e. Sexual Harassment; Definition

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

- a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or

- b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

- a. unwelcome verbal harassment or abuse;
- b. unwelcome pressure for sexual activity;
- c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of gender.

F. Sexual Violence: Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:

- a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

G. Violence: Definition

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

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a pupil, teacher, administrator, or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.

B. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment

or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. School district personnel who fail to inform the building report taker of a report of harassment or violence in a timely manner may be subject to disciplinary action.

- C. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- D. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- E. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.
- F. Use of formal reporting forms is not mandatory.
- G. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. INVESTIGATION

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

VI. SCHOOL DISTRICT ACTION

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

VII. REPRISAL

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

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

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

X. DISSEMINATION OF POLICY AND TRAINING

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

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
 Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 Minn. Stat. § 609.341 (Definitions)
 Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
 20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)

29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
 29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
 42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
 42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
 42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
 42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)
Puller v. Indep. Sch. Dist. No. 701, 528 N.W.2d 273 (Minn. Ct. App. 1998)

Cross References:

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

INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student’s act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of

whether such act is committed on or off school district property an/or with or without the use of school district resources.

- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with school district's policy (see MSDBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

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

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

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

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

III. DEFINITIONS

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

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

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

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer or a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.

- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. “On school premises, on school district property or at school related functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal or the principal’s designee or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to one of the following individuals:
1. **Building Principals:**
Tim Everson, Head Principal: Falls High School; 218-283-2571 ext. 1104
Marc Glowack, Dean of Students: Falls High School; 218-283-2571 ext. 1110
Melissa Tate; Falls Elementary School; 218-283-2571 ext. 1232
 2. **6 Title IX Officer/Human Rights Officer:**
Kevin Grover, Superintendent of Schools ISD #361 District Office
1515 11th Street; International Falls, MN 56649 218-283-2571 ext. 1112

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

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

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

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)

INTERNATIONAL FALLS PUBLIC SCHOOLS
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.

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.
- e. Parents/guardians are encouraged to frequently check the account status on line at 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

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

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

Revised June 2018

I. PURPOSE

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school-sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of non-school-sponsored material on school property and at school activities.

III. DEFINITIONS

- A. “Distribute” or “Distribution” means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B. “Non-school-sponsored material” or “unofficial material” includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks and other publications funded and/or sponsored or authorized by the school. Examples of non-school-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.
- C. “Obscene to minors” means:
 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. “Minor” means any person under the age of eighteen (18).
- E. “Material and substantial disruption” of a normal school activity means:
 1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
 2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
- F. “School activities” means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES

- A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, non-school-sponsored material.
- B. Requests for distribution of non-school-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
 1. is obscene to minors;
 2. is libelous or slanderous;
 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 4. advertises or promotes any product or service not permitted to minors by law;
 5. advocates violence or other illegal conduct;
 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person’s race, religious or ethnic origin);

7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Distribution by students and employees of non-school-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
1. whether the material is educationally related;
 2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
 3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
 4. the quantity or size of materials to be distributed;
 5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
 6. whether distribution would require that non-school persons be present on the school grounds;
 7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

- A. No non-school-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of non-school-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any student or employee wishing to distribute (as defined in this policy) non-school-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
 1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
 2. Date(s) and time(s) of day intended for distribution.
 3. Location where material will be distributed.
 4. If material is intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.
- D. *If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.*
- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

VII. DISCIPLINARY ACTION

- A. Distribution by any student of non-school-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy.
- B. Distribution by any employee of non-school-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be

taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.

- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

A copy of this policy will be published in student handbooks and posted in school buildings.

IX. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

[Note: School districts are encouraged to consider additional guidelines which reflect varied local practices relating to this subject matter including addressing the subject of consistency and uniformity for approving or disapproving practices under this policy.]

Legal References: U. S. Const., amend. I

Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)

Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986)

Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1986)

Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)

Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7

School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied 565 U.S. 1036, 132 S.Ct. 592 (2011)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)

MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Non-school Persons)

INTERNATIONAL FALLS PUBLIC SCHOOLS INDEPENDENT SCHOOL DISTRICT #361 BOARD POLICY 709 Student Transportation Safety Policy

Revised June 2018

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

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student Training

1. The school district shall provide students enrolled in grades pre-kindergarten through 10 with age-appropriate school bus safety training of the following concepts:

- a. transportation by school bus is a privilege, not a right;
- b. school district policies for student conduct and school bus safety;
- c. appropriate conduct while on the bus;
- d. the danger zones surrounding a school bus;
- e. procedures for safely boarding and leaving a school bus;
- f. procedures for safe vehicle lane crossing; and
- g. school bus evacuation and other emergency procedures.

2. All students in grades pre-K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades pre-K through 10 who enroll in a school after the second

week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades pre-K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subd. 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide pre-kindergarten and kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses; including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.
 1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
 2. Rules at the Bus Stop
 - a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.
 - c. Keep your arms, legs, and belongings to yourself.
 - d. Use appropriate language.
 - e. Stay away from the street, road, or highway when waiting for the bus.
 - f. Wait until the bus stops before approaching the bus.
 - g. After getting off the bus, move away from the bus.
 - h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
 - i. No fighting, harassment, intimidation, or horseplay.
 - j. No use of alcohol, tobacco, or drugs.
 3. Rules on the Bus
 - a. Immediately follow the directions of the driver.
 - b. Sit in your seat facing forward.
 - c. Talk quietly and use appropriate language.
 - d. Keep all parts of your body inside the bus.
 - e. Keep your arms, legs, and belongings to yourself.
 - f. No fighting, harassment, intimidation, or horseplay.
 - g. Do not throw any object.
 - h. No eating, drinking, or use of alcohol, tobacco, or drugs.
 - i. Do not bring any weapons or dangerous objects on the school bus.
 - j. Do not damage the school bus.
 4. Consequences

In the interest of the safety and comfort of bus students, ISD #361 has a student management and bus suspension policy that is fair to all students. When a student breaks a ridership rule the driver will enter the infraction on the student

management system. It will then be determined if the infraction deserves a warning or if points need to be given to the student. The bus driver may consult the building principal on the severity of the infraction, but the building principal will have final say on the allocation of points and/or other disciplinary actions. The point system is as follows

Warning.....	0 points
Excessive noise.....	1 – 5 points
Abusive language.....	1 – 15 points
Damaging bus property.....	5 – 15 points
Unsafe behavior.....	5 – 15 points
Disobeying the driver.....	5 – 10 points
Injury to others.....	5 – 15 points
Other.....	1 – 15 points

15 points = 3 day suspension

30 points = 5 day suspension

45 points = 10 day suspension

60 points = loss of bus riding privileges for the remainder of the school year

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

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

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

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

5. **Other Discipline**

Based on the severity of a student’s conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

6. **Records**

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

7. **Vandalism/Bus Damage**

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

8. **Notice**

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

9. **Criminal Conduct**

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. **Parent and Guardian Notification**

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. **Parents/Guardians Responsibilities for Transportation Safety**

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
 3. Communicate safety concerns to their school administrators;
 4. Monitor bus stops, if possible;
5. Have their children to the bus stop five minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
 7. Have a plan in case the bus is late.
 8. Be visible to driver when dropping off students ages pre-K through 1st grade.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver’s license with a school bus endorsement. A person possessing a valid driver’s license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver’s license, without a school bus endorsement, may operate a “type A-I” school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-1 school bus or type III vehicle, who has a commercial driver’s license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a “serious traffic violation” means a conviction of any of the following offenses:
 - 1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 - 2. reckless driving;
 - 3. improper or erratic traffic lane changes;
 - 4. following the vehicle ahead too closely;
 - 5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 - 6. driving a commercial vehicle without obtaining a commercial driver’s license or without having a commercial driver’s license in the driver’s possession.
- D. A school bus driver, with the exception of a driver operating a type A-1 school bus or type III vehicle, who has a commercial driver’s license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person’s employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-1 school bus, who has a Minnesota commercial driver’s license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction, and who loses the right to operate a commercial vehicle for any period, or who is disqualified from operating a commercial motor vehicle for any period, shall notify the person’s employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (*i.e.*, driving while impaired offenses), VII.C.1.h. (*i.e.*, felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person’s employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

- A. Training
 - 1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, “annually” means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver “evaluation certification” form for each school district driver as contained in the Model School Bus Driver Training Manual.
[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]
 - 2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

- B. Evaluation
School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:
 - 1. Safely operate the type of school bus the driver will be driving;
 - 2. Understand student behavior, including issues relating to students with disabilities;
 - 3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - 4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
 - 5. Handle emergency situations; and
 - 6. Safely load and unload students.

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual.

[Note: The school district may use alternative assessments rather than those set forth in the Model School Bus Driver Training Manual for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least 8 hours of school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.]

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.

3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.

4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.

5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

[Note: A school district is not required to comply with Section VII.A.5. if the school board determines that alternative locations block traffic, impair student safety, or are not cost effective.]

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minn. Stat. § 169.011, Subd. 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.

2. Type III vehicles must be painted a color other than national school bus yellow.

3. Type III vehicles shall be state inspected in accordance with legal requirements.

4. A type III vehicle cannot be older than 12 years old unless accepted by state and federal law.

5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.

6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.

7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.

8. Type III vehicles must be equipped with mirrors as required by law.

9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.

10. Any type III vehicle used to transport students must carry emergency equipment including:

- a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
- b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
- c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.

11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - (5) handling emergency situations;
 - (6) proper use of seat belts and child safety restraints;
 - (7) performance of pretrip vehicle inspections; and
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location; and
 - (d) placing the type III vehicle in "park" during loading and unloading.
 - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
 - (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
 - c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type III vehicle under this section.
 - d. Operators shall submit to a physical examination as required by Minn. Stat. § 171.321, Subd. 2.
 - e. The operator's employer requires pre-employment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minn. Stat. § 181.951, Subs. 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
 - f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn. Stat. § 171.321, Subd. 5.
 - g. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating, or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
 - h. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. § 171.3215, Subd.1(c), (*i.e.*, felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
 - i. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minn. Stat. § 123B.90, Subd. 2 (See Section II.B., above).

- k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
 - 2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. § 169.451.
 - 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d (physical examination) and VII.C.1.e (drug testing), above.
- D. Type A-I “Activity” Buses Driven by Employees with a Driver’s License Without a School Bus Endorsement
- 1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a type A-I school bus or a Multifunctional School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minn. Stat. § 171.321, Subd. 2.
 - e. The operator has a valid driver’s license and has not sustained a conviction of a disqualifying offense as set forth in Minn. Stat. § 171.02, Subd. 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration’s “Guideline for the Safe Transportation of Pre-school Age Children in School Buses,” if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
 - 2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
 - 3. A school bus operated under this section must bear a current certificate of inspection.
 - 4. The word “School” on the front and rear of the bus must be covered by a sign that reads “Activities” when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call “911” or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III “Crash & Emergency Preparedness” of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).
[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within 1 month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
 - 1. the student’s name and address;
 - 2. the nature of the student’s disabilities;
 - 3. emergency health care information; and
 - 4. the names and telephone numbers of the student’s physician, parents, guardians, or custodians, and some person other than the student’s parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.

- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minn. Stat. § 171.321, Subd. 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)
Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)
Minn. Stat. § 171.321 (Qualifications of School Bus Driver)
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
49 C.F.R. § 383.5 (Transportation Definitions)

- Cross References:** MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 707 (Transportation of Public Students)
MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361
BOARD POLICY 614
School District Testing Plan and Procedure
Revised October 2018

- I. PURPOSE:** It is the purpose of this policy to set forth the school district’s testing plan and procedure.
- II. GENERAL STATEMENT OF POLICY:** The policy of the school district is to implement procedures for testing, test security, documentation, and record keeping.
- III. DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION**
[Note: This listing of school personnel may not be consistent with the personnel in the school district and, consequently, should be amended to reflect the personnel with responsibility for testing in the particular school district.]

A. Superintendent

1. Responsibilities before testing.

- a) Designate a district assessment coordinator and district technology coordinator.
- b) The superintendent, or designee who has been authorized to be the identified official with authority by the school board, pre-authorizes staff access for applicable Minnesota Department of Education (MDE) secure systems.
- c) Annually review and recertify staff who have access to MDE secure systems.
- d) Read and complete the *Assurance of Test Security and Non-Disclosure*. *[Note: This form is included in the 614 Form file of the Policy Reference Manual.]*
- e) Establish a culture of academic integrity.
- f) Fully cooperate with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.
- g) Ensure student information is current and accurate.
- h) Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
- i) Ensure that a current process is included for tracking which students tested with which test monitors and any other adult(s) who were present in the testing room (e.g. staff providing assistance, paraprofessionals, etc.)
- j) Confirm the district assessment coordinator has current information and training specific to test security and the administration of statewide assessments.
- k) Confirm the district assessment coordinator completes Pre-test Editing in the Test Web Edit System (WES).
- l) Post on the school district website the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form.

2. Responsibilities after testing.

- a) Confirm the district assessment coordinator and Minnesota Automated Reporting Student System (MARSS) coordinator complete Post-test Editing in Test WES.
- b) Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed.
- c) Confirm the MARSS coordinator has updated all student records for Post-test Editing.
- d) Confirm the district assessment coordinator has finalized the district’s assessment information prior to the close of Post-test Editing in Test WES.
- e) Confirm the district assessment coordinator, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.
- f) Discuss assessment results with the district assessment coordinator and school administrators.

B. District Assessment Coordinator

1. Responsibilities before testing.

- a) Serve as primary contact with MDE regarding policy and procedure questions related to test administration.

- b) Read and complete the *Assurance of Test Security and Non-Disclosure*.
- c) Confirm all staff who handle test materials, administer tests, or have access to secure test content have completed the *Assurance of Test Security and Non-Disclosure*.
 - 1) Maintain the completed *Assurance of Test Security and Non-Disclosure* for two years after the end of the academic school year in which testing took place.
- d) Review with all staff the *Assurance of Test Security and Non-Disclosure* and their responsibilities thereunder.
- e) Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
- f) Establish district testing schedule within the testing windows specified by the MDE and service providers.
- g) Prepare testing conditions, including user access to service provider websites, preparing readiness for online testing, preparing a plan for tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools prior to test administration; establishing process for inventorying and distributing secure test materials where necessary; preparing procedures for expected and unexpected situations occurring during testing; planning for addressing technical issues while testing; identify staff who will enter student responses from paper accommodated test materials and scores from MTAS administration online.
- h) Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.
 - 1) Provide training on proper test administration and test security (Pearson's Training Management System).
 - 2) Verify staff complete any and all test-specific training.
- i) Maintain security of test content, test materials, and record of all staff involved.
 - 1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - 2) Organize secure test materials for online administrations and keep them secure.
 - 3) Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
- j) Confirm that all students have appropriate test materials.

2) Responsibilities on testing day(s).

- a) Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.
- b) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
- c) Contact the MDE assessment contact within 24 hours of a security breach and submit the *Test Security Notification* in Test WES within 48 hours.
- d) Address invalidations and test or accountability codes.

3) Responsibilities after testing.

- a) Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
- b) Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
- c) Return secure test materials as outlined in applicable manuals and resources.
- d) Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.
- e) Review student assessment data and resolve any issues.
- f) Distribute Individual Student Reports no later than fall parent/teacher conferences.

C. School Principal

1) Responsibilities before testing.

- a) Designate a school assessment coordinator and technology coordinator for the building.
- b) Be knowledgeable about proper test administration and test security as outlined in manuals and directions.
- c) Read and complete the *Assurance of Test Security and Non-Disclosure*.
- d) Communicate the importance of test security and expectation that staff will keep test content secure and act with honesty and integrity during test administration.
- e) Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to the service provider or securely disposed of.
- f) Ensure adequate computers and/or devices are available and rooms appropriately set up for online testing.
- g) Verify that all test monitors and test administrators receive proper training for test administration.
- h) Ensure students taking specified tests have opportunity to become familiar with test format, item types, and tools prior to test administration.

- i) Include the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form in the student handbook.

2) Responsibilities on testing day(s).

- a) Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.
- b) Fully cooperate with MDE representatives conducting site visits or MTAS audits.

3) Responsibilities after testing.

- a) Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.
- b) Ensure requirements for embargoed final assessment results are followed.

D. School Assessment Coordinator

1) Responsibilities before testing.

- a) Implement test administration and test security policies and procedures.
- b) Read and complete the *Assurance of Test Security and Non-Disclosure*.
- c) Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the *Assurance of Test Security and Non-Disclosure*.
- d) Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
- e) Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Optional Local Purpose Assessment (OLPA), Minnesota Comprehensive Assessment (MCA), and ACCESS online testing; ensure accommodations are properly reported; confirm how secure paper test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will enter the student responses from paper accommodated test materials and scores from MTAS administrations online.
- f) Train staff, including all state-provided training materials, policies and procedures, and test-specific training.
- g) Maintain security of test content and test materials.
 - 1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - 2) Organize secure test materials for online administrations and keep them secure.
 - 3) Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
 - 4) Identify need for additional test materials to district assessment coordinator.
 - 5) Provide MTAS student data collection forms if necessary.
 - 6) Distribute applicable ACCESS and Alternate ACCESS *Test Administrator Scripts* and *Test Administration Manuals* to test administrators so they can become familiar with the script and prepare for test administration.
 - 7) Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information on the label is accurate.

2) Responsibilities on testing day(s).

- a) Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.
- b) Ensure *Test Monitor and Student Directions* and *Test Administrator Scripts* are followed and answer questions regarding same.
- c) Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.
- d) Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.
- e) Report testing irregularities to district assessment coordinator using the *Test Administration Report*. [Note: This form is included in the 614 Form file of the Policy Reference Manual.]
- f) Report security breaches to the district assessment coordinator as soon as possible.
- g) Responsibilities after testing.
- h) Ensure that all paper test materials are kept locked and secure and security checklists completed.
- i) Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
- j) Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.

- k) Return secure test materials as outlined in applicable manuals and resources.
- l) Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.
- m) Ensure requirements for embargoed final assessment results are followed.

E. Technology Coordinator

- 1) Ensure that district is prepared for online test administration and provide technical support to district staff.
- 2) Acquire all necessary user identifications and passwords.
- 3) Read and complete the *Assurance of Test Security and Non-Disclosure*.
- 4) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
- 5) Attend district training and any service provider technology training.
- 6) Review, use, and be familiar with all service provider technical documentation.
- 7) Prepare computers and devices for online testing.
- 8) Confirm site readiness.
- 9) Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. Test Monitor

1) Responsibilities before testing.

- a) Read and complete the *Assurance of Test Security and Non-Disclosure*.
- b) Attend trainings related to test administration and security.
- c) Complete required training course(s) for tests administering.
- d) Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.
- e) Be knowledgeable regarding student accommodations.
- f) Remove or cover any instructional posters or visual materials in the testing room.

2) Responsibilities on testing day(s).

- a) Before test.
 - 1) Receive and maintain security of test materials.
 - 2) Verify that all test materials are received.
 - 3) Ensure proper number of computers/devices or paper accommodated test materials are present.
 - 4) Verify student testing tickets and appropriate allowable materials.
 - 5) Assign numbered test books to individual students.
 - 6) Complete information as directed.
 - 7) Record extra test materials.
- b) During test.
 - 1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.
 - 2) Follow all directions and scripts exactly.
 - 3) Follow procedures for restricting student access to cell phones and other electronic devices, including wearable electronic devices.
 - 4) Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing. *[Note: School districts may allow test monitors to use their cell phones only to alert other staff of issues. If allowed, the school district should train the test monitors on proper and improper use.]*
 - 5) Be knowledgeable about responding to emergency or unusual circumstances and technology issues.
 - 6) Do not review, discuss, capture, email, post, or share test content in any format.
 - 7) Ensure all students have been provided the opportunity to independently demonstrate their knowledge.
 - 8) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - 9) Document the students who tested with the test monitor and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.)
 - 10) Document students who require a scribe or translated directions or any unusual circumstances and report to school assessment coordinator.
 - 11) Report any possible security breaches as soon as possible.
- c) After test.
 - 1) Follow directions and scripts exactly.
 - 2) Collect all materials and keep secure after each session. Upon completion return to the school assessment coordinator.
 - 3) Immediately report any missing test materials to the school assessment coordinator.

G. MTAS Test Administrator

1) Responsibilities before testing.

- a) Read and complete the *Assurance of Test Security and Non-Disclosure*.
- b) Attend trainings related to test administration and security.
- c) Complete required training course(s) for tests administering.
- d) Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.
- e) Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.

2) Responsibility on testing day(s).

- a) Before the test.
 - 1) Maintain security of materials.
 - 2) Confirm appropriate MTAS materials are available and prepared for student.
 - 3) During the test.
 - 4) Administer each task to each student and record the score.
 - 5) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.
 - 6) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - 7) Document and report any unusual circumstances to district or school assessment coordinator.
- b) After the test.
 - 1) Keep materials secure.
 - 2) Return all materials.
 - 3) Return objects and manipulatives to classroom.
 - 4) Enter MTAS scores online or return data collection forms to the district or school assessment coordinator.

H. MARSS Coordinator

1) Responsibilities before testing.

- a) Confirm all eligible students have unique state student identification (SSID) or MARSS numbers.
- b) Ensure English language and special education designations are current and correct for students testing based on those designations.
- c) Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information.

2) Responsibilities after testing.

- a) Ensure accurate enrollment of students in schools during the accountability windows.
- b) Ensure MARSS identifying characteristics are correct, especially for any student not taking an accountability test.
- c) Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.

I. Any Person with Access to Test Materials

Read and complete the *Assurance of Test Security and Non-Disclosure*.

IV. TEST SECURITY

- A. Test Security Procedures will be adopted by school district administration.
[Note: A sample procedure that has been approved by MDE is included in the 614 Form file of the Policy Reference manual.]
- B. Students will be informed of the following:
 - 1) The importance of test security;
 - 2) Expectation that students will keep test content secure;
 - 3) Expectation that students will act with honesty and integrity during test administration;
 - 4) Expectation that students will not access cell phones, wearable technology (e.g., smart watches, fitness trackers), or other devices that can electronically send or receive information. The test of a student who wears a device during testing must be invalidated. If a student completes testing and then accesses a cell phone or other prohibited device (including wearable technology), the school district must take further action to determine if the test should be invalidated, rather than automatically invalidating the test.
 - 5) Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
- C. Staff will be informed of the following:

- 1) Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
- 2) Other contact information and options for reporting security concerns.

V. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

- A. The school district shall maintain records necessary for program audits conducted by MDE. The records must include documentation consisting of the following:
 - 1) Signed *Assurance of Test Security and Non-Disclosure* forms must be maintained for two years after the end of the academic year in which the testing took place.
 - 2) School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place
 - 3) School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
 - 4) Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place. *[Note: This form is included in the 614 Form file of the Policy Reference Manual.]*
 - 5) School district test monitor tracking documentation must be maintained for two years after the end of the academic year in which the tracking took place.
 - 6) ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
 - 7) Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.
 - 8) *Test Security Notification* must be maintained for two years after the end of the academic school year in which testing took place.
 - 9) *Test Administration Report* must be maintained for one year after the end of the academic school year in which testing took place.
 - 10) Record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.

Legal References: Minn. Stat. § 13.34 (Examination Data)

Minn. Stat. § 120B.11 (School District Process)
 Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
 Minn. Stat. § 120B.36, Subd. 2 (Adequate Yearly Progress)
 Minn. Rules Parts 3501.0010 - 3501.0180 (Graduation Standards - Mathematics and Reading) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
 Minn. Rules Parts 3501.0200 - 3501.0290 (Graduation Standards - Written Composition) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
 Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
 Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
 Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
 Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
 Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
 Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
 Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
 20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
 MSBA/MASA Model Policy 613 (Graduation Requirements)
 MSBA/MASA Model Policy 615 (Testing, Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
 MSBA/MASA Model Policy 616 (School District System Accountability)



Bronco

PRIDE

Falls Elementary School

Principal: Melissa Tate

Student Handbook

2019-2020

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:

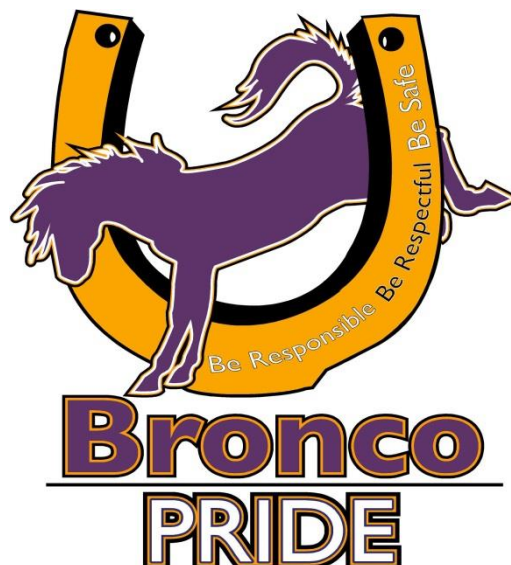
Being Respectful, Being Responsible and Being Safe

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,

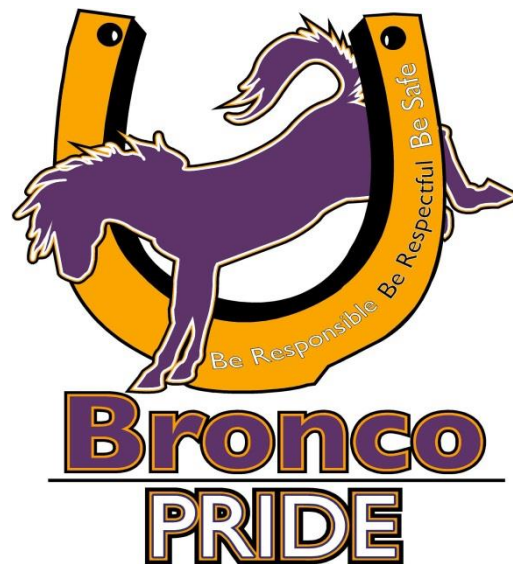
Falls Elementary School Staff



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.

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 AGGREMENT: 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, 2019

Dear Parents, Guardians and Students,

This year we are excited to be in our fifth 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:

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

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

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

COMMUNICATION:

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

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

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

CONNECTING WITH YOUR CLASSROOM TEACHER:

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

FIELD TRIPS:

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

DATA PRIVACY:

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

CONFERENCES AND REPORT CARDS:

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

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

MINNESOTA COMPREHENSIVE ASSESSMENT (MCA) REFUSAL TO PARTICIPATE

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

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

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

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

RETENTION AND PROMOTION POLICY:

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

Recommendations for retention will be based on the following criteria:

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

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

EXEMPTIONS:

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

DISCIPLINE:

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

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

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

GENERAL SCHOOL RULES:

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

LUNCHROOM GUIDELINES:

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

PLAYGROUND RULES:

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

All Playgrounds:

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

Boundaries:

Do not go past the bike rack

Do not go past the spiderweb playground boundaries

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

Spiderweb:

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

Zipline/Monkey Bars:

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

Back Playground:

- No Sliding on Ice
- **Boundaries:**
- Do not go past the tree line.
- **Spinners:**
- Hands and feet stay on spinners at all times.
- **Monkey Bars/Climbing Wall:**
- No sitting on top of the monkey bars or climbing wall.
- **Preschool/Kindergarten Playground:**
- **Boundaries:**
- Stay out of the woods
- Stay back of the tree line
- **General Rules:**
- Sliding down hills only, do not play on the back of the snow hills.
- No sliding on the ice at any time.
- Sand toys need to stay in the sandbox.
- No throwing wood chips.
- No sitting on top of the monkey bars.
- No standing on top of the bus or ambulance bars.

Miscellaneous:

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

SNOW:

- Students are not allowed to throw snowballs.
- Students will not put snow in other children's faces, down their backs, etc.

- Students will not play “King of the Hill.”
- Students MUST have boots and snow pants to slide down the hill.

PLEDGE OF ALLEGIANCE:

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

BULLYING:

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

BULLYING DEFINITION:

Bullying is aggressive behavior that involves unwanted, negative actions.

Bullying involves a pattern of behavior repeated over time.

Bullying involves an imbalance of power or strength.

Recognizing the Difference

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

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

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

ASSAULT: DANGEROUS THREATS:

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

PHYSICAL ASSAULT (FIGHTING):

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

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

SEXUAL, RELIGIOUS, RACIAL HARASSMENT OR VIOLENCE:

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

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

RACIAL HARASSMENT DEFINITION:

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

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

RACIAL VIOLENCE DEFINITION:

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

RELIGIOUS HARASSMENT DEFINITION:

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

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

RELIGIOUS VIOLENCE DEFINITION:

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

SEXUAL HARASSMENT DEFINITION:

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

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

Sexual harassment may include but is not limited to:

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

SEXUAL VIOLENCE DEFINITION:

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

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

Sexual violence may include, but is not limited to:

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

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

VERBAL ASSAULT:

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

DANGEROUS WEAPONS AND ARTICLES:

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

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

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

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

DRESS/CLOTHING:

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

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

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

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

PERSONAL LISTENING DEVICES AND CELL PHONES:

Cell phones, iPods, MP3 players, etc., are prohibited in classrooms, except where a student has special permission under special circumstances. Students in violation of this policy will fall under the elementary discipline process.

WEATHER POLICY:

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

VOLUNTEERS:

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

CONFIDENTIALITY:

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

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

MANDATED REPORTING:

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

MEDICATION POLICY:

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

IMMUNIZATION:

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

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

A notarized statement that immunization goes against personal beliefs.

ILLNESS AT SCHOOL:

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

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

SPECIAL EDUCATION:

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

STUDENT REGISTRATION:

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

EMERGENCY PHONE NUMBER:

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

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

LOST AND FOUND:

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

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

PERSONAL PROPERTY:

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

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

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

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

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

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

Independent School District No. 361

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

Section 504 Officer (Gr. K-5)

Melissa Tate

1414 15th Avenue; International Falls, MN 56649

218-283-2571 ext. 232

Section 504 Officer (Gr. 7-12)

Marc Glowack, Dean of Students

1515 11th Street; International Falls, MN 56649

218-283-2571 ext. 110

Alternative: Marc Glowack,

Dean of Students Gr. 6-12

Alternative: Melissa Tate, Elementary Principal

Title IX Officer (District-wide)

Kevin Grover Superintendent of Schools

1515 11th Street; International Falls, MN 56649

218-283-2571 ext. 112

Title IX Officer (Alternate)

Tim Everson, FHS Principal

1515 11th Street; International Falls, MN 56649

218-283-2571 ext. 104

Human Rights Officer

Tim Everson, FHS Principal

1515 11th Street; International Falls, MN 56649

218-283-2571 ext. 104

Human Rights Officer (Alternate)

Melissa Tate, FES Principal

1414 15th Avenue; International Falls, MN 56649

218-283-2571 ext. 232

INDEPENDENT SCHOOL DISTRICT NO. 361

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Section 504 Officer (Gr. K-5)

Melissa Tate, Elementary Principal

1414 - 11th Avenue

International Falls, MN 56649

(218) 283-2571 extension 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 extension 1112

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 extension 1112

Title IX Officer (Alternate)

Timothy Everson, FHS Principal

1515 - 11th Street

International Falls, MN 56649

(218) 283-2571 extension 1104

Human Rights Officer

Timothy Everson, FHS Principal

1515 - 11th Street

International Falls, MN 56649

(218) 283-2571 extension 1104

Human Rights Officer (Alternate)

Melissa Tate, FES Principal

1414 - 11th Avenue

International Falls, MN 56649

(218) 283-2571 extension 1232



"Building Community to End Poverty"

KOOTASCA Head Start / Building Strong Families

**Independent School District 361 (I-Falls) ECSE and
KOOTASCA Head Start & Early Head Start
May 1, 2019 - April 30, 2020**

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

**Financial Department
Corey Smith
218-999-0805**

**Director of Education
Melisa Austin
218-999-0811**

**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 2nd Avenue
International Falls, MN
56649
218-283-9491
1-800-559-9491
Fax: 218-283-9855**

**Visit us at
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**

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 Director of Education
Melisa Austin

Director of Special Education
Brian Yuretich

Melisa Austin Date 6/25/19

Date _____

ISD #361 Superintendent
Kevin Grover

Date _____

Independent School District #361

Independent School District #361 offers a variety of vocational as well as academic opportunities through the Business Education, Industrial Technology, and Family and Consumer Science Departments. The purpose of this notice is to inform students, parents, employees and the general public that these opportunities are offered regardless of race, color, national origin, sex or disability. Admission in the specific courses is determined by grade level, and/or completion of prerequisite classes. A complete listing of career, educational, and technology course offerings such as: Desktop Publishing, Woodworking, Welding, and Life Skills and Parenting can be found in the Curriculum Guide on the website: www.isd361.k12.mn.us.

The district has designated the following individuals to coordinate compliance with Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments Act of 1972.

Section 504 Officers

Grades K-5: Melissa Tate, FES Principal (Marc Glowack, alternate)

Grades 6-12: Marc Glowack, FHS Dean of Students (Melissa Tate, alternate)

Title IX Officer

Kevin Grover, Superintendent (Timothy Everson, alternate)

Human Rights Officer

Timothy Everson, FHS Principal (Melissa Tate, alternate)

Contact Numbers: (218) 283-2571

Kevin Grover – Extension 1112

Marc Glowack – Extension 1110

Timothy Everson – Extension 1104

Melissa Tate – Extension 1232

Mailing Address:

1515 11th Street
International Falls, MN 56649

For further information on non-discrimination or to obtain the address or the phone number of the Office of Civil Rights Enforcement that serves your area, call 1-800-421-3481.

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

The purpose of this Agreement is to establish a collaborative relationship between Koochiching County Public Health and Human Services (Agency) and School District 361 (School) to provide mutually agreed upon services to students and families with the needs as described herein. The term of this Agreement will be September 1, 2019, through August 31, 2020, or until a renewal Agreement is fully executed.

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

OBLIGATIONS

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

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

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

OTHER

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

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

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

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

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

KOOCHICHING COUNTY PH & HS

INDEPENDENT SCHOOL DISTRICT 361

Director
Koochiching County PH & HS

Chairperson
Board of Education 361

Date: _____

Date: _____

Chair, Koochiching County Board

Superintendent, School District 361

Date: _____

Date: _____

Approved as to form & execution:

Koochiching County Attorney

Date: _____

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:

Wells Fargo

ISD #361 School District	\$1000.00
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Donations to Weight Room Wellness

Volleyball Boosters	\$195.00
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Softball Boosters	\$62.52
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Essentia Health	\$2500.00
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Motion by _____, seconded by _____, to accept the gifts and donations.

The following voted in favor:

Voting against:

Whereupon, the resolution was declared adopted.

6/26/2019

Dear Shelby

On behalf of the Twins Community Fund Board of Directors, and the entire Minnesota Twins Baseball Club, I am pleased to inform you that the International Falls High School has been awarded a 2019 Twins Fields for Kids matching grant of \$10,000. These grant funds are to be used specifically for the renovation project you described in your grant application.

In the next few days, you will receive in the mail a grant agreement contract for you to complete and return by July 12, 2019. Your grant check, paid in full, will be sent once we receive your completed grant agreement.

In order for us to deem your project complete, you must send us a progress report at 6 months (a form will be included with your grant check) and a final report, including details on how the Community Fund grant was used, receipts and photos of the finished work.

We encourage you to announce this grant to your local media. We also ask that you please send us any copies of local media coverage on this grant.

Congratulations on being selected for a Twins Fields for Kids grant! We appreciate all that you do for youth baseball/softball in your community and look forward to working with you during the duration of this project.

Sincerely,

Stephanie Johnson
Executive Director
Twins Community Fund

*** This is not a valid email address. To send comments, please log into your DonationX.org account and click on Send a Note next to the request. Please do not reply to this email. ***

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 delete it immediately. Thank you.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING COOPERATIVE SPONSORSHIP AGREEMENT

WHEREAS, a proposed Agreement has been negotiated and drafted regarding the cooperative sponsorship of a joint high school Girls Hockey program.

WHEREAS, a copy of the proposed draft is attached and incorporated by reference.

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

1. That the attached Cooperative Sponsorship Agreement be and hereby is approved;
2. That the Chairman and Clerk are hereby authorized to execute the attached Cooperative Sponsorship Agreement and to make the required application to the Board of Directors of the Minnesota State High School League; and
- *3. That this resolution shall be effective only upon the adoption of a similar resolution by the Governing Board or School Board of the cooperating school or school district.

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

AGREEMENT FOR COOPERATIVE SPONSORSHIP OF

Girls Hockey

This Agreement is made between the School Boards of Independent School District No. 361, International Falls, Minnesota and Rainy River School District, Rainy River, Ontario. The parties agree as follows:

1. Joint Application. The above-named governing boards shall jointly make an application to the Minnesota State High School League (MSHSL) Board of Directors not later than the first day of practice for that sport season to be considered for that sport season for approval for cooperative sponsorship of a joint high school girls hockey program, hereinafter "combined program", for students attending International Falls High School and Rainy River High School for school years 2019 - 2021.

2. Purpose. The purposes for the above-named boards agreeing to apply for authority to cooperatively sponsor the combined program are as follows: (Specify conditions which have prompted the Boards to agree.)

A. International Falls participation numbers in girls hockey has dwindled to the point we will not be able to sustain a program without added numbers.

B. Rainy River had a cooperative agreement with Lake of the Woods High School for girls hockey that went away due to low numbers resulting in the loss of the sport in Baudette.

C. Both High Schools have girls interested in playing hockey and International Falls has made a concerted effort to get the youth program going again. With numbers in the lower grades, we want to keep the opportunities available to kids that are at the varsity level, but we need a few more kids.

3. Agreement to Cooperate. If the joint application is approved by the MSHSL Board of Directors, the above-named governing boards agree that they will cooperatively sponsor any such combined program which may be offered in any school years specified; provided that nothing in this provision shall be deemed to require that the governing boards offer that combined program at all in any particular year.

4. Terms and Conditions of Cooperative Sponsorship. Any combined program shall be cooperatively sponsored upon the following terms and conditions:

A. Team Name. The team shall be known as the International Falls Broncos with Independent School District No. 361 serving as host school district. (*The official school identification in tournament programs and press releases for cooperatively sponsored teams will be listed as indicated on the cooperative sponsorship resolutions submitted by the schools. Following the team name, and set off by parentheses, will be the names of the member schools involved in such cooperative sponsorships; i.e., "Brainerd Warriors" (Brainerd/Pillager); "Winona Winhawks" (Winona/Winona Cotter, etc.)*)

B. Contracts. Except as otherwise provided herein, contracts related to the cooperatively sponsored team with groups such as referee associations, with individuals or with other schools or school districts shall be made by the governing board of Independent School District No. 361 after consultation with the governing board of the cooperating school district.

C. Allocation of Costs. All costs of the combined program shall be allocated between the parties in the manner indicated below for each expenditure category listed:

(1) Expenses for transportation, including daily transportation of participants to and from practice sessions and contests. (Specify method of allocation.) ISD 361 will bear the cost of transportation to competitions, Rainy River will be responsible for arranging transportation to ISD 361 for practice / events. ISD 361 will coordinate pickup of students in Baudette if traveling that direction for events.

(2) Expenses for transportation to "away matches." (Specify method of allocation.) ISD 361 will provide transportation for away games and cover expenses

(3) Expenses for spectator buses. (Specify method of allocation.) Spectator buses costs will be paid for by spectators in the event this is offered.

(4) Expenses for facilities, lights, heating, showers, towels, laundry, etc. of the host school, including maintenance of practice and competitive facilities. (Specify method of allocation.) ISD 361 will cover costs of above expenses.

(5) Expenses for banquets and awards. (Specify method of allocation.) ISD 361 will cover costs of banquets and awards.

(6) Expenses for scouting, coaches meetings, and workshops. (Specify method of allocation.) ISD 361 will cover expenses for coaches, scouting, and workshops

(7) Expenses for payment of referees and other personnel necessary to stage the event. (Specify method of allocation.) ISD 361 will cover costs of personnel to stage events.

(8) Expenses for purchasing of supplies and equipment. (Specify method of allocation.) ISD 361 will supply equipment.

(9) Expenses for salary and fringe benefit costs for coaches and other activity personnel. (Specify method of allocation.) ISD 361 will cover salary and benefits of coaches and other activity personnel and have employment discretion.

(10) Other expenses. (Specify expense item and allocation.)

In the event that the allocation of an expenditure item is not specified above, the costs of that item shall be covered by ISD 361.

D. Allocation of Gate Receipts. Funds from gate receipts shall be retained by ISD 361.

In the event the gate receipts are insufficient to make the payments, ISD 361 is responsible to cover the costs.

E. Concessions. The provision of concessions at home matches shall be the responsibility of the home location school and concession revenues shall not be covered by the provisions of this agreement unless the parties specifically agree to the contrary herein. ISD 361 outsources running of the concession facility and rental funds will be retained by ISD 361.

F. Utilization of Resources. Personnel in charge of the program shall make every attempt to utilize the resources of each of the cooperating schools, such as equipment and uniforms.

G. Employment of Personnel.

(1) The head coach and assistant coaches of the combined program shall be employed by the school board of Independent School District No. 361.

(2) Other joint program personnel, if any, shall be employed as follows:

(3) Recommendations for employment of personnel shall be in accordance with that of ISD 361 school board's policies.

(4) Coaches and other personnel employed by a school district shall meet applicable state licensure requirements, if any. Coaches and other personnel employed by a non-public school shall meet the requirements prescribed by the non-public school's governing board and accrediting organization.

(5) In the event a licensed head coach is required for an activity and is not available, this agreement shall be terminated, unless the parties have secured a waiver of this regulation from the State Department of Education.

H. Control and Supervision of Programs and Participants. The control and supervision of a combined program and of the behavior of student participants which relates to their participation in the program shall be the responsibility of the host school district.

The control and supervision of student participants while in transport to and from the host school district shall be the responsibility of the home school district.

5. Interdistrict Advisory Board. An Interdistrict Advisory Board may be formed from members of the schools to work on the improvement of the various co-sponsored programs.

6. Resolution of Disputes. Any disputes relating to this agreement or items in this agreement requiring clarification will be investigated by the school superintendents from each school and they will present their findings and recommendations to their respective boards.

7. Term: Dissolution. The term of this agreement shall be for school years 2019-20 and 2020-21. The agreement shall be continuous following the first two-year agreement unless an application for dissolution is submitted. Requests to dissolve cooperative sponsorships of activities must be submitted to the MSHSL anytime prior to the first day of practice for that sport season to be considered for the following year. If the early dissolution of the agreement is not approved, the combined program must be offered cooperatively or not at all during the remaining term of the agreement.

8. Liability; Insurance. Nothing contained in this agreement shall relieve any party to this agreement from liability for its negligence or that of its officers, agents and employees. Each party shall carry liability insurance in the amount of \$100,000 or more (not less than a minimum of \$100,000, as required by law, but a larger amount is suggested) for any claimant and \$300,000 or more (not less than a minimum of \$300,000, as required by law, but a larger amount is suggested) for any number of claims arising out of a single occurrence. The policy shall name the officers, agents and employees of the other party as named insureds. Each party shall provide the other party with a certificate evidencing such insurance coverage.

IN WITNESS WHEREOF, the Parties, by their respective officers on the dates indicated, have executed said agreement.

International Falls SCHOOL DISTRICT

International Falls, Ontario

By Chairman:

By Clerk:

Date: