

REGULAR SCHOOL BOARD AGENDA

International Falls Public Schools, ISD #361
Tuesday, February 18, 2020 at 5:00 PM
FHS Library, 1515 11th Street, International Falls, MN
District Website: www.isd361.k12.mn.us

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

Call to Order

1. Roll Call:

Mike Holden___	Michelle Hebner___
Toni Korpi___	Jennifer Windels___
Ted Saxton___	Terry Murray___
Roxanne Skogstad-Ditsch___	Kevin Grover___
Ella Bahr-Jeffries, Student Rep_____	

2. Pledge of Allegiance

Approval of Agenda

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

Open Forum

1. Presentation of Elk's February Students of the Month: Kaitlyn Kalstad and Andrew Boelk.
2. Public Open Forum
 2. 1. Recognize February 17-21 as School Board Recognition Week.

Consent Agenda

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

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 January 21, 2020, and Special School Board meeting on January 27, 2020. 4
2. Approve current accounts payable due in amount of \$576,762.72. 8
3. Approve payroll in the amount of \$406,452.73 for pay periods January 31, 2020 and February 14, 2020.
4. Second reading of School Board Policy 603 - Curriculum Development 35
5. Second reading of School Board Policy 611 - Home Schooling 38

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6. Second reading of School Board Policy 614 - Assurance of Test Security and Non-Disclosure	42
7. Second reading of School Board Policy 616 - School District System Accountability	51
8. Second reading of School Board Policy 618 - Assessment of Student Achievement	58
9. Second reading of School Board Policy 713 - Student Activity Accounting	65
10. Second reading of School Board Policy 610 - Field Trips	72
11. Second reading of School Board Policy 205 - Open and Closed Meetings	75
12. Second reading of School Board Policy 423 - Employee-Student Relationships	85
13. Second reading of School Board Policy 535 - Service Animals in Schools	88
14. Second reading of School Board Policy 534 - Unpaid Meal Charges	94
15. First reading of School Board Policy 506 - Student Discipline	100
16. First reading of School Board Policy 515 - Protection and Privacy of Pupil Records	119
17. First reading of School Board Policy 530 - Immunization Form	151
18. First reading of School Board Policy 602 - Organization of School Calendar and School Day	156
19. First reading of School Board Policy 904 - Distrib. of Materials on School Property	160
20. First reading of School Board Policy 419 - Tobacco Free Environment; Possession and Use	165
21. First reading of School Board Policy 414 - Mandated Reporting of Child Neglect or Abuse	169
22. First reading of School Board Policy 421 - Gifts to Employees	177
23. First reading of School Board Policy 422 - Policies Incorporated by Reference	179
24. First reading of School Board Policy 510 - School Activities	180
25. First reading of School Board Policy 513 - Student Promotion, Retention, and Program Design	182
26. First reading of School Board Policy 524 - Internet Acceptable Use and Safety	185
27. Accept the resignation of Lori Jorgenson effective March 27, 2020.	195
28. Accept the resignation of Eric Walls, Head Baseball Coach, effective upon the hiring of a replacement.	196
29. Accept the resignation of George McDonald effective May 29, 2020.	197
30. Accept the American Indian Parent Advisory Committee Resolution (AIPAC)	198
31. Approve unpaid leave request for Delaney Roshell (ESP) from approx. March 29 through end of school year.	201
32. Approve arena summer rental agreements for Bronco Hockey Camp, Girls' Hockey Camp, and Figure Skating	202

Action Items

1. Resolution Acceptance of Gifts and Donations. Motion by ___, second by ___. Motion carried / 210

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failed.

2. Motion to change prom attendance criteria to junior in high school up to age 21. 213
3. Approve 2019-2021 Principal Contract 216

Administrative Reports

1. Melissa Tate, Elementary Principal
2. Tim Everson, Secondary Principal
3. Kevin Grover, Superintendent:
4. Committee Reports:
 4. 1. Community Ed Advisory Board
 4. 2. Recreation Commission
 4. 3. Student Council

Adjournment

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

Minutes of Regular Meeting

The Board of Trustees Independent School District #361

A Regular Meeting of the Board of Trustees of Independent School District #361 was held Tuesday, January 21, 2020, beginning at 5:00 PM in the FHS Cafeteria.

Call to Order

1. Roll Call:

Mike Holden__x	Michelle Hebner_x__
Toni Korpi__x_	Jennifer Windels__x
Ted Saxton__x	Terry Murray__x__
Roxanne Skogstad-Ditsch__x_	Kevin Grover__x_
Ella Bahr-Jeffries, Student Rep__x__	

2. Pledge of Allegiance

Approval of Agenda

1. Approve agenda as presented.

Motion by Michelle Hebner, second by Roxanne Skogstad-Ditsch. Motion carried 7-0.

Open Forum

1. Presentation of Elk's January Students of the Month: Anna Cowman and Kian Gonzales
2. Public Open Forum

Consent Agenda

Approve the Consent Agenda as presented. Motion by Michelle Hebner; second by Toni Korpi. Motion carried 7-0.

1. Approve past meeting minutes for the regular School Board meeting on December 16, 2019, Special TNT meeting on December 16, 2019, and Special Organizational School Board meeting on January 6, 2020.
2. Approve current accounts payable due in amount of \$966,100.79.
3. Approve payroll in the amount of \$639,626.45 for pay periods regular pay rolls of December 20th, January 3rd and January 17th, and special payrolls of December 24th, and January 13th.
4. Second reading of School Board Policy 101 - Legal Status of the School District
5. Second reading of School Board Policy 508 - Extended School Year for Students with IEP's

6. Second reading of School Board Policy 514 - Bullying Prohibition Policy
7. Second reading of School Board Policy 522 - Student Sex Nondiscrimination
8. Second reading of School Board Policy 501 - School Weapons Policy
9. Second reading of School Board Policy 526 - Hazing Prohibition
10. Second reading of School Board Policy 502 - Search of Student Lockers, Person, Possessions
11. Second reading of School Board Policy up for Review 413 - Harassment and Violence
12. Second reading of School Board Policy 701.1 - Modification of School District Budget
13. Second reading of School Board Policy 534 - Unpaid Meal Charges.
14. Approve International Falls Public Schools Employee Handbook.
15. First reading of School Board Policy 603 - Curriculum Development
16. First reading of School Board Policy 611 - Home Schooling
17. First reading of School Board Policy 614 - Assurance of Test Security and Non-Disclosure
18. First reading of School Board Policy 616 - School District System Accountability
19. First reading of School Board Policy 618 - Assessment of Student Achievement
20. First reading of School Board Policy 713 - Student Activity Accounting
21. First reading of School Board Policy 610 - Field Trips
22. First reading of School Board Policy 205 - Open and Closed Meetings
23. First reading of School Board Policy 423 - Employee-Student Relationships
24. First reading of School Board Policy 535 - Service Animals in Schools
25. First reading of School Board Policy 534 - Unpaid Meal Charges
26. Accept the resignation of Deana Lorenson as the Asst. Volleyball Coach effective immediately.
27. Accept the resignation of Paul Hjelle, Elementary Teacher, effective May 29, 2020.
28. Accept the resignation of Jon Froemke as Head Football Coach.
29. Approve the hire of Linda Mankus as a paraprofessional effective 1-29-2020.
30. Approve the agreement with CLA to perform payroll process review at a cost of \$8,900.

31. First reading of Joint Powers Agreement between School Dist. 361 and the City of Int'l Falls (Recreation Commission) to consist of 3 members each, but no less than 1 elected official. The remaining 2 appointees may be any

member from their taxing district at the independent discretion of each respective council/board. The Recreation Commission will elect 3 at-large members to the board.

Action Items

1. Resolution Acceptance of Gifts and Donations. Motion by Jennifer Windels, second by Toni Korpi. Motion carried 7-0.
2. Approve the non-ERISA Volume Submitter 403(b) Plan Document for Public Schools, Adoption Agreement #04002 with Educators Benefit Consultants, LLC effective March 1, 2020. Motion by Michelle Hebner, second by Roxanne Skogstad-Ditsch. Motion carried 7-0.

Administrative Reports

1. Melissa Tate, Elementary Principal – no report
2. Tim Everson, Secondary Principal – 554 enrollmet; 1st day qtr 3; Accuplacer testing soon for PSEO; AfterCare – trying to secure funds for after school activities and exploring. PSEO trending (5 year)
3. Kevin Grover, Superintendent: Working on principals and at-will agreement. School calendar (electronic or hard copy). Northland Foundation looking for someone in the area to serve on their board.
4. Committee Reports:
 4. 1. Community Ed Advisory Board – Presented report.
 4. 2. Recreation Commission -
 4. 3. Student Council – basket concession done, a few updates; fundraising for angel fund as project;
 - 4.4. Work Session: strategic plan, preschool numbers and budget items, and school safety update (worked on modified updated process and how to educate on the plan.

Adjournment

Motion by Roxanne Skogstad-Ditsch, second by Toni Korpi to adjourn meeting at 6:22 pm. Motion carried 6-0 (Terry Murray had already left).

Approved Minutes:

District Clerk

Date

Board Chair

Date

**SPECIAL MEETING MINUTES
MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, January 27, 2020 at 11:00 a.m.
FHS Library Conference Room**

A Special Meeting of the Board of Trustees of Independent School District #361 was held Monday, January 27, 2020, beginning at 11:00 AM in the FHS Library Conference Room.

Ted Saxton, Board Chair, called the meeting to order at 11:00 a.m. Members present were: Toni Korpi, Terry Murray, Roxanne Skogstad-Ditsch, Ted Saxton, Jennifer Windels and Kevin Grover. Absent were Mike Holden, Michelle Hebner, and student representative Ella Bahr-Jefferis.

Pledge of Allegiance

Approval of Agenda:

Motion by Terry Murray then second by Toni Korpi to approve the agenda as presented. Motion carried 5-0.

Information and Discussion:

Report from members on the MSBA winter conference that was recently attended by the board and sharing of information from the breakout sessions.

Adjournment

Motion by Roxanne Skogstad-Ditsch then second by Jennifer Windels to adjourn meeting at 11:57 a.m. Motion carried 5-0.

Approved Minutes:

District Clerk

Date

Board Chair

Date

Accounts Payable Summary
February 18, 2020

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
7451	Erickson, Rod	1/16/2020	GIRLS BB 1/16/20	G BB OFFICIAL 1/16/20	0	\$ 262.57
7452	Gjertson, John	1/16/2020	11520	Early Retirement Incentive	0	\$ 258.60
7453	LAWRENCE, TOM	1/16/2020	GIRLS BB 1/16/20	G BB OFFICIAL 1/16/20	0	\$ 120.00
7454	MD & W RAILWAY	1/16/2020	G HOCKEY 1/18/20	G HOCKEY BRIDGE FARE 1/18/20	0	\$ 20.00
7455	Reller, John	1/16/2020	11620	Garnishment Overpayment	0	\$ 74.31
7456	Rousseau, Jeff	1/16/2020	B HOCKEY 1/17/20	B HOCKEY OFFICIAL 1/17/20	0	\$ 70.00
7457	SANDERS, KRYSTA	1/16/2020	GIRLS BB 1/16/20	G BB OFFICIAL 1/16/20	0	\$ 120.00
7458	Steinberg, Jamie	1/16/2020	B HOCKEY 1/17/20	B HOCKEY OFFICIAL 1/17/20	0	\$ 277.74
	Steinberg, Jamie	1/20/2020	B HOCKEY 1/17/20	B HOCKEY OFFICIAL 1/17/20	0	\$ (277.74)
7459	Walters, Drew	1/16/2020	B HOCKEY 1/17/20	B HOCKEY OFFICIAL 1/17/20	0	\$ 167.00
	Walters, Drew	1/20/2020	B HOCKEY 1/17/20	B HOCKEY OFFICIAL 1/17/20	0	\$ (167.00)
7460	BENDA, James	1/18/2020	B HOCKEY 1/18/20	B HOCKEY OFFICIAL 1/18/20	0	\$ 97.00
7461	Rousseau, Jeff	1/18/2020	B HOCKEY 1/18/20	B HOCKEY OFFICIAL 1/18/20	0	\$ 70.00
7462	STRUKEL, JASON	1/18/2020	B HOCKEY 1/18/20	B HOCKEY OFFICIAL 1/18/20	0	\$ 205.02
7463	AFT Local #331	1/17/2020	20200117ADDUE	Payroll accrual	0	\$ 3,007.80
	AFT Local #331	1/17/2020	20200117ADDUE	Payroll accrual	0	\$ 93.66
7464	Falls Education Foundation	1/17/2020	20200117ADFEF	Payroll accrual	0	\$ 50.00
7465	Para Local #4798	1/17/2020	20200117ADDUE	Payroll accrual	0	\$ 758.61
	Para Local #4798	1/17/2020	20200117ADDUE	Payroll accrual	0	\$ 16.40
7466	United Way of Northeastern MN	1/17/2020	20200117ADUW/	Payroll accrual	0	\$ 8.00
7467	BOWSTRING, FRANK	1/20/2020	GIRLS BB 1/20/20	G BB OFFICIAL 1/20/20	0	\$ 120.00
7468	ERZAR, JIM	1/20/2020	GIRLS BB 1/20/20	G BB OFFICIAL 1/20/20	0	\$ 248.40
7469	OTWAY, JACKIE	1/20/2020	GIRLS BB 1/20/20	G BB OFFICIAL 1/20/20	0	\$ 120.00
7470	Steinberg, Jamie	1/20/2020	B HOCKEY 1/17/20	B HOCKEY OFFICIAL 1/17/20	0	\$ 207.74
7471	Walters, Drew	1/20/2020	B HOCKEY 1/17/20	B HOCKEY OFFICIAL 1/17/20	0	\$ 97.00
7472	MN PEIP	1/21/2020	924167	February Health Insurance	0	\$ 117,218.62
7473	NCPERS Group Life Ins.	1/21/2020	1.64913E+11	December PERA Life Insurance	0	\$ 144.00
7474	US FOODSERVICE	1/21/2020	5601734	FES; Food for Meal Service	0	\$ 143.19
	US FOODSERVICE	1/21/2020	5671709	FES; Food for Meal Service	0	\$ 7.50
	US FOODSERVICE	1/21/2020	5601733	FHS; Food for Meal Service	0	\$ 146.52
	US FOODSERVICE	1/21/2020	5671708	FHS; Food for Meal Service	0	\$ 7.50
	US FOODSERVICE	1/21/2020	5908586	FHS; Food for Meal Service	0	\$ (85.47)

Accounts Payable Summary
February 18, 2020

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	US FOODSERVICE	1/21/2020	5510264	FHS; Food for Meal Service	0 \$	657.39
	US FOODSERVICE	1/21/2020	5537863	FHS; Food for Meal Service	0 \$	1,483.72
	US FOODSERVICE	1/21/2020	5601713	FHS; Food for Meal Service	0 \$	1,030.59
	US FOODSERVICE	1/21/2020	5671706	FHS; Food for Meal Service	0 \$	1,348.33
	US FOODSERVICE	1/21/2020	5671721	FHS; Supplies for Nurse's Office	0 \$	31.34
	US FOODSERVICE	1/21/2020	5733454	FACS Class Supplies	0 \$	68.12
	US FOODSERVICE	1/21/2020	5733454	FACS Class Supplies	0 \$	87.74
	US FOODSERVICE	1/21/2020	5733455	FHS; Food for Meal Service	0 \$	1,908.10
	US FOODSERVICE	1/21/2020	5089801	FES; Food for Meal Service	0 \$	24.02
	US FOODSERVICE	1/21/2020	5335747	Pre-K Snacks	0 \$	95.88
	US FOODSERVICE	1/21/2020	5335759	FES; Food for Meal Service	0 \$	1,269.93
	US FOODSERVICE	1/21/2020	5537871	Pre-K Snacks	0 \$	304.92
	US FOODSERVICE	1/21/2020	5537872	Targeted Services	0 \$	35.62
	US FOODSERVICE	1/21/2020	5537873	FES; Food for Meal Service	0 \$	481.42
	US FOODSERVICE	1/21/2020	5537877	FES; Food for Meal Service	0 \$	92.78
	US FOODSERVICE	1/21/2020	5537878	Targeted Services	0 \$	108.63
	US FOODSERVICE	1/21/2020	5601731	FES; Food for Meal Service	0 \$	2,082.11
	US FOODSERVICE	1/21/2020	5601732	Pre-K Snacks	0 \$	48.32
	US FOODSERVICE	1/21/2020	5671726	FES; Food for Meal Service	0 \$	757.01
	US FOODSERVICE	1/21/2020	5733456	FES; Food for Meal Service	0 \$	22.70
	US FOODSERVICE	1/21/2020	5733457	FES; Food for Meal Service	0 \$	136.78
	US FOODSERVICE	1/21/2020	5733459	FES; Food for Meal Service	0 \$	1,195.77
7475	PODOMINICK, Anthony	1/21/2020	B HOCKEY 1/21/20	B HOCKEY OFFICIAL 1/21/20	0 \$	97.00
7476	POEGEL, Marvin	1/21/2020	BOYS BB 1/21/20	BOYS BB OFFICIAL 1/21/20	0 \$	137.00
7477	Rousseau, Jeff	1/21/2020	B HOCKEY 1/21/20	B HOCKEY OFFICIAL 1/21/20	0 \$	70.00
7478	SCOTT, TROY	1/21/2020	B HOCKEY 1/21/20	B HOCKEY OFFICIAL 1/21/20	0 \$	219.63
7479	Shikowsky, Chad	1/21/2020	B HOCKEY 1/21/20	B HOCKEY OFFICIAL 1/21/20	0 \$	140.00
7480	VAADELAND, HAAKON	1/21/2020	BOYS BB 1/21/20	BOYS BB 1/21/20	0 \$	316.52
7481	Blais, TRAVIS	1/23/2020	BOYS HOCKEY 1/23/20	B HOCKEY OFFICIAL 1/23/20	0 \$	70.00
7482	Clement, David Brian	1/23/2020	BOYS BB 1/23/20	B BB OFFICIAL 1/23/20	0 \$	120.00
7483	GLUMACK, BABE	1/23/2020	BOYS BB 1/23/20	B BB OFFICIAL 1/23/20	0 \$	230.74
7484	PODOMINICK, Anthony	1/23/2020	BOYS HOCKEY 1/23/20	B HOCKEY OFFICIAL 1/23/20	0 \$	223.11

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
7485	Rousseau, Jeff	1/23/2020	BOYS HOCKEY 1/23/20	B HOCKEY OFFICIAL 1/23/20	0	\$ 70.00
7486	Shikowsky, Chad	1/23/2020	BOYS HOCKEY 1/23/20	B HOCKEY OFFICIAL 1/23/20	0	\$ 70.00
7487	VAKE, TRAVIS	1/23/2020	BOYS BB 1/23/20	B BB OFFICIAL 1/23/20	0	\$ 120.00
7488	Zuehlke, Bob	1/23/2020	BOYS HOCKEY 1/23/20	B HOCKEY OFFICIAL 1/23/20	0	\$ 97.00
7489	ARROWHEAD LIBRARY SYSTEM	1/24/2020	7242	Library Catalog System	6202000000	\$ 625.00
7490	BSN SPORTS	1/24/2020	907831558	Basketball Nets	2922000040	\$ 30.00
7491	Cedulie's Photography LLC	1/24/2020	2820	HOCKEY CHEER BANNER	2922000039	\$ 100.00
	Cedulie's Photography LLC	1/24/2020	2830	Trophy Pics for Touch Screen Project	0	\$ 30.00
7492	COCA-COLA BOTTLING CO	1/24/2020	24350	FHS; Beverages for Ala Carte	0	\$ 385.00
	COCA-COLA BOTTLING CO	1/24/2020	24498	FHS; Beverages for Meal Service	0	\$ 234.50
	COCA-COLA BOTTLING CO	1/24/2020	510102	Waters for Teacher Inservice	0	\$ 27.00
	COCA-COLA BOTTLING CO	1/24/2020	510101	Waters for Nurse Office	0	\$ 9.00
	COCA-COLA BOTTLING CO	1/24/2020	24609	FHS; Beverages for Meal Service	0	\$ 84.00
7493	DOMINO'S PIZZA	1/24/2020	12020	student council concessions	9012000001	\$ 549.86
7494	LOFFLER	1/24/2020	3316233	Laser Jet Toner	0	\$ 178.00
	LOFFLER	1/24/2020	3324047	Art Room Toner	0	\$ 150.00
	LOFFLER	1/24/2020	3324049	Art Room Toner	0	\$ 150.00
	LOFFLER	1/24/2020	3328730	FHS; Upstairs Computer Lab	0	\$ 279.99
7495	Marco Technologies LLC	1/24/2020	INV7196607	Bus Office Copy Per Copy	1102000004	\$ 34.33
	Marco Technologies LLC	1/24/2020	7196606	Guid Office Cost per Copy	7102000000	\$ 14.14
7496	Marco Technologies LLC	1/24/2020	404260192	FHS; B & W Copy Machine 754E	3002000009	\$ 218.97
	Marco Technologies LLC	1/24/2020	404260044	FHS & FES; B & W Copy Machine 754E	3002000009	\$ 833.47
	Marco Technologies LLC	1/24/2020	404260044	FHS & FES; B & W Copy Machine 754E	3002000009	\$ 725.76
	Marco Technologies LLC	1/24/2020	404892846	FES; Color Copier and FHS; Mailroom Copier	3002000010	\$ 641.24
	Marco Technologies LLC	1/24/2020	404892846	FES; Color Copier and FHS; Mailroom Copier	3002000010	\$ 702.76
7497	MN ENERGY RESOURCES CORP	1/24/2020	10920	FES; Natural Gas Services	8102000013	\$ 324.32

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Accounts Payable Summary
February 18, 2020

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	MN ENERGY RESOURCES CORP	1/24/2020	11520	Stadium; Natural Gas Services	8102000013	\$ 19.24
7498	MN POWER	1/24/2020	10920	Electricity Bill	8102000012	\$ 653.95
	MN POWER	1/24/2020	10920	Electricity Bill	8102000012	\$ 9,193.85
	MN POWER	1/24/2020	10920	Electricity Bill	8102000012	\$ 1,785.15
	MN POWER	1/24/2020	10920	Electricity Bill	8102000012	\$ 3,325.47
	MN POWER	1/24/2020	10920	Electricity Bill	8102000012	\$ 5,355.44
	MN POWER	1/24/2020	10920	Electricity Bill	8102000012	\$ 61.22
7499	MN TELECOMMUNICATIONS	1/24/2020	6019	Monthly Broadband Services	6052000013	\$ 1,512.50
7500	NORTH COUNTRY BUSINESS PROD	1/24/2020	106196	Supplies	6052000005	\$ 3,092.00
7501	PAN O GOLD BAKING CO	1/24/2020	1.00099E+13	FES; Bread for Meal Service	0	\$ 105.00
	PAN O GOLD BAKING CO	1/24/2020	1.00099E+13	FHS; Bread for Meal Service	0	\$ 63.00
	PAN O GOLD BAKING CO	1/24/2020	1.00099E+13	FES; Bread for Meal Service	0	\$ 35.00
	PAN O GOLD BAKING CO	1/24/2020	1.00099E+13	FHS; Bread for Meal Service	0	\$ 28.00
	PAN O GOLD BAKING CO	1/24/2020	1.00099E+13	FHS; Bread for Meal Service	0	\$ 49.00
	PAN O GOLD BAKING CO	1/24/2020	1.00099E+14	FHS; Bread for Meal Service	0	\$ 33.89
7502	SANDSTROM'S INC	1/24/2020	288919	FHS; Milk for Meal Service	0	\$ 73.50
	SANDSTROM'S INC	1/24/2020	288920	FES; Milk for Meal Service	0	\$ 136.50
	SANDSTROM'S INC	1/24/2020	289601	FES; Milk for Meal Service	0	\$ 378.00
	SANDSTROM'S INC	1/24/2020	289600	FHS; Milk for Meal Service	0	\$ 262.50
	SANDSTROM'S INC	1/24/2020	290552	FHS; Milk for Meal Service	0	\$ 358.00
	SANDSTROM'S INC	1/24/2020	290555	FES; Milk for Meal Service	0	\$ 589.00
	SANDSTROM'S INC	1/24/2020	291464	FHS; Milk for Meal Service	0	\$ 200.00
	SANDSTROM'S INC	1/24/2020	291462	FES; Milk for Meal Service	0	\$ 462.50
	SANDSTROM'S INC	1/24/2020	292213	FHS; Milk for Meal Service	0	\$ 356.32
7503	SCHOOL SPECIALTY	1/24/2020	2.08124E+11	Timer for L Renberg's Room	3002000065	\$ 43.74
7504	SHANNONS INC	1/24/2020	22116	Galv Sheets for G McDonald's Rm	0	\$ 130.00
	SHANNONS INC	1/24/2020	18979	Arena Heater Labor	0	\$ 225.00
	SHANNONS INC	1/24/2020	18947	FHS; Repaired Leaking Coil	0	\$ 2,523.75
	SHANNONS INC	1/24/2020	19768*1	FES Boiler Design	0	\$ 5,000.00
	SHANNONS INC	1/24/2020	11620	FES; Boiler Design	0	\$ 20,000.00
7505	SOFTCHOICE	1/24/2020	5292691	Supplies	6052000081	\$ 800.00
7506	SUPER ONE	1/24/2020	11620	FES; Food for Meal Service	0	\$ 12.99

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Accounts Payable Summary
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	SUPER ONE	1/24/2020	11020	Water for Teacher Inservice Day	0	\$ 11.97
	SUPER ONE	1/24/2020	10720	FES; Food for Meal Service	0	\$ 20.51
	SUPER ONE	1/24/2020	120619	Science Dept. Supplies	2602000003	\$ 22.83
	SUPER ONE	1/24/2020	121719	GROCERIES FOR COOKING-H THOMPSON	3002000035	\$ 52.89
7507	Tyson Foods Inc.	1/24/2020	26047598	Commodity Hamburger Processing	0	\$ 129.60
7508	Clement, David Brian	1/25/2020	BOYS BB 1/25/20	BOYS BB OFFICIAL 1/25/20	0	\$ 120.00
7509	GLUMACK, BABE	1/25/2020	BOYS BB 1/25/20	BOYS BB OFFICIAL 1/25/20	0	\$ 230.74
7510	Rousseau, Jeff	1/25/2020	GIRLS HOCKEY 1/25/20	G HOCKEY OFFICIAL 1/25/20	0	\$ 97.00
7511	TAUS, Dave	1/25/2020	BOYS BB 1/25/20	BOYS BB OFFICIAL 1/25/20	0	\$ 120.00
7512	VIRGINIA GOLF	1/25/2020	GIRLS GOLF 5/9/19	GIRLS GOLF ENTRY FEE 5/9/19	0	\$ 160.00
7513	Zuehlke, Bob	1/25/2020	G HOCKEY 1/25/20	G HOCKEY OFFICIAL 1/25/20	0	\$ 238.20
7514	Erickson, Rod	1/28/2020	BOYS BB 1/28/20	B BB OFFICIAL 1/28/20	0	\$ 262.57
7515	FOSSLAND, VICTORIA	1/28/2020	BOYS HOCKEY 1/28/20	B HOCKEY OFFICIAL 1/28/20	0	\$ 97.00
7516	FRIEDLIEB, JACE	1/28/2020	BOYS HOCKEY 1/28/20	B HOCKEY OFFICIAL 1/28/20	0	\$ 205.02
7517	Gjertson, John	1/28/2020	2020	Early Retirement Incentive	0	\$ 200.40
7518	MESPA (MN Elem. School Principal)	1/28/2020	9663	Registration for MESPA Institute 2020	0	\$ 425.00
7519	ROOSDETT, JEFF	1/28/2020	BOYS BB 1/28/20	B BB 1/28/20	0	\$ 120.00
7520	Rousseau, Jeff	1/28/2020	BOYS HOCKEY 1/28/20	B HOCKEY OFFICIAL 1/28/20	0	\$ 70.00
7521	Shikowsky, Chad	1/28/2020	BOYS HOCKEY 1/28/20	B HOCKEY OFFICIAL 1/28/20	0	\$ 140.00
7522	Thomas, Aaron	1/28/2020	BOYS BB 1/28/20	B BB 1/28/20	0	\$ 120.00
7523	AND TECHNOLOGIES INC	1/31/2020	1200016	Pcoutner Server Maint	6052000085	\$ 350.00
7524	Annie's Frozen Yogurt	1/31/2020	24275	Frozen Yogurt Machine Maint.	7702000000	\$ 40.00
7525	BECKER ARENA PRODUCTS INC	1/31/2020	1022187	Dasher Board Ad	8102000085	\$ 153.32
	BECKER ARENA PRODUCTS INC	1/31/2020	1022048	Dasher Board Ad	8102000085	\$ 833.84
7526	BSN SPORTS	1/31/2020	907542550	Girls Basketballs	0	\$ 541.92
7527	Cedulie's Photography LLC	1/31/2020	2832	PALS Picture	0	\$ 748.00
7528	DISTRIBUTED WEBSITE CORP	1/31/2020	48211	ACTIVITY SCHEDULER RENEWAL	2922000046	\$ 895.00
7529	Falls Advanced Chiropractic Center	1/31/2020	120519	DOT Physicals (TH & CS)	0	\$ 180.00
	Falls Advanced Chiropractic Center	1/31/2020	12220	Employee Drug & Alcohol	0	\$ 105.00

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
				Testing (TF, KK, KP)		
7530	FRONTIER	1/31/2020	11620	Monthly Telephone Service	8102000019	\$ 34.66
	FRONTIER	1/31/2020	11620	Monthly Telephone Service	8102000019	\$ 876.83
	FRONTIER	1/31/2020	11620	Monthly Telephone Service	8102000019	\$ 11.75
7531	GUARDIAN PEST CONTROL INC	1/31/2020	2095001	Pest Control Service	8102000016	\$ 64.65
7532	HAWKINS INC	1/31/2020	4641783	Pool Chemicals	8102000039	\$ 23.28
	HAWKINS INC	1/31/2020	4649870	Pool Chemicals	8102000039	\$ 61.12
	HAWKINS INC	1/31/2020	4650755	Pool Chemicals	8102000039	\$ 26.66
7533	HERB BROOKS HOLIDAY CLASSIC	1/31/2020	12G0817	GIRLS HOCKEY TOURN ENTRY FEE	2922000047	\$ 250.00
7534	HILLYARD HUTCHINSON	1/31/2020	603704144	FHS cleaning supplies	8102000083	\$ 449.84
	HILLYARD HUTCHINSON	1/31/2020	603733896	FES supplies	8102000088	\$ 448.80
	HILLYARD HUTCHINSON	1/31/2020	603730653	FHS Scrubber Batteries and parts	8102000089	\$ 1,220.52
	HILLYARD HUTCHINSON	1/31/2020	700409843	FHS supplies	8102000042	\$ 44.00
7535	INDUSTRIAL LUBRICANT COMPAN'	1/31/2020	M19246-IN	Bus Oil	0	\$ 594.05
7536	Inland Leasing	1/31/2020	58959323	Cafeteria Vending Rental	7702000001	\$ 182.13
7537	INTERQUEST DETECTION CANINES	1/31/2020	Jan-20	Canine Detection Services	3002000021	\$ 315.00
7538	KANTOR ELECTRIC INC	1/31/2020	15661	Time Clock Repairs	0	\$ 647.87
	KANTOR ELECTRIC INC	1/31/2020	15698	Key Fob Repair	0	\$ 94.00
	KANTOR ELECTRIC INC	1/31/2020	15687	Fix Library Door Magnet	0	\$ 94.00
	KANTOR ELECTRIC INC	1/31/2020	15660	Found No Power Source	0	\$ 94.00
	KANTOR ELECTRIC INC	1/31/2020	15643	Installation of Touch Screen TV	0	\$ 462.57
	KANTOR ELECTRIC INC	1/31/2020	15643	Installation of Touch Screen TV	0	\$ 517.00
	KANTOR ELECTRIC INC	1/31/2020	15674	Install Arena Blue Light	0	\$ 1,175.00
	KANTOR ELECTRIC INC	1/31/2020	15674	Install Arena Blue Light	0	\$ 599.32
7539	Layman, Karen	1/31/2020	11520	PALS Meal	0	\$ 210.00
7540	MN SCHOOL BOARD ASSN	1/31/2020	24260X7S0V8	Phase 4 School Board Conf.	0	\$ 390.00
7541	MR FAITH SOUND & LIGHT INC	1/31/2020	12320	PALS Dance	0	\$ 456.15
7542	NORTHEAST SERVICE COOPERATIV	1/31/2020	1998	4th Qtr IEA Days	0	\$ 2,520.00
7543	PEPPER JW & SON INC	1/31/2020	252331904	CHOIR SUPPLIES ZANE BILES	2582000008	\$ 219.22
	PEPPER JW & SON INC	1/31/2020	252401382	CHOIR SUPPLIES ZANE BILES	2582000008	\$ 52.50

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	PEPPER JW & SON INC	1/31/2020	252452854	CHOIR SUPPLIES ZANE BILES	2582000008	\$ 61.70
	PEPPER JW & SON INC	1/31/2020	227045100	MUSIC SUPPLIES FOR ZANE BILES	2582000007	\$ 53.20
7544	PERMA BOUND	1/31/2020	1850771-00	FES Birthday Bookshelf Library Books	1302000159	\$ 466.33
7545	RANDY'S TIRE AND AUTO REPAIR	1/31/2020	91406	Van Tire Repair	0	\$ 129.77
	RANDY'S TIRE AND AUTO REPAIR	1/31/2020	91408	Install Tire Monitor	0	\$ 10.00
7546	RATWIK ROSZAK & MALONEY PA	1/31/2020	10120	Attorney Consultations	0	\$ 704.00
7547	SCHMITT MUSIC CENTERS	1/31/2020	3162317	School owned instrument repairs	2582000006	\$ 54.46
	SCHMITT MUSIC CENTERS	1/31/2020	3162317	School owned instrument repairs	2582000006	\$ 27.54
	SCHMITT MUSIC CENTERS	1/31/2020	3167827	School owned instrument repairs	2582000006	\$ 61.77
	SCHMITT MUSIC CENTERS	1/31/2020	3167827	School owned instrument repairs	2582000006	\$ 31.23
	SCHMITT MUSIC CENTERS	1/31/2020	3167833	School owned instrument repairs	2582000006	\$ 25.90
	SCHMITT MUSIC CENTERS	1/31/2020	3167833	School owned instrument repairs	2582000006	\$ 13.10
7547	SCHMITT MUSIC CENTERS	1/31/2020	3167843	School owned instrument repairs	2582000006	\$ 28.15
	SCHMITT MUSIC CENTERS	1/31/2020	3167843	School owned instrument repairs	2582000006	\$ 14.24
	SCHMITT MUSIC CENTERS	1/31/2020	3167845	School owned instrument repairs	2582000006	\$ 34.54
	SCHMITT MUSIC CENTERS	1/31/2020	3167845	School owned instrument repairs	2582000006	\$ 17.46
	SCHMITT MUSIC CENTERS	1/31/2020	3169514	School owned instrument repairs	2582000006	\$ 64.42
	SCHMITT MUSIC CENTERS	1/31/2020	3169514	School owned instrument repairs	2582000006	\$ 32.58
	SCHMITT MUSIC CENTERS	1/31/2020	3169518	School owned instrument repairs	2582000006	\$ 49.81

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	SCHMITT MUSIC CENTERS	1/31/2020	3169518	School owned instrument repairs	2582000006	\$ 25.19
	SCHMITT MUSIC CENTERS	1/31/2020	32473761	School owned instrument repairs	2582000006	\$ 58.45
	SCHMITT MUSIC CENTERS	1/31/2020	32473761	School owned instrument repairs	2582000006	\$ 29.55
7548	Scholastic Book Clubs Inc	1/31/2020	T58465122#	FES Birthday Bookshelf Library Books	1302000157	\$ 510.00
7549	Small Town Tech Inc.	1/31/2020	8184	Install Ethernet Cable	6052000086	\$ 1,012.50
7550	WATER DEPT	1/31/2020	12020	Water Usage	8102000014	\$ 1,489.78
	WATER DEPT	1/31/2020	12020	Water Usage	8102000014	\$ 1,667.06
	WATER DEPT	1/31/2020	12020	Water Usage	8102000014	\$ 1,733.54
	WATER DEPT	1/31/2020	12020	Water Usage	8102000014	\$ 50.10
	WATER DEPT	1/31/2020	12020	Water Usage	8102000014	\$ 21.25
7551	GREENDAHL, PAT	1/30/2020	GIRLS BB 1/30/20	G BB OFFICIAL 1/30/20	0	\$ 120.00
7552	HODGSON, JON	1/30/2020	GIRLS BB 1/30/20	G BB OFFICIAL 1/30/20	0	\$ 120.00
7553	Rousseau, Jeff	1/30/2020	GIRLS HOCKEY 1/	G HOCKEY OFFICIAL 1/30/20	0	\$ 97.00
7554	Schultz, Brian	1/30/2020	GIRLS BB 1/30/20	G BB OFFICIAL 1/30/20	0	\$ 243.82
7555	Shikowsky, Chad	1/30/2020	GIRLS HOCKEY 1/	G HOCKEY OFFICIAL 1/30/20	0	\$ 97.00
	Shikowsky, Chad	1/31/2020	GIRLS HOCKEY 1/	G HOCKEY OFFICIAL 1/30/20	0	\$ (97.00)
7556	AFSCME Council 65	1/30/2020	20200131ADAFS9	Payroll accrual	0	\$ 849.49
	AFSCME Council 65	1/30/2020	20200131ADAFS9	Payroll accrual	0	\$ 289.91
	AFSCME Council 65	1/30/2020	20200131ADAFS9	Payroll accrual	0	\$ 12.77
	AFSCME Council 65	1/30/2020	20200131ADAFSL	Payroll accrual	0	\$ 15.67
	AFSCME Council 65	1/30/2020	20200131ADAFSL	Payroll accrual	0	\$ 9.00
	AFSCME Council 65	1/30/2020	20200131ADAFSL	Payroll accrual	0	\$ 0.33
7557	AFT Local #331	1/30/2020	20200131ADDUE	Payroll accrual	0	\$ 3,007.80
	AFT Local #331	1/30/2020	20200131ADDUE	Payroll accrual	0	\$ 93.66
7558	Falls Education Foundation	1/30/2020	20200131ADFEF	Payroll accrual	0	\$ 50.00
7559	ND Child Support Division	1/30/2020	20200131ADCSP1	Child Support	0	\$ 276.93
7560	Para Local #4798	1/30/2020	20200131ADDUE	Payroll accrual	0	\$ 742.58
	Para Local #4798	1/30/2020	20200131ADDUE	Payroll accrual	0	\$ 16.40
7561	Range Credit Bureau, Inc.	1/30/2020	20200131ADGRN	Payroll accrual	0	\$ 228.58

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
7562	United Way of Northeastern MN	1/30/2020	20200131ADUW/	Payroll accrual		0 \$ 8.00
7563	Shikowsky, Chad	1/31/2020	GIRLS HOCKEY 1/	G HOCKEY OFFICIAL 1/30/20		0 \$ 97.00
7564	BUG-O-NAY-GE-SHIG SCHOOL	1/31/2020	1/30/2020	QUIZ BOWL REGISTRATION 2 @ \$100.00 EACH-TOM VOLLOM		0 \$ 200.00
7565	Clement, David Brian	1/31/2020	GIRLS BB 1/31/20	G BB OFFICIAL 1/31/20		0 \$ 120.00
7566	GLUMACK, BABE	1/31/2020	GIRLS BB 1/31/20	G BB OFFICIAL 1/31/20		0 \$ 230.74
7567	LASKY, Austin	1/31/2020	BOYS HOCKEY 1/	B HOCKEY OFFICIAL 1/31/20		0 \$ 167.00
7568	Parenteau, Jordon	1/31/2020	GIRLS BB 1/31/20	G BB 1/31/20		0 \$ 120.00
7569	Rousseau, Jeff	1/31/2020	GIRLS HOCKEY 2/	G HOCKEY OFFICIAL 2/1/20		0 \$ 97.00
7570	Shikowsky, Chad	1/31/2020	BOYS HOCKEY 1/	B HOCKEY OFFICIAL 1/31/20		0 \$ 70.00
7571	Steinberg, Jamie	1/31/2020	BOYS HOCKEY 1/	B HOCKEY OFFICIAL 1/31/20		0 \$ 277.74
	Steinberg, Jamie	1/31/2020	BOYS HOCKEY 1/	B HOCKEY OFFICIAL 1/31/20		0 \$ (277.74)
7572	Steinberg, Jamie	2/1/2020	GIRLS HOCKEY 2/	G HOCKEY OFFICIAL 2/1/20		0 \$ 207.74
7573	Steinberg, Jamie	1/31/2020	BOYS HOCKEY 1/	B HOCKEY OFFICIAL 1/31/20		0 \$ 207.74
	Steinberg, Jamie	1/31/2020	BOYS HOCKEY 1/	B HOCKEY OFFICIAL 1/31/20		0 \$ (207.74)
7574	Steinberg, Jamie	1/31/2020	BOYS HOCKEY 1/	B HOCKEY OFFICIAL 1/31/20		0 \$ 277.74
7575	CITIZENS FOR BACKUS	2/4/2020	20120	ALC Lease Agreement	3002000015	\$ 703.73
7576	DEMCO INC	2/4/2020	6755364	FES Library Supplies	1302000168	\$ 94.54
7577	Educator Benefit Consultants, LLC	2/4/2020	13095	403b Third Party Admin Svc	1102000007	\$ 164.63
7578	FRONTIER	2/4/2020	12520	Monthly Telephone Maint Fees	8102000019	\$ 394.10
7579	INTL FALLS AMBULANCE SERVICE	2/4/2020	12520	Inservice Day-- CPR Training		0 \$ 2,470.00
7580	LYNX SYSTEM DEVELOPERS, INC.	2/4/2020	301737	BOYS/GIRLS TRACK SUPPLY	2922000043	\$ 820.00
7581	MIDCONTINENT COMMUNICATIOI	2/4/2020	12720	ALC Phone & Data	3002000007	\$ 167.55
7582	MN ENERGY RESOURCES CORP	2/4/2020	12120	Garage; Natural Gas Services	8102000013	\$ 978.00
	MN ENERGY RESOURCES CORP	2/4/2020	13020	Arena; Natural Gas Services	8102000013	\$ 3,703.74
7583	MN UC FUND	2/4/2020	123019	4th Quarter Unemployment		0 \$ 997.28
7584	Nelco	2/4/2020	8011450	W-2 Supplies		0 \$ 320.70
7585	NORTH STAR PUBLISHING	2/4/2020	46052	KAPE Prints for PROM		0 \$ 212.98
	NORTH STAR PUBLISHING	2/4/2020	46086	KAPE Winter Sports Week Posters		0 \$ 162.00
7586	Northwest Service Co-op	2/4/2020	3996	Inservice Day -- Cultural Presentation		0 \$ 475.90
7587	PEARSON CLINICAL ASSESSMENT	2/4/2020	8235824	Supplies for Ginger	1302000162	\$ 672.00

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
				Christianson		
7588	Pocket Nurse	2/4/2020	1137899-1	ALI NURSING SUPPLIES	3002000068	\$ 79.33
7589	ROCHESTER TELECOM SYSTEMS IN	2/4/2020	12920	Long Distance Phone Calls	8102000033	\$ 44.55
	ROCHESTER TELECOM SYSTEMS IN	2/4/2020	12920	Long Distance Phone Calls	8102000033	\$ 44.54
7590	S'kool Smartz, Inc	2/4/2020	81484	6th Gr Fundraiser Sales	0	\$ 3,205.00
7591	TELIN TRANSPORT GROUP LLC	2/4/2020	X101000761	Bus Washing Soap	0	\$ 139.98
7592	The Sport Shop	2/4/2020	12920	PLAQUES FOR 2019 ALL-DISTRICT FOOTBALL TEAM	2922000045	\$ 93.00
7593	UNITED TRUCK BODY	2/4/2020	541000	Bus Fuel Filters	0	\$ 118.67
7594	SPOTTS, Dan	2/4/2020	B SWIM 2/4/20	B SWIM OFFICIAL 2/4/20	0	\$ 85.00
7595	MD & W RAILWAY	2/4/2020	2042020	Bridge Crossing Boys Hockey	0	\$ 16.00
7596	American Cancer Society	2/11/2020	2052020	Attn: Kim Orr	0	\$ 2,830.71
7597	Jourdain, Dan	2/11/2020	GIRLS BB 2/11/20	G BB 2/11/20	0	\$ 243.82
7598	LAWRENCE, TOM	2/11/2020	GIRLS BB 2/11/20	G BB OFFICIAL 2/11/20	0	\$ 120.00
7599	ROOSETT, JEFF	2/11/2020	GIRLS BB	G BB OFFICIAL 2/11/20	0	\$ 120.00
7600	University of Wisconsin River Falls	2/11/2020	Joe Glowack	Joseph Glowack Paul Bunyan Scholarship Award 2019	0	\$ 300.00
7601	MN BCA	2/11/2020	2112020	Background checks	0	\$ 45.00
7602	AIM ELECTRONICS INC	2/17/2020	42350	GENERAL ATHLETICS	2922000053	\$ 215.00
7603	Annie's Frozen Yogurt	2/17/2020	24377	Frozen Yogurt	7702000000	\$ 100.00
7604	ARROWHEAD LIBRARY SYSTEM	2/17/2020	7281	Library Catalog System	6202000000	\$ 625.00
7605	BORDERBOXES	2/17/2020	120219	Hockey Arena Banners	0	\$ 139.95
7606	CliftonLarsonAllen LLP	2/17/2020	2364210	HR Consulting Services	0	\$ 330.75
7607	COCA-COLA BOTTLING CO	2/17/2020	24732	FHS; Beverages for Meal Service	0	\$ 185.00
	COCA-COLA BOTTLING CO	2/17/2020	24971	FHS; Ala Carte Beverages	0	\$ 319.50
	COCA-COLA BOTTLING CO	2/17/2020	24839	FHS; Ala Carte Beverages	0	\$ 285.25
7608	Crown Trophy	2/17/2020	52742	HOF Plaques	2922000052	\$ 79.83
7609	Davenport Group	2/17/2020	104947	Dell Charging Devices	6052000091	\$ 9,545.00
7610	Erickson, Mitchell	2/17/2020	13020	G Hockey Scoreclock	0	\$ 43.00
7611	FRIENDS GARBAGE SERVICE, LLC	2/17/2020	9175324	Garbage Pickups	8102000034	\$ 1,703.52
7612	Jamf	2/17/2020	127456	Supplies	6052000080	\$ 285.50
7613	K&K MEYERS INC	2/17/2020	303	Garage door opener	8102000092	\$ 504.92

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
7614	KOOCHICHING COUNTY	2/17/2020	11620	Jan Tipping Fee	0	\$ 6.00
7615	LOFFLER	2/17/2020	3333492	Toner for Art Room	0	\$ 150.00
7616	LVC Companies Inc	2/17/2020	28952	Smoke Detectors	8102000086	\$ 735.40
7617	Marco Technologies LLC	2/17/2020	406678110	FHS; B & W Copy Machine 754E	3002000009	\$ 1,559.23
	Marco Technologies LLC	2/17/2020	406678300	Comm Ed; Canon 1025N Copier	5002000001	\$ 210.86
7618	MEDTOX LABORATORIES	2/17/2020	12020665124	Employee Drug Screening	0	\$ 113.23
7619	OFFICE DEPOT	2/17/2020	4.37691E+11	FHS; Binding Combs	3002000072	\$ 51.55
7620	PAN O GOLD BAKING CO	2/17/2020	1.00099E+13	FHS; Bread for Meal Service	0	\$ 79.38
	PAN O GOLD BAKING CO	2/17/2020	1.00099E+13	FES; Bread for Meal Service	0	\$ 23.40
7620	PAN O GOLD BAKING CO	2/17/2020	1.00099E+13	FES; Bread for Meal Service	0	\$ 85.28
	PAN O GOLD BAKING CO	2/17/2020	1.00099E+13	FHS; Bread for Meal Service	0	\$ 21.00
	PAN O GOLD BAKING CO	2/17/2020	1.00099E+13	FES; Bread for Meal Service	0	\$ 35.00
	PAN O GOLD BAKING CO	2/17/2020	1.00099E+13	FES; Bread for Meal Service	0	\$ 102.76
	PAN O GOLD BAKING CO	2/17/2020	1.00099E+13	FES; Bread for Meal Service	0	\$ 52.55
	PAN O GOLD BAKING CO	2/17/2020	1.00099E+13	FHS; Bread for Meal Service	0	\$ 70.00
	PAN O GOLD BAKING CO	2/17/2020	1.00099E+13	FHS; Bread for Meal Service	0	\$ 40.89
7621	PERMA BOUND	2/17/2020	1850771-01	FES Birthday Bookshelf Library Books	1302000159	\$ 23.77
7622	RAINY LAKE MEDICAL CENTER	2/17/2020	3479	PT/OT Therapies Services	3002000014	\$ 11,195.84
	RAINY LAKE MEDICAL CENTER	2/17/2020	3479	PT/OT Therapies Services	3002000014	\$ 5,962.18
7623	SANDSTROM'S INC	2/17/2020	293301	FHS; Milk for Meal Service	0	\$ 356.32
	SANDSTROM'S INC	2/17/2020	292473	FES; Milk for Meal Service	0	\$ 430.50
	SANDSTROM'S INC	2/17/2020	293302	FES; Milk for Meal Service	0	\$ 578.00
	SANDSTROM'S INC	2/17/2020	295171	FHS; Milk for Meal Service	0	\$ 202.50
	SANDSTROM'S INC	2/17/2020	294229	FHS; Milk for Meal Service	0	\$ 303.50
7624	TIMBERPINS	2/17/2020	421420	AWD Pals Bowling	5002000016	\$ 212.48
7625	VARSITY GROUP SIGNS & MARKET	2/17/2020	7485	TouchScreen; 800 Images and Data Entry	2922000044	\$ 1,800.00
192000064	Anderson, Charles	2/4/2020	11620	Mileage Reimbursement to FES	0	\$ 5.18
192000065	Christianson, Rosa	2/4/2020	121919	Mileage Reimbursement to FES	0	\$ 3.48
	Christianson, Rosa	2/4/2020	13120	Mileage Reimbursement to FES	0	\$ 5.46
192000066	Grover, Kevin	2/4/2020	11720	Meals Reimbursement at MSBA Conf.	0	\$ 32.49

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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
192000067	Hebner, Michelle	2/4/2020	11720	Meals Reimbursement at MSBA Conf.	0 \$	38.24
192000068	Skogstad-Ditsch, Roxanne	2/4/2020	11620	Meals Reimbursement at MSBA Conf.	0 \$	35.06
192000069	Stenberg, Casey	2/4/2020	13120	Reimbursement for Mixer Board Adaptor	0 \$	4.00
192000070	Tessier, Wyatt	2/4/2020	13120	Mileage Reimbursement	0 \$	46.00
192000071	Blesi, Michael	2/17/2020	20520	Mileage Reimbursement	0 \$	135.15
192000072	Christianson, Ginger	2/17/2020	13120	Jan Mileage Reimbursement	0 \$	183.31
192000073	Wilson, June	2/17/2020	13120	Jan Mileage Reimbursement	0 \$	20.70
201900799	Educator Benefit Consultants, LLC	1/17/2020	20200117ADTSAI	Payroll accrual	0 \$	53.08
	Educator Benefit Consultants, LLC	1/17/2020	20200117ADTSAI	Payroll accrual	0 \$	196.17
	Educator Benefit Consultants, LLC	1/17/2020	20200117ADTSAI	Payroll accrual	0 \$	1,175.28
	Educator Benefit Consultants, LLC	1/17/2020	20200117ADTSEC	Payroll accrual	0 \$	2,181.39
	Educator Benefit Consultants, LLC	1/17/2020	20200117ADTSEC	Payroll accrual	0 \$	46.16
	Educator Benefit Consultants, LLC	1/17/2020	20200117ADTSFR	Payroll accrual	0 \$	2,408.14
	Educator Benefit Consultants, LLC	1/17/2020	20200117ADTSGF	Payroll accrual	0 \$	530.78
	Educator Benefit Consultants, LLC	1/17/2020	20200117ADTSHC	Payroll accrual	0 \$	150.51
	Educator Benefit Consultants, LLC	1/17/2020	20200117ADTSM	Payroll accrual	0 \$	181.62
	Educator Benefit Consultants, LLC	1/17/2020	20200117ADTSSY	Payroll accrual	0 \$	250.00
	Educator Benefit Consultants, LLC	1/17/2020	20200117ADTSV/	Payroll accrual	0 \$	3,360.05
	Educator Benefit Consultants, LLC	1/17/2020	20200117ADTSV/	Payroll accrual	0 \$	65.39
	Educator Benefit Consultants, LLC	1/17/2020	20200117AFTSAN	Payroll accrual	0 \$	196.17
	Educator Benefit Consultants, LLC	1/17/2020	20200117AFTSAS	Payroll accrual	0 \$	361.64
	Educator Benefit Consultants, LLC	1/17/2020	20200117AFTSEC	Payroll accrual	0 \$	1,374.66
	Educator Benefit Consultants, LLC	1/17/2020	20200117AFTSEC	Payroll accrual	0 \$	46.16
	Educator Benefit Consultants, LLC	1/17/2020	20200117AFTSFR	Payroll accrual	0 \$	709.95
	Educator Benefit Consultants, LLC	1/17/2020	20200117AFTSGR	Payroll accrual	0 \$	111.55
	Educator Benefit Consultants, LLC	1/17/2020	20200117AFTSHC	Payroll accrual	0 \$	52.18
	Educator Benefit Consultants, LLC	1/17/2020	20200117AFTSM/	Payroll accrual	0 \$	141.71
	Educator Benefit Consultants, LLC	1/17/2020	20200117AFTSST	Payroll accrual	0 \$	46.16
	Educator Benefit Consultants, LLC	1/17/2020	20200117AFTSVA	Payroll accrual	0 \$	1,409.04
	Educator Benefit Consultants, LLC	1/17/2020	20200117AFTSVA	Payroll accrual	0 \$	65.39

Accounts Payable Summary
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201900800	Empower Retirement	1/17/2020	20200117ADG-45	Payroll accrual	0 \$	10.89
	Empower Retirement	1/17/2020	20200117ADG-45	Payroll accrual	0 \$	20.69
	Empower Retirement	1/17/2020	20200117AFDEFN	Payroll accrual	0 \$	10.89
	Empower Retirement	1/17/2020	20200117AFDEFN	Payroll accrual	0 \$	20.69
201900800	Empower Retirement	1/17/2020	20200117AFHCSF	Payroll accrual	0 \$	2,824.41
	Empower Retirement	1/17/2020	20200117AFHCSF	Payroll accrual	0 \$	6.92
201900801	Internal Revenue Service	1/17/2020	20200117ADFICA	Payroll accrual	0 \$	14,441.19
	Internal Revenue Service	1/17/2020	20200117ADFICA	Payroll accrual	0 \$	494.22
	Internal Revenue Service	1/17/2020	20200117ADFICA	Payroll accrual	0 \$	168.56
	Internal Revenue Service	1/17/2020	20200117ADFICA	Payroll accrual	0 \$	2.77
	Internal Revenue Service	1/17/2020	20200117ADFTA	Payroll accrual	0 \$	200.00
	Internal Revenue Service	1/17/2020	20200117ADFTP	Payroll accrual	0 \$	44.62
	Internal Revenue Service	1/17/2020	20200117ADFTX	Payroll accrual	0 \$	18,763.77
	Internal Revenue Service	1/17/2020	20200117ADFTX	Payroll accrual	0 \$	568.52
	Internal Revenue Service	1/17/2020	20200117ADFTX	Payroll accrual	0 \$	48.15
	Internal Revenue Service	1/17/2020	20200117ADFTX	Payroll accrual	0 \$	3.23
	Internal Revenue Service	1/17/2020	20200117ADMDC	Payroll accrual	0 \$	3,377.34
	Internal Revenue Service	1/17/2020	20200117ADMDC	Payroll accrual	0 \$	115.61
	Internal Revenue Service	1/17/2020	20200117ADMDC	Payroll accrual	0 \$	39.42
	Internal Revenue Service	1/17/2020	20200117ADMDC	Payroll accrual	0 \$	0.65
	Internal Revenue Service	1/17/2020	20200117AFFICA	Payroll accrual	0 \$	14,441.19
	Internal Revenue Service	1/17/2020	20200117AFFICA	Payroll accrual	0 \$	494.22
	Internal Revenue Service	1/17/2020	20200117AFFICA	Payroll accrual	0 \$	168.56
	Internal Revenue Service	1/17/2020	20200117AFFICA	Payroll accrual	0 \$	2.77
	Internal Revenue Service	1/17/2020	20200117AFMDC	Payroll accrual	0 \$	3,377.34
	Internal Revenue Service	1/17/2020	20200117AFMDC	Payroll accrual	0 \$	115.61
	Internal Revenue Service	1/17/2020	20200117AFMDC	Payroll accrual	0 \$	39.42
	Internal Revenue Service	1/17/2020	20200117AFMDC	Payroll accrual	0 \$	0.65
201900802	MINNESOTA REVENUE	1/17/2020	20200117ADSITA	Payroll accrual	0 \$	60.00
	MINNESOTA REVENUE	1/17/2020	20200117ADSITA	Payroll accrual	0 \$	20.00
	MINNESOTA REVENUE	1/17/2020	20200117ADSITN	Payroll accrual	0 \$	8,777.08
	MINNESOTA REVENUE	1/17/2020	20200117ADSITN	Payroll accrual	0 \$	261.17
	MINNESOTA REVENUE	1/17/2020	20200117ADSITN	Payroll accrual	0 \$	24.73

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Accounts Payable Summary
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	MINNESOTA REVENUE	1/17/2020	20200117ADSITM	Payroll accrual	0 \$	1.80
	MINNESOTA REVENUE	1/17/2020	20200117ADSITP	Payroll accrual	0 \$	12.00
201900803	MN Teachers Retirement Associati	1/17/2020	20200117ADTRA	Payroll accrual	0 \$	13,978.71
	MN Teachers Retirement Associati	1/17/2020	20200117ADTRA	Payroll accrual	0 \$	542.48
	MN Teachers Retirement Associati	1/17/2020	20200117ADTRA	Payroll accrual	0 \$	3.38
	MN Teachers Retirement Associati	1/17/2020	20200117ADTRA	Payroll accrual	0 \$	29.25
	MN Teachers Retirement Associati	1/17/2020	20200117AFTRAC	Payroll accrual	0 \$	14,761.54
201900803	MN Teachers Retirement Associati	1/17/2020	20200117AFTRAC	Payroll accrual	0 \$	572.86
	MN Teachers Retirement Associati	1/17/2020	20200117AFTRAC	Payroll accrual	0 \$	30.89
	MN Teachers Retirement Associati	1/17/2020	20200117AFTRAC	Payroll accrual	0 \$	3.56
201900804	Public Employees Retirement Asso	1/17/2020	20200117ADPER	Payroll accrual	0 \$	3,423.91
	Public Employees Retirement Asso	1/17/2020	20200117ADPER	Payroll accrual	0 \$	46.10
	Public Employees Retirement Asso	1/17/2020	20200117ADPER	Payroll accrual	0 \$	155.66
	Public Employees Retirement Asso	1/17/2020	20200117AFPERA	Payroll accrual	0 \$	3,950.70
	Public Employees Retirement Asso	1/17/2020	20200117AFPERA	Payroll accrual	0 \$	53.18
	Public Employees Retirement Asso	1/17/2020	20200117AFPERA	Payroll accrual	0 \$	179.59
201900805	Public Employees Retirement-DCP	1/17/2020	20200117ADDCP	Payroll accrual	0 \$	24.00
	Public Employees Retirement-DCP	1/17/2020	20200117AFDCP	Payroll accrual	0 \$	24.00
201900806	Educator Benefit Consultants, LLC	1/31/2020	20200131ADTSAI	Payroll accrual	0 \$	53.08
	Educator Benefit Consultants, LLC	1/31/2020	20200131ADTSAI	Payroll accrual	0 \$	196.17
	Educator Benefit Consultants, LLC	1/31/2020	20200131ADTSAI	Payroll accrual	0 \$	1,351.95
	Educator Benefit Consultants, LLC	1/31/2020	20200131ADTSEC	Payroll accrual	0 \$	2,531.39
	Educator Benefit Consultants, LLC	1/31/2020	20200131ADTSEC	Payroll accrual	0 \$	46.16
	Educator Benefit Consultants, LLC	1/31/2020	20200131ADTSFR	Payroll accrual	0 \$	2,408.14
	Educator Benefit Consultants, LLC	1/31/2020	20200131ADTSGf	Payroll accrual	0 \$	480.78
	Educator Benefit Consultants, LLC	1/31/2020	20200131ADTSHC	Payroll accrual	0 \$	150.51
	Educator Benefit Consultants, LLC	1/31/2020	20200131ADTSM	Payroll accrual	0 \$	181.62
	Educator Benefit Consultants, LLC	1/31/2020	20200131ADTSSY	Payroll accrual	0 \$	250.00
	Educator Benefit Consultants, LLC	1/31/2020	20200131ADTSVf	Payroll accrual	0 \$	3,360.05
	Educator Benefit Consultants, LLC	1/31/2020	20200131ADTSVf	Payroll accrual	0 \$	65.39
	Educator Benefit Consultants, LLC	1/31/2020	20200131AFTSAN	Payroll accrual	0 \$	196.17
	Educator Benefit Consultants, LLC	1/31/2020	20200131AFTSAS	Payroll accrual	0 \$	361.64
	Educator Benefit Consultants, LLC	1/31/2020	20200131AFTSEC	Payroll accrual	0 \$	1,374.66

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Accounts Payable Summary
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Educator Benefit Consultants, LLC	1/31/2020	20200131AFTSEC	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	1/31/2020	20200131AFTSFR	Payroll accrual	0	\$ 709.95
	Educator Benefit Consultants, LLC	1/31/2020	20200131AFTSGR	Payroll accrual	0	\$ 111.55
	Educator Benefit Consultants, LLC	1/31/2020	20200131AFTSHC	Payroll accrual	0	\$ 52.18
	Educator Benefit Consultants, LLC	1/31/2020	20200131AFTSMC	Payroll accrual	0	\$ 141.71
	Educator Benefit Consultants, LLC	1/31/2020	20200131AFTSST	Payroll accrual	0	\$ 46.16
	Educator Benefit Consultants, LLC	1/31/2020	20200131AFTSVA	Payroll accrual	0	\$ 1,409.04
	Educator Benefit Consultants, LLC	1/31/2020	20200131AFTSVA	Payroll accrual	0	\$ 65.39
201900807	Empower Retirement	1/31/2020	20200131ADG-45	Payroll accrual	0	\$ 10.89
201900807	Empower Retirement	1/31/2020	20200131ADG-45	Payroll accrual	0	\$ 20.69
	Empower Retirement	1/31/2020	20200131AFDEFN	Payroll accrual	0	\$ 10.89
	Empower Retirement	1/31/2020	20200131AFDEFN	Payroll accrual	0	\$ 20.69
	Empower Retirement	1/31/2020	20200131AFHCSF	Payroll accrual	0	\$ 2,824.41
	Empower Retirement	1/31/2020	20200131AFHCSF	Payroll accrual	0	\$ 6.92
201900808	Internal Revenue Service	1/31/2020	20200131ADFICA	Payroll accrual	0	\$ 16,666.57
	Internal Revenue Service	1/31/2020	20200131ADFICA	Payroll accrual	0	\$ 424.67
	Internal Revenue Service	1/31/2020	20200131ADFICA	Payroll accrual	0	\$ 569.68
	Internal Revenue Service	1/31/2020	20200131ADFICA	Payroll accrual	0	\$ 10.23
	Internal Revenue Service	1/31/2020	20200131ADFTA	Payroll accrual	0	\$ 200.00
	Internal Revenue Service	1/31/2020	20200131ADFTA	Payroll accrual	0	\$ 10.00
	Internal Revenue Service	1/31/2020	20200131ADFTP	Payroll accrual	0	\$ 135.04
	Internal Revenue Service	1/31/2020	20200131ADFTX	Payroll accrual	0	\$ 20,869.94
	Internal Revenue Service	1/31/2020	20200131ADFTX	Payroll accrual	0	\$ 482.36
	Internal Revenue Service	1/31/2020	20200131ADFTX	Payroll accrual	0	\$ 482.63
	Internal Revenue Service	1/31/2020	20200131ADFTX	Payroll accrual	0	\$ -
	Internal Revenue Service	1/31/2020	20200131ADMDC	Payroll accrual	0	\$ 3,897.77
	Internal Revenue Service	1/31/2020	20200131ADMDC	Payroll accrual	0	\$ 99.32
	Internal Revenue Service	1/31/2020	20200131ADMDC	Payroll accrual	0	\$ 133.23
	Internal Revenue Service	1/31/2020	20200131ADMDC	Payroll accrual	0	\$ 2.39
	Internal Revenue Service	1/31/2020	20200131AFFICA	Payroll accrual	0	\$ 16,666.57
	Internal Revenue Service	1/31/2020	20200131AFFICA	Payroll accrual	0	\$ 424.67
	Internal Revenue Service	1/31/2020	20200131AFFICA	Payroll accrual	0	\$ 569.68
	Internal Revenue Service	1/31/2020	20200131AFFICA	Payroll accrual	0	\$ 10.23

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Accounts Payable Summary
February 18, 2020

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Internal Revenue Service	1/31/2020	20200131AFMDC	Payroll accrual	0 \$	3,897.77
	Internal Revenue Service	1/31/2020	20200131AFMDC	Payroll accrual	0 \$	99.32
	Internal Revenue Service	1/31/2020	20200131AFMDC	Payroll accrual	0 \$	133.23
	Internal Revenue Service	1/31/2020	20200131AFMDC	Payroll accrual	0 \$	2.39
201900809	MINNESOTA REVENUE	1/31/2020	20200131ADSITA	Payroll accrual	0 \$	60.00
	MINNESOTA REVENUE	1/31/2020	20200131ADSITA	Payroll accrual	0 \$	5.00
	MINNESOTA REVENUE	1/31/2020	20200131ADSITA	Payroll accrual	0 \$	20.00
	MINNESOTA REVENUE	1/31/2020	20200131ADSITV	Payroll accrual	0 \$	9,825.58
	MINNESOTA REVENUE	1/31/2020	20200131ADSITV	Payroll accrual	0 \$	236.75
	MINNESOTA REVENUE	1/31/2020	20200131ADSITV	Payroll accrual	0 \$	247.97
	MINNESOTA REVENUE	1/31/2020	20200131ADSITV	Payroll accrual	0 \$	-
	MINNESOTA REVENUE	1/31/2020	20200131ADSITP	Payroll accrual	0 \$	97.64
201900810	MN Teachers Retirement Associati	1/31/2020	20200131ADTRA	Payroll accrual	0 \$	13,709.27
	MN Teachers Retirement Associati	1/31/2020	20200131ADTRA	Payroll accrual	0 \$	378.68
	MN Teachers Retirement Associati	1/31/2020	20200131ADTRA	Payroll accrual	0 \$	57.52
	MN Teachers Retirement Associati	1/31/2020	20200131AFTRAC	Payroll accrual	0 \$	14,477.08
	MN Teachers Retirement Associati	1/31/2020	20200131AFTRAC	Payroll accrual	0 \$	399.89
	MN Teachers Retirement Associati	1/31/2020	20200131AFTRAC	Payroll accrual	0 \$	60.75
201900811	Public Employees Retirement Asso	1/31/2020	20200131ADPER	Payroll accrual	0 \$	6,039.01
	Public Employees Retirement Asso	1/31/2020	20200131ADPER	Payroll accrual	0 \$	116.76
	Public Employees Retirement Asso	1/31/2020	20200131ADPER	Payroll accrual	0 \$	601.70
	Public Employees Retirement Asso	1/31/2020	20200131ADPER	Payroll accrual	0 \$	10.73
	Public Employees Retirement Asso	1/31/2020	20200131AFPERA	Payroll accrual	0 \$	6,968.08
	Public Employees Retirement Asso	1/31/2020	20200131AFPERA	Payroll accrual	0 \$	134.74
	Public Employees Retirement Asso	1/31/2020	20200131AFPERA	Payroll accrual	0 \$	694.27
	Public Employees Retirement Asso	1/31/2020	20200131AFPERA	Payroll accrual	0 \$	12.38
201900812	Public Employees Retirement-DCP	1/31/2020	20200131ADDCP	Payroll accrual	0 \$	49.00
	Public Employees Retirement-DCP	1/31/2020	20200131AFDCP	Payroll accrual	0 \$	49.00
201900830-	BMO	1/30/2020		See Credit Card Detail Report	0	
201900907		2/3/2020			0 \$	19,073.41
201900908	Internal Revenue Service	2/4/2020	20200204ADFICA	Payroll accrual	0 \$	231.53
	Internal Revenue Service	2/4/2020	20200204ADFTP	Payroll accrual	0 \$	31.20
	Internal Revenue Service	2/4/2020	20200204ADFTX	Payroll accrual	0 \$	64.07

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Accounts Payable Summary
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Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Internal Revenue Service	2/4/2020	20200204ADMDC	Payroll accrual	0 \$	54.16
	Internal Revenue Service	2/4/2020	20200204AFFICA	Payroll accrual	0 \$	231.53
	Internal Revenue Service	2/4/2020	20200204AFMDC	Payroll accrual	0 \$	54.16
201900909	MINNESOTA REVENUE	2/4/2020	20200204ADSITV	Payroll accrual	0 \$	33.74
	MINNESOTA REVENUE	2/4/2020	20200204ADSITP	Payroll accrual	0 \$	103.25
201900910	MN Teachers Retirement Associati	2/4/2020	20200204ADTRAC	Payroll accrual	0 \$	103.60
	MN Teachers Retirement Associati	2/4/2020	20200204AFTRAC	Payroll accrual	0 \$	109.38
201900911	Public Employees Retirement Asso	2/4/2020	20200204ADPERA	Payroll accrual	0 \$	36.02
	Public Employees Retirement Asso	2/4/2020	20200204AFPERA	Payroll accrual	0 \$	41.56
TOTAL						\$ 576,762.72

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	01/23/2020	5486	HUMBELAU002	Humbert Laurie A	Stu Stumps, 800-348-5084, IN, 4	STUMPS 000	01/24/2020		Invoiced	A	45.53
	1	Prom Decorations (PO # 9182000000)				Missy's (Prom)00000	02/03/2020	45.53			
XXXXXXXXXXXX8335	01/27/2020	5592	SteelEug000	Steele Eugene L	United Truck Body Co, Hermantow	UNITED T000	01/28/2020		Invoiced	A	134.92
	2	Misc. transportation parts			7602000003	Gene's C/C00000	02/03/2020	134.92			
	01/21/2020	5495	SteelEug000	Steele Eugene L	Industrial Lubricant C, Grand R	INDUSTRI001	01/24/2020		Invoiced	A	594.05
	1	Drum of 5w-30				Gene's C/C00001	02/03/2020	594.05			
	01/15/2020	5494	SteelEug000	Steele Eugene L	Rainy Lake Oil Inc, Internation	KEEP ENT000	01/24/2020		Invoiced	A	67.00
	1	dismount and mount tires (1 hour)				Gene's C/C00002	02/03/2020	67.00			
	01/13/2020	5493	SteelEug000	Steele Eugene L	Mannco Trucking Inc, Internatio	MANNCO T000	01/24/2020		Invoiced	A	38.72
	1	filter				Gene's C/C00003	02/03/2020	38.72			
	01/08/2020	5489	SteelEug000	Steele Eugene L	United Truck Body Co, Hermantow	UNITED T000	01/24/2020		Invoiced	A	515.16
	2	Misc. transportation parts			7602000003	Gene's C/C00004	02/03/2020	515.16			
	01/08/2020	5490	SteelEug000	Steele Eugene L	United Truck Body Co, Hermantow	UNITED T000	01/24/2020		Invoiced	A	515.16
	2	Misc. transportation parts			7602000003	Gene's C/C00005	02/03/2020	515.16			
	01/08/2020	5491	SteelEug000	Steele Eugene L	United Truck Body Co, Hermantow	UNITED T000	01/24/2020		Invoiced	A	192.00
	2	Misc. transportation parts			7602000003	Gene's C/C00006	02/03/2020	192.00			
	01/08/2020	5492	SteelEug000	Steele Eugene L	Waschke Family Gm Cent, Interna	WASCHKE 000	01/24/2020		Invoiced	A	54.67
	1	Coil				Gene's C/C00007	02/03/2020	54.67			
	01/06/2020	5488	SteelEug000	Steele Eugene L	Oreilly Auto Parts 39, Internat	O'REILLY000	01/24/2020		Invoiced	A	-129.87
	1	impact sensor return				Gene's C/C00008	02/03/2020	-129.87			
	01/03/2020	5487	SteelEug000	Steele Eugene L	Waschke Family Gm Cent, Interna	WASCHKE 000	01/24/2020		Invoiced	A	224.38
	1	Air bag sensor repair				Gene's C/C00007	02/03/2020	224.38			
	01/01/2020	5497	SteelEug000	Steele Eugene L	Oreilly Auto Parts 39, Internat	O'REILLY000	01/24/2020		Invoiced	A	-133.69
	2	Transportation			8102000011	Gene's C/C00009	02/03/2020	-133.69			
	12/31/2019	5496	SteelEug000	Steele Eugene L	Oreilly Auto Parts 39, Internat	O'REILLY000	01/24/2020		Invoiced	A	133.69
	2	Transportation			8102000011	Gene's C/C00010	02/03/2020	133.69			
											12 transaction(s) for XXXXXXXXXXXX8335. Total Amount ==>> 2,206.19
XXXXXXXXXXXX7362	01/27/2020	5595			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	01/28/2020		Invoiced	A	85.00
	1	Bus Garage				Stacy's C/C00000	02/03/2020	85.00			
	01/24/2020	5593			Cts Frontier Onlinepay, 800-921	FRONTIER000	01/28/2020		Invoiced	A	181.28
	2	FHS Phone Service			8102000019	Stacy's C/C00001	02/03/2020	181.28			
	01/24/2020	5594			Singapore Math, Inc, 5035578100	SINGAPOR000	01/28/2020		Invoiced	A	33.00
	4	Teacher's Guide 4 B			1102000022	Stacy's C/C00002	02/03/2020	25.00			
	5	Shipping			1102000022	Stacy's C/C00002	02/03/2020	8.00			
	01/22/2020	5503			Usps Po 2647200549, Intl Falls,	POSTMAST000	01/24/2020		Invoiced	A	117.70
	1	Postage for W-2's Mailing				Stacy's C/C00003	02/03/2020	117.70			

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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...										
	01/16/2020	5502			Ferrellgas L P, 800-8747699, MO	FERRELLG000	01/24/2020		Invoiced	A	356.14
	1	Propane for Arena				Stacy's C/C00004	02/03/2020	356.14			
	01/10/2020	5500			Dollar General 15619, Internati	DOLLAR G000	01/24/2020		Invoiced	A	19.85
	1	TAGS Event Supplies				Stacy's C/C00005	02/03/2020	19.85			
	01/10/2020	5501			Singapore Math, Inc, 5035578100	SINGAPOR000	01/24/2020		Invoiced	A	168.00
	2	Math Textbooks 4B			1102000022	Stacy's C/C00006	02/03/2020	84.00			
	3	Math Textbooks 4B			1102000022	Stacy's C/C00006	02/03/2020	84.00			
	01/09/2020	5499			Lamar Media Corp, 225-237-1068,	LAMAR C0000	01/24/2020		Invoiced	A	965.00
	2	Billboard Contract Services.			7902000021	Stacy's C/C00007	02/03/2020	965.00			
	01/03/2020	5498			Paul Bunyan Communicat, 2184441	PAUL BUN000	01/24/2020		Invoiced	A	650.00
	2	36 Month Contract for 1000Mbps, Midnight-4pm/5			6052000003	Stacy's C/C00008	02/03/2020	650.00			
	01/01/2020	5504			Menards E-Commerce, 800-000-000	MENARDS 000	01/24/2020		Invoiced	A	236.76
	2	3.4-4.4 c.u. size mini refrigerator			1102000020	Stacy's C/C00010	02/03/2020	164.00			
	3	small microwave			1102000020	Stacy's C/C00010	02/03/2020	44.99			
	4	Service Plan & Loading Fee				Stacy's C/C00009	02/03/2020	27.77			
	01/01/2020	5505			Menards Intl Falls, Intl Falls	MENARDS 000	01/24/2020		Invoiced	A	-24.97
	1	Service Plan Credit				Stacy's C/C00009	02/03/2020	-24.97			
					11 transaction(s) for XXXXXXXXXXXX7362. Total Amount ==>						2,787.76
XXXXXXXXXXXX7124	01/14/2020	5537	BLESIMIC000	Blesi Michael E	Soundnorth., International, MN,	SOUND NO000	01/24/2020		Invoiced	A	18.99
	2	HDMI Switch			6052000088	Mike's C/C00000	02/03/2020	18.99			
	01/14/2020	5538	BLESIMIC000	Blesi Michael E	Makemusic, Inc., 9529379611, CO		01/24/2020		Invoiced	A	119.95
	2	Print Music 2014			6052000089	Mike's C/C00001	02/03/2020	119.95			
	01/10/2020	5535	BLESIMIC000	Blesi Michael E	Menards Intl Falls, Intl Falls	MENARDS 000	01/24/2020		Invoiced	A	59.99
	2	Cordless Phone for FES Cafeteria			6052000087	Mike's C/C00002	02/03/2020	59.99			
	01/10/2020	5536	BLESIMIC000	Blesi Michael E	Generation Genius, 8669365564,		01/24/2020		Invoiced	A	120.00
	2	Educational Streaming Video and Lessons Subscr			6052000090	Mike's C/C00003	02/03/2020	120.00			
					4 transaction(s) for XXXXXXXXXXXX7124. Total Amount ==>						318.93
XXXXXXXXXXXX7132	01/23/2020	5543	ANDERJER000	Anderson Jeremy R	All Season Equipment, Intl Fall	ALL SEAS000	01/24/2020		Invoiced	A	22.77
	1	tire patch (2)				Jeremy's C/C00000	02/03/2020	22.77			
	01/20/2020	5542	ANDERJER000	Anderson Jeremy R	Northern Lumber Yard I, Intl Fa	NORTHERN005	01/24/2020		Invoiced	A	11.10
	2	Transportation			8102000024	Jeremy's C/C00001	02/03/2020	11.10			
	01/14/2020	5541	ANDERJER000	Anderson Jeremy R	Oreilly Auto Parts 39, Internat	O'REILLY000	01/24/2020		Invoiced	A	48.70
	2	Transportation			8102000011	Jeremy's C/C00002	02/03/2020	48.70			
	01/10/2020	5540	ANDERJER000	Anderson Jeremy R	Oreilly Auto Parts 39, Internat	O'REILLY000	01/24/2020		Invoiced	A	22.09
	2	Transportation			8102000011	Jeremy's C/C00003	02/03/2020	22.09			

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			
XXXXXXXXXXXX7132	continued...										
	01/06/2020	5539	ANDERJER000	Anderson Jeremy R	Oreilly Auto Parts 39, Internat	O'REILLY000	01/24/2020		Invoiced	A	7.99
	2	Transportation			8102000011	Jeremy's C/C00004	02/03/2020	7.99			
											5 transaction(s) for XXXXXXXXXXXXX7132. Total Amount ==>> 112.65
XXXXXXXXXXXX5747	01/23/2020	5483	GROVEKEV000	Grover Kevin K	Hilton Hotels, Minneapolis, MN,		01/24/2020		Invoiced	A	198.40
	1	MSBA conference - early bird			Kevin's C/C00000	02/03/2020	198.40				
	01/23/2020	5484	GROVEKEV000	Grover Kevin K	Hilton Hotels, Minneapolis, MN,		01/24/2020		Invoiced	A	198.40
	1	MSBA conference - Early bird training			Kevin's C/C00000	02/03/2020	198.40				
	01/20/2020	5474	GROVEKEV000	Grover Kevin K	Zelo, Minneapolis, MN, 55402, U		01/24/2020		Invoiced	A	233.35
	1	MSBA conference			Kevin's C/C00000	02/03/2020	233.35				
	01/20/2020	5475	GROVEKEV000	Grover Kevin K	Holiday Stations 0253, Forest L		01/24/2020		Invoiced	A	32.76
	1	MSBA conference			Kevin's C/C00000	02/03/2020	32.76				
	01/20/2020	5476	GROVEKEV000	Grover Kevin K	Hilton Hotels, Minneapolis, MN,		01/24/2020		Invoiced	A	287.34
	1	MSBA conference			Kevin's C/C00000	02/03/2020	287.34				
	01/20/2020	5477	GROVEKEV000	Grover Kevin K	Hilton Hotels, Minneapolis, MN,		01/24/2020		Invoiced	A	287.34
	1	MSBA conference			Kevin's C/C00000	02/03/2020	287.34				
	01/20/2020	5478	GROVEKEV000	Grover Kevin K	Hilton Hotels, Minneapolis, MN,		01/24/2020		Invoiced	A	287.34
	1	MSBA conference			Kevin's C/C00000	02/03/2020	287.34				
	01/20/2020	5479	GROVEKEV000	Grover Kevin K	Hilton Hotels, Minneapolis, MN,		01/24/2020		Invoiced	A	287.34
	1	MSBA conference			Kevin's C/C00000	02/03/2020	287.34				
	01/20/2020	5480	GROVEKEV000	Grover Kevin K	Subway 00053595, Forest Lake, M	SUBWAY 000	01/24/2020		Invoiced	A	24.94
	1	MSBA conference			Kevin's C/C00001	02/03/2020	24.94				
	01/20/2020	5481	GROVEKEV000	Grover Kevin K	11th St Under Ramp 808, Minneap		01/24/2020		Invoiced	A	30.00
	1	MSBA conference parking			Kevin's C/C00000	02/03/2020	30.00				
	01/20/2020	5482	GROVEKEV000	Grover Kevin K	Hilton Hotels, Minneapolis, MN,		01/24/2020		Invoiced	A	287.34
	1	MSBA conference			Kevin's C/C00000	02/03/2020	287.34				
	01/17/2020	5473	GROVEKEV000	Grover Kevin K	Black Bear Casino Reso, Carlton	BLACK BE000	01/24/2020		Invoiced	A	64.08
	1	MSBA conference			Kevin's C/C00002	02/03/2020	64.08				
	01/15/2020	5471	GROVEKEV000	Grover Kevin K	Holiday Stations 0226, Hinckley		01/24/2020		Invoiced	A	36.50
	1	MASA meeting - should be reimbursed			Kevin's C/C00000	02/03/2020	36.50				
	01/15/2020	5472	GROVEKEV000	Grover Kevin K	Double Tree Roseville, Rosevill		01/24/2020		Invoiced	A	126.33
	1	MASA - should be reimbursed			Kevin's C/C00000	02/03/2020	126.33				
	12/30/2019	5485	GROVEKEV000	Grover Kevin K	Shell Oil 57444604706, Motley,		01/24/2020		Invoiced	A	46.98
	1	Gas - trip to pick up weight equipment for are			Kevin's C/C00000	02/03/2020	46.98				
											15 transaction(s) for XXXXXXXXXXXXX5747. Total Amount ==>> 2,428.44

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	01/23/2020	5551	SLATIBET000	Slatinski BethAnne K	Usps Po 2647200549, Intl Falls,	POSTMAST000	01/24/2020		Invoiced	A	55.00
	2	9c Postage			7902000073	Beth's C/C00000	02/03/2020	55.00			
	01/20/2020	5550	SLATIBET000	Slatinski BethAnne K	Menards Intl Falls, Intl Falls	MENARDS 000	01/24/2020		Invoiced	A	51.75
	2	12h Youth Group Refreshments			7902000074	Beth's C/C00001	02/03/2020	51.75			
	01/15/2020	5549	SLATIBET000	Slatinski BethAnne K	Quality Logo Products, 86631256	QUALITY 000	01/24/2020		Invoiced	A	529.89
	2	Coalition Directed Activities (12l)			7902000072	Beth's C/C00002	02/03/2020	529.89			
	01/09/2020	5546	SLATIBET000	Slatinski BethAnne K	Menards Intl Falls, Intl Falls	MENARDS 000	01/24/2020		Invoiced	A	83.93
	2	Youth Group Refreshments (12h)			7902000068	Beth's C/C00003	02/03/2020	83.93			
	01/09/2020	5547	SLATIBET000	Slatinski BethAnne K	Stickergiant.Com, 866-774-7900,		01/24/2020		Invoiced	A	633.29
	1				Beth's C/C00004	02/03/2020	633.29				
	01/09/2020	5548	SLATIBET000	Slatinski BethAnne K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	01/24/2020		Invoiced	A	8.00
	2	Youth Group Activities (12i)			7902000070	Beth's C/C00005	02/03/2020	8.00			
	01/06/2020	5544	SLATIBET000	Slatinski BethAnne K	Menards Intl Falls, Intl Falls	MENARDS 000	01/24/2020		Invoiced	A	63.44
	2	Youth Group Refreshments			7902000069	Beth's C/C00006	02/03/2020	63.44			
	01/06/2020	5545	SLATIBET000	Slatinski BethAnne K	Battalion Distributing, Interna	BATTALIO000	01/24/2020		Invoiced	A	14.65
	2	Coalition Directed Activities			7902000071	Beth's C/C00007	02/03/2020	14.65			
8 transaction(s) for XXXXXXXXXXXX7648. Total Amount ==>											1,439.95
XXXXXXXXXXXX2314	01/27/2020	5598	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Rd5at2gf3, Amzn.Co	AMAZON B000	01/28/2020		Invoiced	A	78.71
	7	Update International (DP-8) 4 oz Stainless Ste			7702000009	Karla's00000	02/03/2020	14.00			
	8	Curad Alcohol Prep Pads , Thick Alcohol Swabs			7702000009	Karla's00000	02/03/2020	12.38			
	9	Energizer CR2032 Batteries, 3V Lithium Coin Ce			7702000009	Karla's00000	02/03/2020	5.29			
	10	5-Year Warranty SURPOWER CRL225 3V Batter			7702000009	Karla's00000	02/03/2020	5.79			
	11	Taylor 9848EFDA 5 200-400xb0F Waterproof Insta			7702000009	Karla's00000	02/03/2020	41.25			
	01/24/2020	5597	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	01/28/2020		Invoiced	A	38.70
	1	Supplies for class			Karla's00001	02/03/2020	38.70				
	01/17/2020	5565	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	01/24/2020		Invoiced	A	27.33
	1	Supplies for class			Karla's00001	02/03/2020	27.33				
	01/15/2020	5562	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	01/24/2020		Invoiced	A	73.58
	1	Supplies for class			Karla's00001	02/03/2020	73.58				
	01/15/2020	5563	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	01/24/2020		Invoiced	A	81.40
	1	Supplies for class			Karla's00001	02/03/2020	81.40				
	01/15/2020	5564	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	01/24/2020		Invoiced	A	59.40
	1	Staff Inservice Day			Karla's00001	02/03/2020	59.40				
	01/13/2020	5558	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	01/24/2020		Invoiced	A	24.08
	1	Supplies for class			Karla's00001	02/03/2020	24.08				
	01/13/2020	5560	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	01/24/2020		Invoiced	A	81.03
	1	Supplies for class			Karla's00001	02/03/2020	81.03				

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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			
XXXXXXXXXXXX2314	continued...										
	01/13/2020	5561	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Ro8rq4jb3, Amzn.Co	AMAZON B000	01/24/2020		Invoiced	A	62.98
	2	DcZeRong Full Round Tiara Queen Crown Adult Wo			2502000016	Karla's00002	02/03/2020	49.99			
	3	MIUNIKO 2PCS Fashion King and Queen Skullies H			2502000016	Karla's00002	02/03/2020	12.99			
	01/10/2020	5557	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US J58lk3l53, Amzn.Co	AMAZON B000	01/24/2020		Invoiced	A	73.15
	2	Jolly Time All In One Kit for 6 oz. Popcorn Ma			2502000015	Karla's00003	02/03/2020	33.22			
	3	1 Oz Popcorn Bag, Red and White Disposable Car			2502000015	Karla's00003	02/03/2020	19.99			
	4	Nike Set of 5 Lanyard Keychain Holder			2502000015	Karla's00003	02/03/2020	19.94			
	01/10/2020	5559	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Qp8fc3eh3, Amzn.Co	AMAZON B000	01/24/2020		Invoiced	A	18.75
	2	Mott's Fruit Snacks, Assorted Fruit Gluten Fre			2502000015	Karla's00004	02/03/2020	18.75			
	01/09/2020	5556	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Mc4775xl3, Amzn.Co	AMAZON B000	01/24/2020		Invoiced	A	143.47
	2	Winco FPS-4 Solid Food Portioner, 4-Ounce, Med			7702000008	Karla's00005	02/03/2020	12.14			
	3	American Metalcraft SPNP3 3 oz Stainless Steel			7702000008	Karla's00005	02/03/2020	33.98			
	4	American Metalcraft SPNP4 4-Ounce Stainless St			7702000008	Karla's00005	02/03/2020	12.42			
	5	Newness Pasta Spoon, [Rustproof, Heat Resistan			7702000008	Karla's00005	02/03/2020	11.48			
	7	Arkwright Qwick WickTerry Bar Mop Towel Pack o			7702000008	Karla's00005	02/03/2020	27.98			
	8	Rubbermaid Commercial High Heat Spatula, 16-1/			7702000008	Karla's00005	02/03/2020	35.48			
	9	OXO Good Grips 11-Inch Better Balloon Whisk			7702000008	Karla's00005	02/03/2020	9.99			
	01/08/2020	5554	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	01/24/2020		Invoiced	A	119.59
	1	Supplies for class				Karla's00001	02/03/2020	119.59			
	01/08/2020	5555	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US J85jw3tz3, Amzn.Co	AMAZON B000	01/24/2020		Invoiced	A	10.12
	2	Winco FPS-3 Solid Food Portioner, 3-Ounce, Med			7702000008	Karla's00006	02/03/2020	10.12			
	01/07/2020	5553	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	01/24/2020		Invoiced	A	60.33
	1	Supplies for class				Karla's00001	02/03/2020	60.33			
	01/06/2020	5552	OLSONKAR000	Olson-Line Karla A	Super One, International, MN, 5	SUPER ON000	01/24/2020		Invoiced	A	86.44
	1	Supplies for class				Karla's00001	02/03/2020	86.44			
	16 transaction(s) for XXXXXXXXXXXX2314. Total Amount ==>										1,039.06
XXXXXXXXXXXX2322	01/14/2020	5568	HEISSVIC000	Heiss Victoria L	Menards Intl Falls, Intl Falls	MENARDS 000	01/24/2020		Invoiced	A	23.60
	2	MISC SUPPLIES GEORGE MCDONALD			2552000005	George's C/C00000	02/03/2020	23.60			
	01/09/2020	5567	HEISSVIC000	Heiss Victoria L	Northern Lumber Yard I, Intl Fa	NORTHERN005	01/24/2020		Invoiced	A	25.56
	2	BLANKET PO GEORGE MCDONALD			2552000003	George's C/C00001	02/03/2020	25.56			
	01/06/2020	5566	HEISSVIC000	Heiss Victoria L	Northern Lumber Yard I, Intl Fa	NORTHERN005	01/24/2020		Invoiced	A	72.76
	2	BLANKET PO GEORGE MCDONALD			2552000003	George's C/C00002	02/03/2020	72.76			
	3 transaction(s) for XXXXXXXXXXXX2322. Total Amount ==>										121.92
XXXXXXXXXXXX3600	01/27/2020	5589	HUMBELAU002	Humbert Laurie A	Paypal Mfca Clinic, 4029357733,	MFC CLIN000	01/28/2020		Invoiced	A	300.00
	2				Laurie's C/C00000	02/03/2020		300.00			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX3600	continued...										
	01/27/2020	5590	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	01/28/2020		Invoiced	A	369.48
	2	WIPES,NATURAL,GGN			1302000172	Laurie's C/C00001	02/03/2020	369.48			
	01/24/2020	5588	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	01/28/2020		Invoiced	A	98.52
	1	Supplies for Business Office				Laurie's C/C00002	02/03/2020	98.52			
	01/21/2020	5465	HUMBELAU002	Humbert Laurie A	County Mkt. #574, International	COUNTY M000	01/24/2020		Invoiced	A	92.55
	2	FES In Service Day - Baked Goods			1302000176	Laurie's C/C00003	02/03/2020	92.55			
	01/20/2020	5463	HUMBELAU002	Humbert Laurie A	Super One, International, MN, 5	SUPER ON000	01/24/2020		Invoiced	A	15.00
	1					Laurie's C/C00004	02/03/2020	15.00			
	01/20/2020	5464	HUMBELAU002	Humbert Laurie A	County Mkt. #574, International	COUNTY M000	01/24/2020		Invoiced	A	61.25
	2	Bakery items for In Service Day			1302000173	Laurie's C/C00005	02/03/2020	61.25			
	01/15/2020	5462	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	01/24/2020		Invoiced	A	250.94
	2	RUBBERBANDS,ASSTD SZ,1LB			1302000166	Laurie's C/C00006	02/03/2020	7.32			
	3	MARKER,EXPO 2,CHISEL,BE			1302000166	Laurie's C/C00006	02/03/2020	46.68			
	4	MARKER,EXPO 2,CHISEL,RD			1302000166	Laurie's C/C00006	02/03/2020	46.68			
	5	CARD,INDEX,RULED,3X5,WE			1302000166	Laurie's C/C00006	02/03/2020	4.68			
	6	PADFOLIO,LETTER,AST			1302000166	Laurie's C/C00006	02/03/2020	34.80			
	7	PAPER,LASER,250SH,65#,BRW			1302000166	Laurie's C/C00006	02/03/2020	44.60			
	8	PAPER,LEDGER,FIREWORX,CA			1302000166	Laurie's C/C00006	02/03/2020	66.18			
	01/13/2020	5460	HUMBELAU002	Humbert Laurie A	County Mkt. #574, International	COUNTY M000	01/24/2020		Invoiced	A	-0.86
	2					Laurie's C/C00007	02/03/2020	-0.86			
	01/13/2020	5461	HUMBELAU002	Humbert Laurie A	Super One, International, MN, 5	SUPER ON000	01/24/2020		Invoiced	A	67.42
	2	FES School Project - end of the qtr			1302000169	Laurie's C/C00008	02/03/2020	67.42			
	01/08/2020	5458	HUMBELAU002	Humbert Laurie A	Super One, International, MN, 5	SUPER ON000	01/24/2020		Invoiced	A	32.83
	2	Misc supplies for Ms. Tate			1302000164	Laurie's C/C00009	02/03/2020	32.83			
	01/08/2020	5459	HUMBELAU002	Humbert Laurie A	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	01/24/2020		Invoiced	A	28.25
	2	FES Library Supplies			1302000167	Laurie's C/C00010	02/03/2020	28.25			
	01/07/2020	5456	HUMBELAU002	Humbert Laurie A	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	01/24/2020		Invoiced	A	10.79
	2					Laurie's C/C00011	02/03/2020	10.79			
	01/07/2020	5457	HUMBELAU002	Humbert Laurie A	County Mkt. #574, International	COUNTY M000	01/24/2020		Invoiced	A	13.71
	1	Misc. supplies for Ms. Tate			1302000165	Laurie's C/C00012	02/03/2020	13.71			
											13 transaction(s) for XXXXXXXXXXXX3600. Total Amount ==>> 1,339.88
XXXXXXXXXXXX2606	01/24/2020	5596	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	01/28/2020		Invoiced	A	1,445.82
	2	KAI KBLOOEY KAIBLOOEY 4X1GARESTROOM CLEANER			8102000087	Tom's C/C00001	02/03/2020	167.54			
	3	GP 26495 PACIFIC BLUE ULTRA6X1150 BROWN PAPER			8102000087	Tom's C/C00001	02/03/2020	553.80			
	4	DAL DAL2432XB BLACK 500CA24X32 1M ROLL CAN LIN			8102000087	Tom's C/C00001	02/03/2020	218.05			
	5	GP 12798 ENVISION 9" 8X10002PLY TOILET TISSUE			8102000087	Tom's C/C00001	02/03/2020	166.70			

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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			
XXXXXXXXXXXX2606	continued...										
	6	JP 4277285 OXIVIR TB RTU 12X1QTDISINFECTANT CL			8102000087	Tom's C/C00001	02/03/2020	93.46			
	7	VJ 1000043392 GERM-X 2X1150MLOMNIPOD GREEN FOA			8102000087	Tom's C/C00001	02/03/2020	154.56			
	8	shipping				Tom's C/C00000	02/03/2020	91.71			
	01/21/2020	5523	HOLT THO000	Holt Thomas T	Oreilly Auto Parts 39, Internat	O'REILLY000	01/24/2020		Invoiced	A	41.02
	2	FHS			8102000011	Tom's C/C00002	02/03/2020	41.02			
	01/17/2020	5521	HOLT THO000	Holt Thomas T	Department Of Labor An, 651-284	MN DEPT 000	01/24/2020		Invoiced	A	50.00
	1	Jeff Trask special boilers permit test applica				Tom's C/C00003	02/03/2020	50.00			
	01/17/2020	5522	HOLT THO000	Holt Thomas T	Department Of Labor An, 651-284	MN DEPT 000	01/24/2020		Invoiced	A	50.00
	1	Norms boilers test schedule				Tom's C/C00003	02/03/2020	50.00			
	01/16/2020	5520	HOLT THO000	Holt Thomas T	Amzn Mktp US Yk9xe3w63, Amzn.Co	AMAZON B000	01/24/2020		Invoiced	A	139.96
	1	FHS misc. parts				Tom's C/C00004	02/03/2020	139.96			
	01/14/2020	5517	HOLT THO000	Holt Thomas T	Department Of Labor An, 651-284	MN DEPT 000	01/24/2020		Invoiced	A	50.00
	1	Randy Harts special boilers permit test applic				Tom's C/C00003	02/03/2020	50.00			
	01/14/2020	5518	HOLT THO000	Holt Thomas T	Department Of Labor An, 651-284	MN DEPT 000	01/24/2020		Invoiced	A	50.00
	1	Tawnya Porter special boilers permit test appl				Tom's C/C00003	02/03/2020	50.00			
	01/14/2020	5519	HOLT THO000	Holt Thomas T	Amzn Mktp US F79vx9r33, Amzn.Co	AMAZON B000	01/24/2020		Invoiced	A	93.49
	1	FHS misc. Supplies				Tom's C/C00004	02/03/2020	93.49			
	01/13/2020	5513	HOLT THO000	Holt Thomas T	Hsem Tier 2 Reporting, 651-2017		01/24/2020		Invoiced	A	0.62
	1	Type II annual hazardous waste report FHS card				Tom's C/C00005	02/03/2020	0.62			
	01/13/2020	5514	HOLT THO000	Holt Thomas T	Hsem Tier 2 Reporting, 651-2017		01/24/2020		Invoiced	A	25.00
	1	Type II annual hazardous waste report FHS				Tom's C/C00005	02/03/2020	25.00			
	01/13/2020	5515	HOLT THO000	Holt Thomas T	Hsem Tier 2 Reporting, 651-2017		01/24/2020		Invoiced	A	25.00
	1	Type II annual hazardous waste report Bus gara				Tom's C/C00005	02/03/2020	25.00			
	01/13/2020	5516	HOLT THO000	Holt Thomas T	Hsem Tier 2 Reporting, 651-2017		01/24/2020		Invoiced	A	0.62
	1	Type II annual hazardous waste report Bus gara				Tom's C/C00005	02/03/2020	0.62			
	01/09/2020	5509	HOLT THO000	Holt Thomas T	American Time, 8003288996, MN,	AMERICAN018	01/24/2020		Invoiced	A	493.52
	2	American clock rebuild kits			8102000084	Tom's C/C00006	02/03/2020	473.70			
	3	Shipping			8102000084	Tom's C/C00006	02/03/2020	12.95			
	4	Tariff			8102000084	Tom's C/C00006	02/03/2020	6.87			
	01/09/2020	5510	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	01/24/2020		Invoiced	A	170.00
	2	HS GL-N108EPF-LG NITRILE BLUE10X50 8M PWD FREE			8102000081	Tom's C/C00007	02/03/2020	98.00			
	3	HS GL-N135FX GLOVE NITRILE 4MIL10X100 XLARGE P			8102000081	Tom's C/C00007	02/03/2020	72.00			
	01/09/2020	5511	HOLT THO000	Holt Thomas T	Fmcsa D&a Clearinghaus, 202-366		01/24/2020		Invoiced	A	12.50
	1	New FMCSA mandatory yearly driver clearing ho				Tom's C/C00005	02/03/2020	12.50			
	01/09/2020	5512	HOLT THO000	Holt Thomas T	Fmcsa D&a Clearinghaus, 202-366		01/24/2020		Invoiced	A	25.00
	1	New FMCSA mandatory yearly driver clearing ho				Tom's C/C00005	02/03/2020	25.00			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount	
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount				
XXXXXXXXXXXX2606	continued...											
	01/08/2020	5508	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	01/24/2020		Invoiced	A	21.13	
	2	FHS blanket			8102000009	Tom's C/C00008	02/03/2020	21.13				
	12/31/2019	5525	HOLT THO000	Holt Thomas T	Dalco Enterprises, 6512516657,	DALCO 000	01/24/2020		Invoiced	A	555.57	
	2	DAL DAL3858X3B BLACK 100CA38X58 1.5M ROLL CAN			8102000081	Tom's C/C00009	02/03/2020	115.74				
	3	DAL DAL2432XB BLACK 500CA24X32 1M ROLL CAN LIN			8102000081	Tom's C/C00009	02/03/2020	218.05				
	4	GP 12798 ENVISION 9" 8X10002PLY TOILET TISSUE			8102000081	Tom's C/C00009	02/03/2020	166.70				
	5	DAL 416 RAYON 24OZ WHITE 12CACUT END 1" HB FIN			8102000081	Tom's C/C00009	02/03/2020	55.08				
	12/30/2019	5524	HOLT THO000	Holt Thomas T	Oreilly Auto Parts 39, Internat	O'REILLY000	01/24/2020		Invoiced	A	79.99	
	2	Transportation			8102000011	Tom's C/C00010	02/03/2020	79.99				
					19 transaction(s) for XXXXXXXXXXXX2606. Total Amount ==>							3,329.24
XXXXXXXXXXXX5690	01/27/2020	5591	HEISSVIC000	Heiss Victoria L	Menards Intl Falls, Intl Falls	MENARDS 000	01/28/2020		Invoiced	A	160.81	
	2	MISC SUPPLIES GEORGE MCDONALD			2552000005	Vicki's C/C00000	02/03/2020	160.81				
	01/22/2020	5467	HEISSVIC000	Heiss Victoria L	Usps Po 2647200549, Intl Falls,	POSTMAST000	01/24/2020		Invoiced	A	30.00	
	1					Vicki's C/C00001	02/03/2020	30.00				
	01/17/2020	5466	HEISSVIC000	Heiss Victoria L	Super One, International, MN, 5	SUPER ON000	01/24/2020		Invoiced	A	29.38	
	2	GROCERIES FOR COOKING-SPED HEIDI THOMPSON			3002000035	Vicki's C/C00002	02/03/2020	29.38				
					3 transaction(s) for XXXXXXXXXXXX5690. Total Amount ==>							220.19
XXXXXXXXXXXX6650	01/21/2020	5577	JORGELOR000	Jorgenson Lori R	Mpls Meter M 8090, Minneapolis,		01/24/2020		Invoiced	A	2.00	
	1					Lori's C/C00000	02/03/2020	2.00				
	01/21/2020	5578	JORGELOR000	Jorgenson Lori R	Lq Bloomington Llc, Bloomington		01/24/2020		Invoiced	A	187.82	
	1					Lori's C/C00000	02/03/2020	187.82				
	01/21/2020	5579	JORGELOR000	Jorgenson Lori R	Perkins Rest 00010843, Rosevill		01/24/2020		Invoiced	A	271.80	
	1					Lori's C/C00000	02/03/2020	271.80				
	01/21/2020	5580	JORGELOR000	Jorgenson Lori R	Lq Bloomington Llc, Bloomington		01/24/2020		Invoiced	A	187.82	
	1					Lori's C/C00000	02/03/2020	187.82				
	01/21/2020	5581	JORGELOR000	Jorgenson Lori R	Mpls Meter M 8090, Minneapolis,		01/24/2020		Invoiced	A	2.00	
	1					Lori's C/C00000	02/03/2020	2.00				
	01/21/2020	5582	JORGELOR000	Jorgenson Lori R	Lq Bloomington Llc, Bloomington		01/24/2020		Invoiced	A	187.82	
	1					Lori's C/C00000	02/03/2020	187.82				
	01/21/2020	5583	JORGELOR000	Jorgenson Lori R	Lq Bloomington Llc, Bloomington		01/24/2020		Invoiced	A	187.82	
	1					Lori's C/C00000	02/03/2020	187.82				
	01/21/2020	5584	JORGELOR000	Jorgenson Lori R	Lq Bloomington Llc, Bloomington		01/24/2020		Invoiced	A	187.82	
	1					Lori's C/C00000	02/03/2020	187.82				
	01/21/2020	5585	JORGELOR000	Jorgenson Lori R	Lq Bloomington Llc, Bloomington		01/24/2020		Invoiced	A	187.82	
	1					Lori's C/C00000	02/03/2020	187.82				

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			
XXXXXXXXXXXX6650	continued...										
	01/20/2020	5572	JORGELOR000	Jorgenson Lori R	Pizza Luce Vii, Richfield, MN,		01/24/2020		Invoiced	A	277.88
	1					Lori's C/C00000	02/03/2020	277.88			
	01/20/2020	5573	JORGELOR000	Jorgenson Lori R	U Of M Parking, Minneapolis, MN		01/24/2020		Invoiced	A	2.00
	1					Lori's C/C00000	02/03/2020	2.00			
	01/20/2020	5574	JORGELOR000	Jorgenson Lori R	Tgi Fridays 2687, Minneapolis,		01/24/2020		Invoiced	A	346.01
	1					Lori's C/C00000	02/03/2020	346.01			
	01/20/2020	5575	JORGELOR000	Jorgenson Lori R	Bell Museum, 6126258024, MN, 55		01/24/2020		Invoiced	A	202.00
	1					Lori's C/C00000	02/03/2020	202.00			
	01/20/2020	5576	JORGELOR000	Jorgenson Lori R	U Of M Parking, Minneapolis, MN		01/24/2020		Invoiced	A	2.00
	1					Lori's C/C00000	02/03/2020	2.00			
	01/16/2020	5571	JORGELOR000	Jorgenson Lori R	Sn Mshsca, 218-8418167, MN, 565		01/24/2020		Invoiced	A	200.00
	1					Lori's C/C00000	02/03/2020	200.00			
	01/13/2020	5570	JORGELOR000	Jorgenson Lori R	Battalion Distributing, Interna	BATTALIO000	01/24/2020		Invoiced	A	147.55
	3	Concession Foods to Resell			9012000004	Lori's C/C00001	02/03/2020	147.55			
	01/08/2020	5569	JORGELOR000	Jorgenson Lori R	Admit One Products, 714-4423888	ADMIT ON000	01/24/2020		Invoiced	A	67.57
	2	2,000 X ADMIT ONE SINGLE ROLL TICKETS - BLUE			2922000041	Lori's C/C00002	02/03/2020	13.88			
	3	200 X ADMIT ONE SINGLE ROLL TICKETS - YELLOW			2922000041	Lori's C/C00002	02/03/2020	13.88			
	4	2,000 X ADMIT ONE SINGLE ROLL TICKETS - PURPLE			2922000041	Lori's C/C00002	02/03/2020	13.88			
	5	SHIPPING/HANDLING			2922000041	Lori's C/C00002	02/03/2020	25.93			
											17 transaction(s) for XXXXXXXXXXXX6650. Total Amount ==>> 2,647.73
XXXXXXXXXXXX8814	01/22/2020	5468	HEISSVIC000	Heiss Victoria L	Mmea, 7635661460, MN, 55430, US		01/24/2020		Invoiced	A	315.00
	1					FHS Staff C/C00000	02/03/2020	315.00			
XXXXXXXXXXXX8830	01/09/2020	5470	HEISSVIC000	Heiss Victoria L	Classroom Complete, Cc, Kingsto		01/24/2020		Invoiced	A	121.65
	1					FHS Staff C/C00000	02/03/2020	121.65			
	01/08/2020	5469	HEISSVIC000	Heiss Victoria L	Classroom Complete, Cc, Kingsto		01/24/2020		Invoiced	A	77.73
	1					FHS Staff C/C00000	02/03/2020	77.73			
											2 transaction(s) for XXXXXXXXXXXX8830. Total Amount ==>> 199.38
XXXXXXXXXXXX8848	01/20/2020	5506	HOLT THO000	Holt Thomas T	Holiday Stations 0337, Blooming		01/24/2020		Invoiced	A	67.87
	1	Speech, (Driver lost receipt)				Fuel C/C00000	02/03/2020	67.87			
	01/20/2020	5507	HOLT THO000	Holt Thomas T	Holiday Stations 0337, Blooming		01/24/2020		Invoiced	A	65.13
	1	Speech				Fuel C/C00000	02/03/2020	65.13			
											2 transaction(s) for XXXXXXXXXXXX8848. Total Amount ==>> 133.00

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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				
XXXXXXXXXXXX8855	01/06/2020	5586	HOLT	THO000	Holt Thomas T	Freedom 62 11010576, Internatio		01/24/2020	Invoiced	A	60.16	
	1	Fuel for van				Fuel C/C00000	02/03/2020	60.16				
XXXXXXXXXXXX8863	01/20/2020	5530	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	01/24/2020	Invoiced	A	152.21	
	2	FHS blanket			8102000009 HS & Ele Cust C00000		02/03/2020	152.21				
	01/20/2020	5531	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	01/24/2020	Invoiced	A	40.41	
	2	FHS blanket			8102000009 HS & Ele Cust C00001		02/03/2020	40.41				
	01/10/2020	5528	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	01/24/2020	Invoiced	A	17.52	
	2	FHS blanket			8102000009 HS & Ele Cust C00002		02/03/2020	17.52				
	01/10/2020	5529	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	01/24/2020	Invoiced	A	18.08	
	2	FHS blanket			8102000009 HS & Ele Cust C00003		02/03/2020	18.08				
	01/08/2020	5527	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	01/24/2020	Invoiced	A	28.26	
	2	FHS blanket			8102000009 HS & Ele Cust C00004		02/03/2020	28.26				
	01/06/2020	5526	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	01/24/2020	Invoiced	A	24.99	
	2	FHS blanket			8102000009 HS & Ele Cust C00005		02/03/2020	24.99				
											6 transaction(s) for XXXXXXXXXXXX8863. Total Amount ==>	281.47
XXXXXXXXXXXX7691	01/23/2020	5533	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	01/24/2020	Invoiced	A	25.98	
	2	FES blanket			8102000009 HS & Ele Cust C00006		02/03/2020	25.98				
	01/20/2020	5532	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	01/24/2020	Invoiced	A	6.99	
	2	FES blanket			8102000009 HS & Ele Cust C00007		02/03/2020	6.99				
	01/02/2020	5534	HOLT	THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	01/24/2020	Invoiced	A	54.72	
	2	FHS blanket			8102000009 HS & Ele Cust C00008		02/03/2020	54.72				
											3 transaction(s) for XXXXXXXXXXXX7691. Total Amount ==>	87.69
XXXXXXXXXXXX9022	01/15/2020	5587				Amazon Prime 5i86u6uy5, Amazon.	AMAZON B000	01/28/2020	Invoiced	A	-40.76	
	1	Unauthorized Charge-- Disputed with BMO				Dave's C/C00000	02/03/2020	-40.76				
											143 transaction(s). Total Amount ==>	19,073.41

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

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

**BOARD POLICY 603
Curriculum Development**

Adopted ___ By Reference ___

Revised ___ September 2019 ___

[Note: Minn. Stat. § 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 617-620 provide procedures to further implement the requirements of Minn. Stat. § 120B.11.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. RESPONSIBILITY

- A. The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area.
- B. A district advisory committee shall provide assistance at the request of the superintendent. The advisory committee membership shall be a reflection of the community and, to the extent possible, shall reflect the diversity of the district and its school sites, and shall include parent, teacher, support staff, student, community residents, and administration representation, and shall provide translation to the extent appropriate and practicable. Whenever possible, parents

and other community residents shall comprise at least two-thirds of advisory committee members.

- C. Within the ongoing process of curriculum development, the following needs shall be addressed:
1. Provide for articulation of courses of study from kindergarten through grade twelve.
 2. Identify minimum objectives for each course and at each elementary grade level.
 3. Provide for continuing evaluation of programs for the purpose of attaining school district objectives.
 4. Provide a program for ongoing monitoring of student progress.
 5. Provide for specific, particular, and special needs of all members of the student community.
 6. Develop a local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners, and teachers providing comprehensive, scientifically based reading instruction consistent with law.
 7. Integrate required and elective course standards in the scope and sequence of the district curriculum.
 8. Meet all applicable requirements of the Minnesota Department of Education and federal law.
- D. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified. See Minn. Stat. § 120B.12, Subd.2.
- E. Students who do not meet or exceed Minnesota academic standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of Minn. Stat. § 120A.20, Subd. 1(c). A student's plan under this section shall continue while the student is enrolled.
- DF. The superintendent shall be responsible for keeping the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes, and for periodically presenting recommended modifications for school board review and approval.
- EG. The superintendent shall have discretionary authority to develop guidelines and

directives to implement school board policy relating to curriculum development.

Legal References: Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)
Minn. Rules Part 3500.0550 (Inclusive Educational Program)
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 3501.1200-3501.1210 (Academic Standards for English Language Development)
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 604 (Instructional Curriculum)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)
MSBA/MASA Model Policy 623 (Mandatory Summer School Instruction)

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

**BOARD POLICY 611
Home Schooling**

Adopted ___ By Reference ___

Revised ___ June 2019 ___

I. PURPOSE

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

II. GENERAL STATEMENT OF POLICY

The Compulsory Attendance Law (Minn. Stat. § 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship. (Minn. Stat. § 120A.22, Subd. 1).

III. CONDITIONS FOR HOME SCHOOLING

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minn. Stat. § 120A.22.

IV. IMMUNIZATION

The parent or guardian of a home-schooled child shall submit statements as required by Minn. Stat. § 121A.15, Subds. 1, 2, 3, 4 and 12 on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of the first year of home schooling in Minnesota and the grade 7 year. (Minn. Stat. § 121A.15.)

V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

Upon formal request as required by law, the school district will provide textbooks, (including a teacher's edition, guide, or other materials that accompany a textbook when the edition, guide, or materials are packaged physically or electronically with textbooks

for student use, individualized instructional or cooperative learning materials (including teacher materials that accompany pupil materials), software or other educational technology, and standardized tests and loan or provide them for use by a home-schooled child as provided in Minn. Stat. § 123B.42 and Minn. Rules Ch. 3540. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40 - 123B.48 for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

VI. PUPIL SUPPORT SERVICES

Upon formal request, as required by law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided by Minn. Stat. § 123B.44 and Minn. Rules Ch. 3540. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40 - 123B.48 for any of these purposes.

VII. EXTRACURRICULAR ACTIVITIES

Resident pupils who receive instruction in a home school (where five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students, (Minn. Stat. §§ 123B.36, Subd. 1 and 123B.49, Subd. 4).

VIII. SHARED TIME PROGRAMS

Enrollment in class offerings of the school district.

- A. A home-schooled child who is a resident of the school district may enroll in classes in the school district as a shared time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.
- B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes.

[Note: The provisions of Article VII - Shared Time Programs do not make a determination as to whether Shared Time Programs should be offered to any pupil. However, home-schooled children are required to be treated the same as all other nonpublic school children.]

IX. OPTIONAL COOPERATIVE ARRANGEMENTS

A. Activities.

1. Minnesota State High School League sponsored activities (where six or more students receive instruction in the home school or the home school students are not residents of the school district).

A home school which is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League Bylaw 403.00. The approval of such an arrangement shall be at the discretion of the school board.

- a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.
 - b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
 - c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.
2. Non-Minnesota State High School League activities where six or more students receive instruction in the home school.

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However home school students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

B. Transportation services.

1. The school district may provide nonpublic nonregular transportation services to a home-schooled child.
2. The school board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

Legal References:

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

Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 123B.36 (School Boards may require fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.42 (Textbooks, Individual Instruction Material, Standard Tests)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities)
Minn. Stat. § 123B.86 (Equal Treatment – Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Rules Chapter 3540 (Textbooks, Individualized Instruction Materials, Standardized Tests)

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 510 (School Activities)

BOARD POLICY 614

ASSURANCE OF TEST SECURITY AND NON-DISCLOSURE

Effective for school year: _____

The Minnesota Department of Education (MDE) is required by state statute to implement statewide testing programs. Test security must be maintained to provide an equal opportunity to all students to demonstrate their academic achievement and to ensure the validity of test scores and the integrity of state assessments. Failure to maintain test security jeopardizes district and state accountability requirements and the accuracy of student, school, district, and state data. Test scores are included in important decisions about students' future success, and it is essential that they reflect the truth about what students know and can do. This form must be signed prior to access to any secure test content or restricted material(s).

All test content and restricted material(s), whether in draft or final form, are considered secure, and only authorized persons are permitted to have access to them. Authorized persons:

- Are administrators, educators, staff, or other persons designated by the district who have a role in storing, distributing, coordinating, or administering tests.
- Have received appropriate training to fulfill their assigned roles.
- Have signed this agreement.

Responsibilities of authorized persons who may potentially interact with secure test content and data are outlined in the *Procedures Manual of the Minnesota Assessments* (hereafter *Procedures Manual*). By signing this form, you agree to the following assurances:

- As required for my role in the administration of the statewide testing program, I am responsible for understanding relevant information contained in the current year's *Procedures Manual* and directions for test administration. I will abide by policies and procedures detailed in the manuals for statewide test administration.
- As required for my role, I am or will be trained in the administration policies and procedures for statewide tests before participating in any part of statewide test administration.
- As required for my role, I will instruct staff on state and district procedures for maintaining test security and will not allow unauthorized persons to distribute, coordinate, or administer tests, or have access to secure test content and materials.
- As required for my role, I will follow the procedures in the *Procedures Manual* to investigate and notify the appropriate school and district staff or the MDE immediately upon learning of potential misconduct or irregularities, whether intentional or unintentional.
- I understand that MDE has the responsibility to oversee the administration of the statewide tests, and I will cooperate fully with MDE representatives conducting site visits.
- I understand that test data and documents that contain student-level information are considered confidential and secure. I will follow all applicable federal and state data privacy laws related to student educational data, including data within reports and data accessible in electronic systems provided by MDE or its service provider(s).
- I understand my responsibility to enforce proper testing procedures and to ensure the security and confidential integrity of the test(s). I will apply and follow procedures designed to keep test content secure and to ensure the validity of test results, including, but not limited to:
 - Recognizing the rights of students and families to accurate test results that reflect students' individual, unassisted achievement.
 - Protecting the confidentiality of statewide assessments and ensuring the validity of students' results by safeguarding secure test content, keeping test materials in a secure area, and adhering to chain of custody requirements.

- Never retaining secure test materials in my custody beyond the allowed times to process, distribute, coordinate, administer, and return them, as appropriate for my role.
- Ensuring that no part of the paper or online tests are outlined, summarized, paraphrased, discussed, released, distributed to unauthorized personnel, printed, reproduced, copied, photographed, recorded, or retained in original or duplicated format, without the explicit permission of MDE or as authorized in the *Procedures Manual*.
- Never permitting or engaging in the unauthorized use of a student's MARSS or Secure Student Identification Number (SSID) to log in to the online testing system or access an online test.
- Never engaging in, or allowing others to engage in, unauthorized viewing, discussion, or analysis of test items before, during, or after testing.
- Actively monitoring students during test administration for prohibited behavior.
- Never leaving students unattended during test administration or under the supervision of unauthorized staff or volunteers.
- Never providing students with answers to secure test items, suggesting how to respond to secure test items, or influencing student responses to secure test items. Prohibited actions include, but are not limited to, providing clues or hints; providing reminders of content or testing strategies, prompting students to correct or check/recheck specific responses; permitting access to curricular materials (e.g., textbooks, notes, review materials, bulletin boards, posters, charts, maps, timelines, etc.); or using voice inflection, facial gestures, pointing, gesturing, tapping, or other actions to indicate a response or accuracy of a student's response.
- Never formally or informally scoring secure tests or individual test items except as required by the test-specific manuals and directions. Prohibited actions include, but are not limited to, creating an answer key; reviewing or scoring a student's item response or responses unless items are designed to be scored by the test administrator using a rubric or script; retaining, reviewing, or scoring student scratch paper or accommodated test materials; or tracking student performance on test items.
- Never altering or engaging in other prohibited involvement with student responses.
- Never inducing or encouraging others to violate the procedures outlined above or to engage in any conduct that jeopardizes test security or the validity of test scores.

By accepting the terms of this agreement, you name yourself as an employee of the School District (District) or as an authorized person selected by the District and affirm that you are authorized by the District during the current academic school year to have access to secure test materials or student data related to statewide test administrations and hereby agree to be bound by the terms of this agreement.

Failure to follow procedures can lead to the invalidation of students' tests. Consequences for violating the terms of this agreement may result in a complaint filed with the local School Board, the Professional Educator Licensing and Standards Board, or the Board of School Administrators for evaluation and investigation. The findings of the appropriate Board may result in disciplinary action up to and including termination and/or loss of license.

Signature

Date

Name (printed)

Work Telephone

School Name

Email Address

District Name

TEST ADMINISTRATION REPORT (TAR)

District Name/Number: _____
 School Name/Number: _____
 Date: _____ Printed Name: _____
 Signature: _____
 Test: _____

Subject (if applicable): Mathematics Reading Science

The Test Administration Report is used to record the occurrence of a variety of special circumstances, including, but not limited to, test misadministrations and reasons for invalidations. This report may be used to help answer questions from district staff, parents, and the media about what occurred during testing when student results are available. It may also be requested by MDE for audits or monitoring conducted by MDE. Refer to Chapter 3 of the *Procedures Manual* for additional information about circumstances and incidents to document on this form.

Provide the student information and description of the circumstance or incident below. If an adult was involved (e.g., translator), include the adult's name, signature, and role in test administration. Attach additional sheets to this form as needed.

Districts are not required to return the *Test Administration Report*. However, districts must maintain records for two years after the end of the academic school year in which testing took place for audits or monitoring conducted by MDE or to answer questions when reports are received. If completed by the School Assessment Coordinator, a copy of the report should be forwarded to the District Assessment Coordinator.

Name of Student	Gr.	MARSS# (13 digits)	Explanation and/or Name and Signature

Examples of events to be documented in this report:

- ~~• A student engages in inappropriate behavior or action, including cheating, that results in the invalidation of tests.~~
- ~~• A student is administered the incorrect assessment or accommodation.~~
- ~~• A student uses a calculator when a calculator is not allowed.~~
- ~~• A student refuses to take an assessment, requiring the assessment to be invalidated.~~
- ~~• The district uses a translator to translate test directions to an English learner.~~
- ~~• District staff enters a student's MCA responses or a student's MTAS scores online.~~

~~Districts may also choose to document any students who experienced technical issues during online testing that affected their testing experience.~~

November 2017

2017-2018 Procedures Manual – Appendix A

DISTRICT TEST SECURITY PROCEDURES
Independent School District No. _____, _____, Minnesota
20__-20__

I. PREPARATION FOR TEST SECURITY DURING TEST ADMINISTRATION

A. Roles and Responsibilities

1. _____ will be responsible for ensuring completion of *Assurance of Test Security and Non-Disclosure* each year by all staff involved with test administration.
2. _____ will be responsible for reviewing the specific requirements staff agreed to in the *Assurance of Test Security and Non-Disclosure* prior to spring testing (especially if the assurance was completed in the fall).
3. _____ will be responsible for training the Test Monitors and Test Administrators prior to the test administration. Annual training for Test Monitors and Test Administrators must include training on test administration policies and procedures and test security and be documented and kept on file at the district.
 - a) Review of Test Security Training. Test Monitor responsibilities, *Test Monitor and Student Directions*, and any special instructions for a particular test given.
 - b) Review of required test-specific trainings, such as the Online Test Monitor Certification Course and MTAS Training for Test Administrators.
 - c) Discuss what active monitoring of the test session involves and the school district's expectations for Test Monitors.
 - d) Review of district policies and procedures for situations that may arise during test administration in order to maintain test security, including:
 - (1) Who will answer questions from staff involved in test administration and how staff will ask questions without leaving students unmonitored.
 - (2) What the process is for contacting others for assistance if a problem arises during the testing so active monitoring can continue.
 - (3) Who Test Monitors should contact in case of emergency.
 - (4) Ensuring students get to the correct rooms for test administration.
 - (5) Ensuring students do not use cell phones or other electronic devices.
 - (6) Breaks for use of the restroom or other interruptions during testing:

- (a) What to do if a student reports an error or technical issue with a test item.
 - (b) What to do if an individual student or the Test Monitor becomes ill or needs to leave during testing.
 - (c) What to do if an entire group of students needs to leave during testing (e.g., emergency situation, fire drill).
 - (d) What individual students will do when finished testing.
- (7) Remind staff that all test materials are secure and cannot be reproduced or shared in any form.
4. _____ will ensure that students are reminded of the importance of test security (including the expectation that students will keep test content secure and act with honesty and integrity during test administration).
5. _____ will ensure that all guidelines referenced in applicable procedures manuals are followed in terms of what materials are allowed during test administration, calculator use guidelines, what help a Test Monitor can give, covering instructional materials in the classroom, and setup of computer labs and testing rooms.
6. _____ is responsible for tracking devices/computers used by students.
7. _____ is responsible for conducting on-site monitoring of test administrations within the district.
8. _____ is responsible for determining the process for how all secure test materials for online and paper administrations will be kept secure before, during, and after testing, including when and how all secure test materials are returned between testing sessions and once testing is completed.
- a) _____ is responsible for reminding staff of the district process for communicating potential security breaches within the school and to the District Assessment Coordinator, as well as providing information on the MDE tip line as an additional option for reporting security concerns.

II. BREACHES IN TEST SECURITY

Any concern that test security may have been breached must be reported to the District Assessment Coordinator who will notify MDE within 24 hours of the time notice of the alleged breach was received and submit the *Test Security Notification* in Test WES within 48 hours of notice of the alleged breach.

III. CHAIN OF CUSTODY FOR SECURE TEST MATERIALS

A. Receipt and Organization of Secure Test Materials

1. Persons with access to the secured area, inventory materials, and complete security checklists are _____. Persons with access to secure online testing systems, student testing tickets, and student scratch paper are _____.
2. Paper test materials are shipped to district or school as determined by _____. If delivered to the school district, the process for distributing secure test materials to the school(s) will be completed by _____.
3. _____ will be immediately informed that secure test materials have arrived and will secure all materials in a pre-determined secure locked location.
4. _____ will inventory materials immediately using the securing checklists. Any discrepancies will be reported immediately to _____. Security checklists are maintained by the school district for two years following the end of the school year that the tests are administered.
5. _____ organizes test materials for each Test Monitor and Test Administrator, including *Test Monitor/Test Materials Security Checklists*, student testing tickets, and scratch paper.
6. Test materials for online and paper administrations will be kept in _____, a secure locked location, until the time of distribution.
7. If students are taking the tests on multiple days, the building plan for keeping test materials (including student login information and any materials used as scratch paper) secure between test sessions includes _____.

B. Distribution of Materials to Test Monitors or Test Administrators and Test Administration

1. The procedure for the distribution of all test materials for online administrations to the Test Monitors and Test Administrators will be _____. Discrepancies in materials will be reported immediately to _____.
2. The procedure for the distribution of any paper test materials to the Test Monitors and Test Administrators will be _____. Discrepancies in materials will be reported immediately to _____.

3. Upon the receipt of materials, the Test Monitor will ensure that all test materials listed on the *Test Monitor Test Materials Security Checklist* and any other materials provided (e.g., student testing tickets, scratch paper) are accounted for prior to handing out the test materials to the students. Any discrepancies will be reported immediately to _____.
4. The Test Monitor is responsible for the test materials during the test administration until their return to _____.

C. Return of Materials

1. The Test Monitor and Test Administrator will return all test materials (including student testing tickets and any material used as scratch paper) to _____ immediately after testing. If Test Monitors and Test Administrators will keep test materials in between testing sessions, they must keep them in _____, a locked secure location.
2. If not kept by Test Monitors and Test Administrators, _____ will keep all test materials secure until distributed for the next test session.
3. Student testing tickets and any materials used as scratch paper will be securely destroyed at the end of test administration by _____ no more than 48 hours after the close of the testing window.
4. *Test Monitor Test Materials Security Checklists* for paper test materials will be signed by the Test Monitor indicating that all materials have been returned once testing is completed. The *Test Monitor Test Materials Security Checklists* will be returned to _____.
5. When the test materials are returned to _____, they will again be inventoried and kept in _____, a secure locked location, until returned to the district office (if applicable) or shipped back to the service provider.
6. _____ will prepare the materials for their return to the district office (if applicable) or for shipment to the service provider according to return instructions in the applicable assessment manual.
7. _____ will follow instructions provided in the applicable assessment manual for the return shipping of test materials.

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

**BOARD POLICY 616
School District System Accountability**

Adopted ___ By Reference ___

Revised ___ September 2019 _____

[Note: Minn. Stat. § 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 617-620 provide procedures to further implement the requirements of Minn. Stat. § 120B.11.]

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic Standards and federal law.

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota Academic Standards and federal law will require a new level of accountability for the school district. The school district will establish a system to transition to the graduation requirements of the Minnesota Academic Standards. The school district also will establish a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians and local community members. The school district will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

- A. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- B. “Graduation Standards” means the credit requirements and locally adopted content standards or Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.

- C. “World’s best workforce” means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

A. School District Goals.

1. The school board has established school district-wide goals which provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic Standards and federal law. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the ~~school district’s Advisory Committee for Comprehensive Continuous Improvement of Student Achievement (Advisory Committee)~~.
2. ~~The Advisory Committee will be established by the school board to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.~~
23. The ~~school district-wide~~ improvement goals should address recommendations identified through the Advisory Committee process. The school district’s goal setting process will include consideration of individual site goals. School district goals may ~~also~~ be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.

- B. System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of the school district’s progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5.

[Insert Local Cycle in this space]

C. Implementation of Graduation Requirements.

1. The ~~school board shall appoint a Graduation Standards Implementation Committee which Advisory Committee~~ shall ~~also~~ advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum,

assessment, student learning opportunities, and other related issues. Recommendations of ~~this~~ the Advisory Committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually. ~~The Graduation Standards Implementation Committee will be comprised of the Advisory Committee for Comprehensive Continuous Improvement of Student Achievement.~~

~~[Note: The Graduation Standards Implementation Committee may be comprised of an existing committee such as the Advisory Committee for Comprehensive Continuous Improvement of Student Achievements. Regardless of whether a new committee or an existing committee is utilized, the committee should be comprised of representatives of the community, including equal representation from school board members, students, parents, teachers, representatives of local businesses, and representatives of the community at large. Among these members should be individuals who are able to represent the needs of students throughout the district including students with special needs.]~~

2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the ~~Graduations Standards Implementation~~ Advisory Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The ~~Graduations Standards Implementation~~ Advisory Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (the Commissioner) in developing a plan which must include parental involvement components.
3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. ~~Advisory Committee for~~ Comprehensive Continuous Improvement of Student Achievement.

1. By ~~December 1st~~ October 1st, the Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement

process.

2. The Advisory Committee, working in cooperation with other committees of the school district [*such as the Technology, Educational Effectiveness, Grade Level, Site Instruction, Curriculum and Assessment Committees, etc.*], will provide active community participation in:
 - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota **Graduation Academic Standards**;
 - b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
 - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;
 - d. Advising the school board about development of the annual budget.
3. The Advisory Committee shall meet the following criteria:
 - a. The Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
 - b. The Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.
 - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
 - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.
4. The Advisory Committee shall, when possible, be comprised of **at least** two-thirds community representatives and shall reflect the diversity of the community. **To the extent possible, the Advisory Committee shall reflect the diversity of the school district and its school sites and include teachers, parents, support staff, students, and other community residents.** Included in its membership should be:

- a. The Director of Curriculum (or similar educational leader)
- b. Principal
- c. School Board Member
- d. Student Representative
- e. One teacher from each building or instructional level
- f. Two parents from each building or instructional level
- g. Two residents without school-aged children, non-representative of local business or industry
- h. Two residents representative of local business or industry
- i. District Assessment Coordinator (if different from “a.” above)

[Note: This Advisory Committee composition is a model only.]

- 5. Translation services should be provided to the extent appropriate and practicable.
- 6. The Advisory Committee shall meet the following timeline each year:

August: Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board.

Aug/Sept: Agree on the process to be used. Become familiar with the instruction and curriculum of the cycle content area.

Sept.: Review evaluation results and prepare recommendations.

October: Present recommendations to the school board for its input and approval.

- E. Evaluation of Student Progress Committee. A committee of professional staff shall develop a plan for assessment of student progress toward Literacy by Grade 3, the Graduation Standards, as well as program evaluation data for use by the Advisory Committee to review instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. This plan shall annually be approved by the school board.
- F. Reporting. Consistent with Minn. Stat. § 120B.36, Subd. 1, the school board shall publish a report in the local newspaper with the largest circulation in the district,

by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency, and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.35 (Student Achievement Levels)
Minn. Stat. § 120B.36 (School Accountability; Appeals Process)
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.04 (Site Decision Making Agreement)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
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 3501.1300-3501.1345 (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 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA/MASA Model Policy 617 (School District Ensurance of
Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Standard Achievement)
MSBA/MASA Model Policy 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)

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

**BOARD POLICY 618
Assessment of Student Achievement**

Adopted ___ By Reference ___

Revised ___ June 2019 ___

I. PURPOSE

The purpose of this policy is to institute a process for the establishment and revision of assessments to measure achievement toward meeting the Minnesota Academic Standards, track academic progress over time, and provide Minnesota graduates information related to career and college readiness.

II. GENERAL STATEMENT OF POLICY

The school district has established a procedure by which students shall complete the Graduation Requirements. This procedure includes the adoption of performance assessment methods to be used in measuring student performance. The school district strives to continually enhance, student achievement of the Graduation Requirements.

III. DEFINITIONS

- A. “Above-grade level” test items contain subject area content that is above the grade level of the student taking the assessment and is considered aligned with state academic standards to the extent it is aligned with content represented in state academic standards above the grade level of the student taking the assessment. Notwithstanding the student’s grade level, administering above-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards.
- B. “Academic standard” means a summary description of student learning in a required content area or elective content area.
- C. “Below-grade level” test items contain subject area content that is below the grade level of the student taking the test and is considered aligned with state academic standards to the extent it is aligned with content represented in state academic standards below the student’s current grade level. Notwithstanding the student’s

grade level, administering below-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards.

- D. “Benchmark” means the specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- E. “Career and college ready,” for purposes of statewide accountability, means a high school graduate has the knowledge, skills, and competencies to successfully pursue a career pathway, including postsecondary credit leading to a degree, diploma, certificate, or industry-recognized credential and employment. Students who are career and college ready are able to successfully complete credit-bearing coursework at a two- or four-year college or university or other credit-bearing postsecondary program without need for remediation.
- F. “Computer-adaptive assessments” means fully adaptive assessments.
- G. “Cultural competence,” for purposes of statewide accountability, means the ability and will to interact effectively with people of different cultures, native languages, and socioeconomic backgrounds.
- H. “Elective standards” means a locally adopted expectation for student learning in career and technical education and world languages.
- I. “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, or other cooperative work experience, youth apprenticeship, or employment.
- J. “Fully adaptive assessments” include on-grade level test items and items that may be above or below a student’s grade level. *[Note: Fully adaptive mathematics and reading assessments must be used for grades 3 through 7 beginning in the 2015-2016 school year and later.]*
- K. “On-grade level” test items contain subject area content that is aligned to state academic standards for the grade level of the student taking the assessment.
- L. “Required standard” means a statewide adopted expectation for student learning in the content areas of English language arts, mathematics, science, social studies, physical education, and the arts or a locally adopted expectation for student learning in health or the arts.

IV. ESTABLISHMENT OF CRITERIA FOR ASSESSMENT

- A. The superintendent shall establish criteria by which student performance of local academic standards and elective standards are to be evaluated and approved. The criteria will be submitted to the school board for approval. Upon approval by the school board, the criteria shall be deemed part of this policy.
- B. The superintendent shall ensure that students and parents or guardians are provided with notice of the process by which academic standards will be assessed.
- C. Staff members will be expected to utilize staff development opportunities to the extent necessary to ensure effective implementation and continued improvement of the implementation of assessments under the Minnesota Academic Standards.

V. STANDARDS FOR MINNESOTA ACADEMIC STANDARDS PERFORMANCE ASSESSMENTS

A. Benchmarks

The school district will offer and students must achieve all benchmarks for an academic standard to satisfactorily complete that state standard. These benchmarks will be used by the school district and its staff in developing tests to measure student academic knowledge and skills.

[School districts are required to formally establish a periodic review cycle for academic standards and related benchmarks in health, world languages, and career and technical education.]

B. Statewide Academic Standards Testing

- 1. The school district will utilize statewide assessments developed from and aligned with the state’s required academic standards as these tests become available to evaluate student progress toward career and college readiness in the context of the state’s academic standards.
- 2. The school district will administer annually, in accordance with the process determined by the Minnesota Department of Education, the state-constructed tests aligned with state standards to all students in grades 3 through 8 and at the high school level as follows:
 - a. computer-adaptive reading and mathematics assessments in grades 3 through 8;
 - b. high school reading in grade 10, mathematics in grade 11, and a high school writing test, when it becomes available; and
 - c. science assessments in one grade in the grades 3 through 5 span, the grades 6 through 8 span, and a life science assessment in the grades 9 through 12 span (a passing score on high school science assessments is not a condition of receiving a diploma).

3. The school district will develop and administer locally constructed tests in social studies, health and physical education, and the arts to determine if a student has met the required academic standards in these areas.
4. The school district may use a student's performance on a statewide assessment as one of the multiple criteria to determine grade promotion or retention. The school district also may use a high school student's performance on a statewide assessment as a percentage of the student's final grade in a course, or place a student's assessment score on the student's transcript.
5. For students in grade 8 in the 2012-2013 school year and later, the school district must record on the high school transcript a student's progress toward career and college readiness. For other students, this record of progress must be made as soon as practicable. In addition, the school district may include a notation of high achievement on the high school diplomas of those graduating seniors who, according to established school board criteria, demonstrate exemplary academic achievement during high school.
6. Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments administered in high school, must be informed that admission to a public school is free and available to any resident under 21 years of age. The school district will determine how this notice is given.

C. Student Participation

1. The Commissioner of Education must create and publish a form for parents and guardians that:
 - a. explains the need for state academic standards;
 - b. identifies the state assessments that are aligned with state standards;
 - c. identifies the consequences, if any, the school or student may face if a student does not participate in state or locally required standardized assessments;
 - d. states that students who receive a college ready benchmark on the high school Minnesota Comprehensive Assessment are not required to take a remedial, noncredit course at a Minnesota state college or university in the corresponding subject area;
 - e. summarizes the provisions in Minn. Stat. § 120B.301(a) and (c); and

- f. notifies a parent of the right to not have the parent’s child participate in the state and locally required assessments and asks a parent that chooses to not have a child participate in the assessments the basis for the decision.
- 2. The school district must post the form created by the Commissioner on the school district website and include it in the school district’s student handbook.

€VI. RIGOROUS COURSE OF STUDY WAIVER

- 1A. Upon receiving a student’s application signed by the student’s parent or guardian, the school district must declare that a student meets or exceeds a specific academic standard required for graduation if the school board determines that the student:
 - a1. is participating in a course of study, including an advanced placement or international baccalaureate course or program; a learning opportunity outside the curriculum of the school district; or an approved preparatory program for employment or post-secondary education that is equally or more rigorous than the corresponding state or local academic standard required by the school district;
 - b2. would be precluded from participating in the rigorous course of study, learning opportunity, or preparatory employment or post-secondary education program if the student were required to achieve the academic standard to be waived; and
 - e3. satisfactorily completes the requirements for the rigorous course of study, learning opportunity, or preparatory employment or post-secondary education program.
- 2B. The school board also may formally determine other circumstances in which to declare that a student meets or exceeds a specific academic standard that the site requires for graduation under this section.
- 3C. A student who satisfactorily completes a post-secondary enrollment options course or program or an advanced placement or international baccalaureate course or program that meet state standards is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.

VII. CAREER EXPLORATION ASSESSMENT

- A. Student assessments, in alignment with state academic standards, shall include clearly defined career and college readiness benchmarks and satisfy Minnesota's postsecondary admissions requirements. Achievement and career and college readiness in mathematics, reading, and writing must also be assessed. When administering formative or summative assessments used to measure the academic progress, including the oral academic development, of English learners and inform their instruction, schools must ensure that the assessments are accessible to the students and students have the modifications and supports they need to sufficiently understand the assessments.
- B. On an annual basis, the school district must use the career exploration elements in these assessments, beginning no later than grade 9, to help students and their families successfully develop, pursue, review, and revise an individualized plan for postsecondary education or a career. This process must help increase students' engagement in and connection to school, improve students' knowledge and skills, and deepen students' understanding of career pathways as a sequence of academic and career courses that lead to an industry-recognized credential, an associate's degree, or a bachelor's degree and are available to all students, whatever their interests and career goals.
- C. All students, except those eligible for alternative assessments, will be encouraged to participate on a nationally normed college entrance exam in grade 11 or 12. A student under this paragraph who demonstrates attainment of required state academic standards on these assessments, which include career and college readiness benchmarks, is academically ready for a career or college and is encouraged to participate in courses awarding college credit to high school students. Such courses and programs may include sequential courses of study within broad career areas and technical skill assessments that extend beyond course grades.

To the extent state funding for college entrance exam fees is available, the school district will pay the cost, one time, for an interested student in grade 11 or 12, who is eligible for a free or reduced-priced meal, to take a nationally recognized college entrance exam before graduating. The school district may require a student who is not eligible for a free or reduced-priced meal to pay the cost of taking a nationally recognized college entrance exam. The school district will waive the cost for a student who is unable to pay.

- D. As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.
- E. In developing, supporting, and improving students' academic readiness for a career or college, the school district must have a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without need for postsecondary remediation.

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota’s Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.022 (Elective Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.31 (System Accountability and Statistical Adjustments)
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 3501.1300-3501.1345 (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 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)

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

**BOARD POLICY 713
Student Activity Accounting**

Adopted ___ By Reference ___

Revised ___ June 2019 _____

I. PURPOSE

The school board recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to and obligation for assuring maximum accountability for public funds and student activity funds. For these reasons, the school board will assume control over and/or oversee funds for student activities as set forth in this policy.

II. GENERAL STATEMENT OF POLICY

A. Curricular and Co-curricular Activities

The school board shall take charge of, control over, and account for all student activity funds that relate to curricular and co-curricular activities.

[Note: The school board is required by Minn. Stat. § 123B.49, Subd. 2, to take charge of and control over all co-curricular activities, including all money received for such activities.]

B. Extracurricular Activities

The school board shall take charge of and control over all student activity accounting that relates to extracurricular activities.

[Note: The school board is required by Minn. Stat. § 123B.49, Subd. 4, to take charge of and control over all extracurricular activities, including all money received for such activities.]

1. ~~The school board shall take charge of, control over, and account for the following student extracurricular activities:~~
 - a. ~~Any student extracurricular activity related to a contract which must be ratified by the school board or its designee *[Note: The school board must take charge of, control over, and approve all contracts entered into for the purchase of items related to an extracurricular activity (i.e., contracts for the purchase of items for a fundraising event.)]*~~;
 - b. ~~Student activities or transactions that have a fee which the school district is statutorily authorized to charge *[Note: The school board may, but is not required to, take charge of and control over these activities or transactions.]*~~;
 - c. ~~Student activities or transactions that have a taxable sale related to them *[Note: The school board may, but is not required to, take charge of and control over these activities or transactions.]*~~;
 - d. ~~All student class activity accounts of graduated classes where a residual balance remains in the account at the start of the school year following graduation;~~
 - e. ~~*[The school board may take control over a student activity it otherwise is not required to control. All other extracurricular activities over which the school board chooses to take control, such as class activity funds, should be listed in this section.]*~~

2. ~~The school board shall review and account for the following student extracurricular activities:~~
 - ~~*Cheerleader Student Activity Account*~~
 - ~~*Knowledge Bowl Student Activity Account*~~
 - ~~*NHS Student Activity Account*~~
 - ~~*Prom Student Activity Account*~~
 - ~~*Student Council Activity Account*~~

~~*[A school board may, but is not required to, take charge of and control over extracurricular activities in accordance with Minn. Stat. § 123B.49, Subd. 4. Board control includes powers and responsibilities, such as: board approval of a budget; receipt, review, and approval of revenue;*~~

~~and preparation of expenditure reports. If the school board takes charge of and control over extracurricular activities, any or all costs of these activities may be provided from school revenues and all revenues and expenditures must be recorded in the same manner as other revenues and expenditures of the school district in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS).~~

~~To the extent a school board does not take control over such activities, these activities must be self-sustaining with all expenses (except direct salary costs and indirect costs of the use of school facilities) met by dues, admissions, or other student fundraising events. Extracurricular activities which are not under school board control still may be directed by the school board, but the fiscal transactions for such activities may only be presented to the school board for review and receipt, not approval. Accordingly, the school board may take charge of all extracurricular activities (Option 1), no extracurricular activities (Option 2), or may choose to take charge of and control over some extracurricular activities (which are not required to be under its control, such as activities which are not related to a graduation requirement or credit or a board-ratified contract) and only review and account for other extracurricular activities (Option 3).]~~

C. Non-Student Activities

In overseeing student activity accounts under this policy, the school board shall not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities.

III. DEFINITIONS

A. Co-curricular Activity

A “co-curricular activity” means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e., interscholastic sports, band, etc.). Co-curricular activities are not offered for school credit, cannot be counted toward graduation, and have *one or more* of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;
2. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and

3. They are partially, primarily, or totally funded by public moneys for general instructional purposes under direction and control of the school board.

B. Curricular Activity

A “curricular activity” means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

C. Extracurricular (Non-curricular/Supplementary) Activity

An “extracurricular (non-curricular/supplementary) activity” means all direct and personal services for students for their enjoyment that are managed and operated under the guidance of an adult or staff member. Extracurricular activities have *all* of the following characteristics:

1. They are not offered for school credit nor required for graduation;
2. They generally are conducted outside school hours or, if partly during school hours, at times agreed by the participants and approved by school authorities;
3. The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.

D. Public Purpose Expenditure

A “public purpose expenditure” is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

IV. MANAGEMENT AND CONTROL OF ACTIVITY FUNDS

A. Curricular and Co-curricular Activities

1. All money received on account of co-curricular activities shall be turned over to the [Business Office Accounts Receivable Clerk](#), who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
2. The [Business Manager](#) shall account for all revenues and expenditures related to curricular and co-curricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS@) ~~the Manual for Activity Fund Accounting (MAFA@) to the extent applicable,~~ and school district policies and procedures.

B. Extracurricular Activities

~~1. Extracurricular Activities Under Board Control~~

1. Any and all costs of extracurricular activities under board control may be provided from school revenues.
2. All money received or expended for extracurricular activities ~~under board control~~ shall be recorded in the same manner as other revenues and expenditures of the school district and shall be turned over to the Business Office Accounts Receivable Clerk who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
3. The Business Manager shall account for all revenues and expenditures related to extracurricular activities ~~under board control~~ in accordance with UFARS ~~and MAFA~~ and school district policies and procedures.

~~2. Extracurricular Activities Not Under Board Control:~~

~~The Business Manager shall develop and maintain the student activity accounting procedures handbook to define procedures for the management and accounting for student activities not under control of the board; and in accordance with the Manual for Activity Fund Accounting (MAFA).~~

~~a. All extracurricular activities not under board control shall be self-sustaining with all expenses, except direct salary costs and indirect costs of the use of school facilities, met by dues, admissions, or other student fundraising events. The general fund shall reflect only those salaries directly related to and readily identified with the activity and paid by public funds.~~

~~b. Revenues and expenditures for extracurricular activities not under board control shall be recorded and be managed according to MAFA and shall be reviewed for compliance with and accepted by the school board in accordance with school district policies and procedures.~~

4. All student activity funds will be collected and expended:
 - a. in compliance with school district policies and procedures;
 - b. under the general direction of the Secondary School Principal and with the participation of students and an advisor who are responsible for generating the revenue;
 - c. in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;

- d. for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and
 - e. in a manner which meets a public purpose.
5. Activity accounts of a ~~graduating~~ graduated class will be terminated ~~at the end of the school year prior to graduation~~ prior to the start of the school year following graduation. Any residual money from a graduating class activity fund ~~will be removed from the terminated student activity account and deposited into~~ remain in the general fund and may be used for any school district purpose. The secondary school principal and student representative(s) of the graduating class will choose which student activity account to transfer residual account funds into. Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the student activity account shall be administered in accordance with the terms of the gift or donation and school district policy.

V. DEMONSTRATION OF ACCOUNTABILITY

~~A. Semi-Annual Activity Fund Reports~~

~~The school board shall appoint a Student Finance Advisory Committee (Student Council?) at the commencement of each school year. The Business Manager will review all new student activity funds and continuing student activity funds for conformity with state law, MAFA requirements, and school district policies and procedures. The Business Manager will provide the school board with a summary accounting of student activity accounts in January and June, including a report on transactions within each account of the student activity funds. The Business Manager will make recommendations to the Superintendent on any recommended internal controls regarding student activity funds.~~

~~*[Note: MAFA recommends that the school board conduct periodic reviews of student activity funds for conformity with state law, MAFA requirements, and school district policies and procedures. The manner in which such reviews are conducted is in the discretion of the school board. The foregoing procedure is the practice suggested by MAFA. It could also be done by a different standing or special committee appointed by the school board.]*~~

A. Annual External Audit

The school board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

B. Fundraiser Report

~~All school fundraising will adhere to school board policy #511 School Fundraising.~~ The Business Manager will prepare a fundraising report annually which will be reviewed by the school board in May and November. The report will list the activity, type of fundraisers, timing, purpose, and results.

[Note: The school board should conduct periodic reviews of student fundraising. The manner in which such reviews are conducted is in the discretion of the school board.]

Legal References: Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.15, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.35 (General Policy)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.38 (Hearing)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)
Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)
Visina v. Freeman, 252 Minn. 177, 89 N.W.2d 635 (1958)
Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

Cross References: Uniform Financial Accounting and Reporting Standards (UFARS)
~~Manual for Activity Fund Accounting (MAFA)~~
MSBA/MASA Model Policy 510 (School Activities)
MSBA/MASA Model Policy 511 (Student Fundraising)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
MSBA/MASA Model Policy 703 (Annual Audit)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 706 (Acceptance of Gifts)

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

**BOARD POLICY 610
Field Trips**

Adopted ___ By Reference ___

Revised ___ June 2019 ___

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The general expectation of the school board is that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

A. Instructional Trips

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees)

C. Extended Trips

1. Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: student, principal, superintendent, and school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g., tournament competition).
2. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

III. REGULATIONS

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle. In the event a private vehicle is approved for use, a certificate of insurance must be on file in the school district office and such use must be approved in accordance with Policy 710, Extracurricular Transportation.
- D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
 1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.
 2. An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and

circumstances for use of a personal vehicle shall be documented by administration.

IV. SCHOOL BOARD REVIEW

The superintendent shall at least annually report to the school board upon the utilization of trips under this policy.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities;
610-3 Insurance)
Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards –
Exemption)
Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721, 327
F.3d 675 (8th Cir. 2003)
Lee v. Pine Bluff Sch. Dist., 472 F.3d 1026 (8th Cir. 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and
Dismissal of School District Employees)
MSBA/MASA Model Policy 423 (Employee – Student
Relationships)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 707 (Transportation of Public School
Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety
Policy)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

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

**BOARD POLICY 205
Open and Closed Meetings**

Adopted ___ By Reference ___

Revised ___ June 2019 _____

[Note: The provisions of this policy accurately reflect the Open Meeting Law statute and are not discretionary in nature.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITION

“Meeting” means a gathering of at least a quorum or more members of the school board, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering. or

the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

IV. PROCEDURES

A. Meetings

1. Regular Meetings

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

2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.
- c. This notice shall be posted and mailed or delivered at least three days before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

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

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

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

4. Recessed or Continued Meetings

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

5. Closed Meetings

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

6. Actual Notice

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

7. Health Pandemic or Declared Emergency

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

8. Meetings Conducted by Interactive Technology

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

B. Votes

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

C. Written Materials

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

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

D. Data

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

2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.

3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

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

2. Sessions Closed by Bureau of Mediation Services

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

3. Preliminary Consideration of Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an

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

5. Attorney-Client Meeting

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

6. Dismissal Hearing

- a. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within 14 days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the reasons in writing within 10 days of

receiving the request.

- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

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

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

9. Purchase and Sale of Property

- a. The school board may close a meeting:
 - (1) to determine the asking price for real or personal property to be sold by the school district;
 - (2) to review confidential or nonpublic appraisal data; and
 - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.

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

10. Security Matters

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

11. Other Meetings

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

public.

F. Procedures for Closing a Meeting

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)
Minn. Rules. Part 5510.2810 (Bureau of Mediation Services)
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)
[Dept. of Admin. Advisory Op. No. 19-008 \(May 22, 2019\)](#)
[Dept. of Admin. Advisory Op. No. 19-006 \(April 9, 2019\)](#)
[Dept. of Admin. Advisory Op. No. 18-019 \(December 28, 2018\)](#)
[Dept. of Admin. Advisory Op. No. 17-005 \(June 22, 2017\)](#)
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

Cross References: MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

MSBA/MASA Model Policy 207 (Public Hearings)

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

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

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

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

**BOARD POLICY 423
Employee-Student Relationships**

Adopted ___ By Reference ___

Revised ___ June 2019 ___

I. PURPOSE

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

II. GENERAL STATEMENT OF POLICY

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
 - 1. Dating students.

2. Having any interaction/activity of a sexual nature with a student.
 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.
 4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.

[Note: Such safeguards may include the following: avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.]

- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with MSBA/MASA Model Policy 103 (Complaints– Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, 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. It also may include reporting to appropriate state or federal authorities, including the Minnesota Professional Educator Licensing and Standards Board or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. 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.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

Legal References: Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting to Professional Educator Licensing and Standards Board or Board of School Administrators)
Minn. Stat. § 122A.40, Subds. 5(b) and 13 (b) (Mandatory immediate discharge of teachers with license revocations due to child or sex abuse convictions)
Minn. Stat. §§ 609.341–609.352 (Defining “intimate parts” and “position of authority” as well as detailing various sex offenses)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)
Minn. Rules Part **8710.2100** (Code of Ethics for Minnesota Teachers)

Cross References: MSBA/MASA Model Policy 103 (Complaints - Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee or Student)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 421 (Gifts to Employees)
MSBA/MASA Model Policy 507 (Corporal Punishment)

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

**BOARD POLICY 535
Service Animals in Schools**

****NEW****

Adopted ___ November 2019 ___

Revised _____

I. PURPOSE

The purpose of this policy is to establish parameters for the use of service animals by students, employees, and visitors within school buildings and on school grounds.

II. GENERAL STATEMENT OF POLICY

Individuals with disabilities shall be permitted to bring their service animals into school buildings or on school grounds in accordance with, and subject to, this policy.

III. DEFINITIONS

A. Service Animal

A “service animal” is a dog (regardless of breed or size) or miniature horse that is individually trained to perform “work or tasks” for the benefit of an individual with a disability, including an individual with a physical, sensory, psychiatric, intellectual, or mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. Service animals are working animals that perform valuable functions; they are not pets. The work or tasks performed by the service animal must be directly related to the individual’s disability. An animal accompanying an individual for the sole purpose of providing emotional support, therapy, comfort, or companionship is not a service animal.

B. Handler

A “handler” is an individual with a disability who uses a service animal. In the case of an individual who is unable to care for and supervise the service animal for reasons such as age or disability, “handler” means the person who cares for and supervises the animal on that individual’s behalf. School district personnel are not responsible for the care, supervision, or handling responsibilities of a service animal.

C. Work or Tasks

1. “Work or tasks” are those functions performed by a service animal.
2. Examples of “work or tasks” include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.
3. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship are not “work or tasks” for the purposes of this policy.

D. Trainer

A “trainer” is a person who is training a service animal and is affiliated with a recognized training program for service animals.

IV. ACCESS TO PROGRAMS AND ACTIVITIES; PERMITTED INQUIRIES

- A. In general, handlers (i.e., individuals with disabilities or trainers) are permitted to be accompanied by their service animals in all areas of school district properties where members of the public, students, and employees are allowed to go. A handler has the right to be accompanied by a service animal whenever and to the same extent that the handler has the right: (a) to be present on school district property or in school district facilities; (b) to attend or participate in a school-sponsored event, activity, or program; or (c) to be transported in a vehicle that is operated by or on behalf of the school district.
- B. When an individual with a disability brings a service animal to a school district property, school district employees shall not ask about the nature or extent of a person’s disability, but may make the following two inquiries to determine whether the animal qualifies as a service animal:
 1. Is the service animal required because of a disability; and
 2. What work or tasks is the service animal trained to perform.
- C. School district employees shall not make these inquiries of an individual with a disability bringing a service animal to school district property when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability. However, school district employees may inquire whether the

individual with a disability has completed and submitted the request form described in Part VI. below.

- D. An individual with a disability may not be required to provide documentation such as proof that the animal has been certified, trained, or licensed as a service animal.

V. REQUIREMENTS FOR ALL SERVICE ANIMALS

- A. The service animal must be required for the individual with a disability.
- B. The service animal must be individually trained to do work or tasks for the benefit of the individual with a disability.
- C. A service animal must have a harness, leash, or other tether, unless either the handler is unable, because of a disability, to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case, the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).
- D. The service animal must be housebroken.
- E. The service animal must be under the control of its handler at all times. The handler is responsible for the care and supervision of a service animal, including walking the service animal, feeding the service animal, grooming the service animal, providing veterinary care to the service animal, and responding to the service animal's need to relieve itself, including the proper disposal of the service animal's waste.
- F. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
- G. In the case of a student who is unable to care for and/or supervise his or her service animal, the student's parent/guardian is responsible for arranging for such care and supervision. In the case of an employee or other individual who is unable to care for and/or supervise his or her service animal, the employee or other individual's authorized representative is responsible for arranging for a service animal's care and supervision.
- H. The service animal must be properly licensed and vaccinated in accordance with applicable state laws and local ordinances.

VI. REQUESTING THE USE OF A SERVICE ANIMAL AT SCHOOL

- A. Students with a disability seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the building principal of the school the student attends. The principal will notify the superintendent or the administrator designated with responsibility to address such requests. School district employees seeking to be accompanied by a service animal are requested to

submit the Approval Request Form to the superintendent or the administrator designated with responsibility to address such requests.

- B. Students or employees seeking to bring a service animal onto district premises are requested to identify whether the need for the service animal is required because of a disability and to describe the work or tasks that the service animal is trained to perform.
- C. The owner of the service animal shall provide written evidence that the service animal has received all vaccinations required by state law or local ordinance.

VII. REMOVAL OR EXCLUSION OF A SERVICE ANIMAL

- A. A school official may require a handler to remove a service animal from school district property, a school building, or a school-sponsored program or activity, if:
 - 1. Any of the requirements described in Part V., above, are not met.
 - 2. The service animal is out of control and/or the handler does not effectively control the animal's behavior;
 - 3. The presence of the service animal would fundamentally alter the nature of a service, program or activity; or
 - 4. The service animal behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a significant health or safety risk to others that cannot be eliminated by reasonable accommodations.
- B. If the service animal is properly excluded, the school district shall give the individual with a disability the opportunity to participate in the service, program, or activity without the service animal, unless such individual has violated a law or school rule or regulation that would warrant the removal of the individual.

VIII. ADDITIONAL LIMITATIONS FOR MINIATURE HORSES

In assessing whether a miniature horse may be permitted in a school building or on school grounds as a service animal, the following factors shall be considered:

- A. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- B. Whether the handler has sufficient control of the miniature horse;
- C. Whether the miniature horse is housebroken; and
- D. Whether the miniature horse's presence in a specific building or on school grounds compromises legitimate health and safety requirements.

IX. ALLERGIES; FEAR OF ANIMALS

If a student or employee notifies the school district that he or she is allergic to a service animal, the school district will balance the rights of the individuals involved. In general, allergies that are not life threatening are not a valid reason for prohibiting the presence of a service animal. Fear of animals is generally not a valid reason for prohibiting the presence of a service animal.

X. NON-SERVICE ANIMALS FOR STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS (IEPS) OR SECTION 504 PLANS

If a special education student or a student with a Section 504 plan seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the student's IEP team or Section 504 team, as appropriate, to determine whether the animal is necessary for the student to receive a free appropriate public education (FAPE) or, in the case of a Section 504 student, to reasonably accommodate the student's access to the school district's programs and activities.

XI. NON-SERVICE ANIMAL AS AN ACCOMMODATION FOR EMPLOYEES

If an employee seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the superintendent or the administrator designated to handle such requests. A school district employee who is a qualified individual with a disability will be allowed to bring such animal onto school property when it is determined that such use is required to enable the employee to perform the essential functions of his or her position or to enjoy the benefits of employment in a manner comparable to those similarly situated non-disabled employees.

XII. LIABILITY

- A. The owner of the service animal is responsible for any harm or injury to an individual and for any property damage caused by the service animal while on school district property.
- B. An individual who, directly or indirectly through statements or conduct, intentionally misrepresents an animal in that person's possession as a service animal may be subject to criminal liability.

Legal References: Section 504 of the Rehabilitation Act of 1973
28 C.F.R. § 35.104, 28 C.F.R. § 35.130(b)(7), and 28 C.F.R. § 35.136 (ADA Regulations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
Minn. Stat. § 256C.02 (Public Accommodations for Persons with Disabilities)
Minn. Stat. § 363A.19 (Discrimination Against Blind, Deaf, or Other Persons with Physical or Sensory Disabilities Prohibited)
Minn. Stat. § 609.226 (Harm Caused by Dog)
Minn. Stat. § 609.833 (Misrepresentation of Service Animal)

Cross References: MSBA/MASA Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Policy 521 (Student Disability Nondiscrimination)

APPROVAL REQUEST FORM FOR USE OF A SERVICE ANIMAL

Please turn in your request to the [Superintendent] OR [Director of Student Services] (Students)
or the [Superintendent] OR [Director of Human Resources] (Employees)

Student/Employee Name: _____ Date: _____

Parent or authorized representative name(s) and contact information (*please include email, phone number, and address*): _____

Building: _____

Type of service animal: _____

Name of service animal: _____ Name of handler: _____

Is the service animal required because of a disability: _____

What work or tasks is the service animal trained to perform: _____

Checklist for Completion of Form

Attached is documentation that the service animal is:

____ Properly licensed

____ Properly and currently vaccinated

I have read and understand the School District's policy regarding service animals and will abide by the terms of the policy.

I understand that if my service animal: is out of control and/or the animal's handler does not effectively control the animal's behavior; is not housebroken or the animal's presence or behavior fundamentally interferes in the functions of the School District; or behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a direct threat to the health and safety of others that cannot be eliminated by reasonable modifications, the School District has the discretion to exclude or remove my service animal from its property.

I agree to be responsible for any and all damage to School District property, personal property, and any injuries to individuals caused by my service animal. I agree to indemnify, defend, and hold harmless the School District, its school board members, administrators, employees, and agents, from and against any and all claims, actions, suits, judgments, and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by my service animal.

Superintendent/Administrator Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Note: This Registration/Agreement is valid until the end of the current school year. It must be renewed prior to the start of each subsequent school year or whenever a different service animal will be used.

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

**BOARD POLICY 534
Unpaid Meal Charges**

Adopted ___ By Reference ___

Revised ___ December 2019 _____

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. GENERAL STATEMENT OF POLICY

- A. The goal of Independent School District No. 361 is to provide nutritious meals to students to promote healthy eating habits and enhance learning, as well as, maintain the financial integrity of the National School Breakfast and Lunch program and eliminate stigmatization of children who are unable to pay meal charges.
- B. It is the policy of Independent School District No. 361 to offer breakfast and lunch meals that meet state and federal regulations.
- C. The school district receives school lunch aid under Minn. Stat. § 124D.111, therefore, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- D. Families may apply for free/reduced price meals any time during the school year. Meal applications are distributed to all families in the school district prior to the start of the school year, and are included in enrollment packets. Meal applications are also available at the both school offices and on the district website. If household income or size change, families can apply for meal benefits anytime during the school year.

Parent(s) or guardian(s) are responsible for meal charges prior to qualifying for meal benefits. Families who qualify for meal benefits are required each school year to complete a new meal application form. District staff will work diligently with parents

in this process, however, it is the parent/guardian responsibility to ensure they complete and respond to the annual meal application notification which is sent in August of each school year. A parent/guardian who loses their meal benefit is responsible for meal charges until such time they requalify for meal benefits.

III. PAYMENT OF MEALS

- A. All meal purchases are to be prepaid before meal service begins. Students are assigned a meal account when they enroll in International Falls Public Schools. It is the parent/guardians responsibility to make sure adequate funds are available in their student(s) account each day for breakfast and/or lunch. It is recommended to have at least a week's worth of meals prepaid in the student's account.
- B. Parent(s) or guardian(s) can manage their student(s) meal accounts through online access via Skyward Family Access. The link for Skyward Family Access is found on the district website at www.isd361.k12.mn.us under "Quick Links" then select "Skyward Portal". Family Access allows parent(s) or guardian(s) the ability to:
1. View meal account balances
 2. Make payments to student account(s)
 3. Set a low balance message
 4. View student meal account purchases

If parent(s) or guardian(s) do not have a user name setup for Skyward Family Access they can contact the school office to have this setup.

- C. Student meal account payments can be made as follows:
1. Pay by credit or debit card online through Skyward Family Access or via ISD 361 web store offered through RevTrak. The link to either system is located on district website under "Quick Links". There is a \$1 transaction fee applied to all online payments.
 2. Send cash or check with student to school.
 3. Mail or drop off cash or check to your student's school.
 4. By setting up reoccurring payments:
 - a) Reoccurring payments allow parent(s) or guardian(s) to set a minimum meal account balance which will trigger an automatic payment to the student(s) account. An email notification is sent to the parent(s) or guardian(s) each time a payment is made.
 - b) To setup reoccurring payments go to ISD 361 web store.
 - c) Log into personal account then setup reoccurring payments for each student. If parent(s) or guardian(s) do not have a web store account setup they can contact the school office to have this setup.
- D. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the student's accounts.

- E. Transferring of funds between student sibling accounts requires the approval of the parent or guardian. Graduating senior student account balances will be automatically transferred to a sibling at the end of school year.
 - 1. Parent(s) or guardian(s) with graduating students will be requested to advise the school office if they want their positive senior students account balance refunded, or transferred to the districts meal donation account.

IV. MEAL ACCOUNT PURCHASES

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

- A. Kindergarten Breakfast: All kindergarten students qualify to receive one free breakfast each day school is in session. Kindergarten students are always eligible for free breakfast regardless of unpaid meal account balance.
- B. Free/Reduced Breakfast and Lunch Meals: Students who qualify for free/reduced meal benefits will receive the first breakfast and/or lunch meal at no charge. Students eligible for free/reduced meals will always be served a first (1st) quantity breakfast and/or lunch meal regardless of unpaid food service accounts.
- C. Full Paid Breakfast and Lunch Meals: Students who pay the full price for breakfast and lunch meals are required to prepay for those meals prior to being served. When a student who is full paid has “cash in hand” to pay for first meal, the student will be served a first meal regardless of unpaid meal account balance. The “cash in hand” will not be applied towards past due meal account balances.
- D. Ala Carte Purchases: The Falls High School cafeteria offers ala carte items for purchase. Students will not be allowed ala carte purchases if their meal account does not have a prepaid balance to cover the cost of purchase.

Parent(s) or guardian(s) may choose to block items from being purchased, such as extra milk and ala carte items by contacting Michelle Hopkins at 218-283-2571 ext. 1181 or via email at mhopkins@isd361.org

- E. Second Meal Purchases: Any second (2nd) breakfast or lunch meal purchased by any student regardless of meal application status or kindergarten free breakfast status will be charged at the second meal price. Students must have positive meal account balance to purchase the second (2nd) meal.

V. LOW OR NEGATIVE ACCOUNT BALANCE NOTIFICATION

- A. Parent(s) or guardian(s) are encouraged to utilize Skyward Family Access to manage their student(s) meal account(s). A mobile application for Family Access is also offered by Skyward.
- B. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero as follows. Parent(s) or guardian(s) can also set a low balance email notification via Skyward Family Access.

- C. Parent(s) or guardian(s) will be notified when the student account is at \$10.00 or less via the district telephone and e-mail notification system on Tuesday of each week.
- D. Parent(s) or guardian(s) will be notified when a student account is at negative -\$10.00 via the district telephone/e-mail notification system on Monday of each week.
- E. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.

Policy for Meal Accounts with \$0 or Negative Balances:

Meal Account Balances at negative -\$25.00

When a student's meal account balance is negative -\$25 the districts' nutrition director or designee will call the parent(s) or guardian(s).

The district will continue to serve these students a first quantity breakfast and/or lunch meal. Second quantity meals and ala carte purchases will be denied.

Meal Account Balances at Negative -\$50.00 or more

When a student's meal account balance is negative -\$50.00 the building principal or school social worker will call the parent(s) or guardian(s). An invoice will be sent requesting payment within 30 days.

The district will continue to serve these students a first quantity breakfast and/or lunch meal. Second quantity meals and ala carte purchases will be denied.

VI. UNPAID MEAL CHARGES

The school district will make reasonable efforts to communicate and work with families to resolve the matter of unpaid meal charges. When appropriate, families will be encouraged to apply for meal benefits for their students.

Assistance from county social services may be requested by the building principal, food service director, school social worker or superintendent of schools for possible neglect when attempts to resolve the unpaid meal debt are not successful or disregarded by the parent(s) or guardian(s).

The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.

Collection options for delinquent unpaid meal accounts may include, but are not limited to, use of collection agencies, claims in conciliation court, or any other legal methods permitted by law.

During the year invoices will be sent to families with unpaid balances due to meal charges incurred prior to qualifying for meal benefits, negative balances incurred during a lapse in meal benefits, or the student has left the district with a negative lunch balance.

Invoices will request payment within 30 days. If no payment is received within 30 days, a second invoice will be sent requesting payment within 15 days. If no payment is made after 45 days, the invoice will be referred to a collection agency.

At the end of the school year, regardless if the meal account is “stale” or not, unpaid meal account balances of negative \$50 or more, which have not previously been sent an invoice, will be sent an invoice requesting payment within 30 days. If no payment is received within 30 days, a second invoice will be sent requesting payment within 15 days. If no payment is made after 45 days, the invoice will be referred to a collection agency.

If attempts by the Districts collection agency are unsuccessful within 45 days the unpaid balance is sent to a credit agency for impact to the family’s credit score.

The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

The school district may not deny any student the opportunity to participate in graduation ceremonies or other commencement activities due to unpaid meal charges.

VII. STAFF MEALS

- A. Staff have the option of purchasing meals or ala carte items through a staff meal account. This option is offered to staff as a prepayment meal account. Staff meal accounts must maintain a positive balance. Staff with negative meal account balances will be refused service.
- B. The district provides a reoccurring payment option to staff through the online payment system via RevTrak. Staff are encouraged to utilize this option if they struggle to maintain a positive meal account.
- C. At the termination of employment any outstanding negative meal account balance will be required to be paid in full or the amount owed will be deducted from the employee’s last paycheck. Any positive meal account balance will be refunded to the staff member, or the staff member may elect to donate the balance to the districts meal donation account.

VIII. COMMUNICATION OF POLICY

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.

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

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

**BOARD POLICY 506
Student Discipline**

Adopted ___ By Reference ___

Revised ___ June 2018 ___

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 - 121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice.

They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;

M. To conduct themselves in an appropriate physical or verbal manner; and

N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; 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 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 unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the School District's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment Policy;

9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;

22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;

36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures; including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions

for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;

- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

- C. The student handbook will be reviewed annually and brought before the board for approval. The handbook will contain procedures and consequences for disciplinary actions.

[Note: The following Sections D. - L. must be developed and inserted by each school district based upon individual district practices, procedures, and preferences.]

D. Procedures for Removal of a Student From a Class.

1. 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.
2. 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.
3. 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.
4. Per direction of the classroom teacher, the student is to report directly to the office or library (ISS), 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

E. Responsibility for and Custody of a Student Removed From Class.

1. Designation of where student is to go when removed;
Students removed from class are to report to the office or library.
2. Designation of how student is to get to designated destination;
Teacher will direct student where to go and inform library staff or office that student is on their way.
3. Whether student must be accompanied;
Staff member in control of room will make determination if student can be sent alone or wait for administrator.
4. Statement of what student is to do when and while removed;
Student will be removed to ISS or office until situation is determined to be resolved per administration.
5. Designation of who has control over and responsibility for student after removal from class.
Once office/library is notified, building principal, or his/her designee, will be responsible for student.

F. Procedures for Return of a Student to a Class From Which the Student Was Removed.

1. Specification of procedures;
Student may return to class upon determination of principal, or his/her designee that situation is resolved and conditions have been met.
2. Actions or approvals required such as notes, conferences, readmission plans.

G. Procedures for Notification.

1. Specify procedures for notifying students and parents/guardians of violations of the rules of conduct and resulting disciplinary action;
Staff member involved will contact parent and notify them of any situation that results in student being removed.
2. Actions or approvals required, such as notes, conferences, readmission plans.

H. Disabled Students; Special Provisions.

1. Procedures for consideration of whether there is a need for further assessment;
2. Procedures for consideration of whether there is a need for a review of the adequacy of the current Individualized Education Program (IEP) of a disabled student who is removed from class or disciplined; and
3. Any procedures determined appropriate for referring students in need of special education services to those services.

I. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.

1. Establishment of a chemical abuse preassessment team pursuant to Minn. Stat. § 121A.26;
2. ~~Establishment of a school and community advisory team to address chemical abuse problems in the district pursuant to Minn. Stat. § 121A.27; and~~
3. Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minn. Stat. § 121A.29.

J. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.

K. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.

L. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

IX. DISMISSAL

- A. “Dismissal” means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

- C. Suspension Procedures.

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less, where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student’s total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student’s parent or guardian before subsequently removing the student from school and, with

the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the student to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.

6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. Strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. Assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. Petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 - 121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures.

1. “Expulsion” means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. “Exclusion” means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40 - 121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district’s intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 - 121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student’s own choosing, including legal counsel at the hearing; (2) examine the student’s records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student’s parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student’s own choosing, including legal counsel, at the student’s sole expense. The school district shall advise the student’s parent or guardian that free or low-cost legal assistance may be available and that a legal assistance

resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.

10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49.

The decision of the school board shall be implemented during the appeal to the Commissioner.

19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

II. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd.1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

III. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

XII. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline

records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

XIII. DISABLED STUDENTS

Students who are currently identified as eligible under IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's education program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

The School District may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XVI. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40 to 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. §§ 121A.582 (Reasonable Force)
Minn. Stat. §§ 121A.60 to 121A.61 (Removal From Class)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch.125A (Students With Disabilities)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Court Act)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et. seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.53(e)(1) (Manifestation Determination)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

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

**BOARD POLICY 515
Protection and Privacy of Pupil Records**

Adopted ___ By Reference ___

Revised ___ May 2017 ___

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. §1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000.

III. DEFINITIONS

A. Authorized Representative

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

B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used

for authorized recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

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

D. Directory Information

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

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

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

E. Education Records

1. What constitutes “education records.” Education records means those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
2. What does not constitute an education record. The term “education records” does not include:
 - a. Records of instructional personnel which:
 - (1) are in the sole possession of the maker of the record; and
 - (2) are not accessible or revealed to any other individual except a substitute teacher; and
 - (3) are destroyed at the end of the school year.
 - b. Records of a law enforcement unit of the school district, provided educational education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.
 - c. Records relating to an individual, including a student, who is

employed by the school district which:

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

However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:
 - (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
 - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
- e. Records that only contain information about an individual after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

F. Eligible Student

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

G. Juvenile Justice System

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

H. Legitimate Educational Interest

"Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student,

student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

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

I. Parent

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

J. Personally Identifiable

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

K. Record

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

L. Responsible Authority

"Responsible authority" means ~~superintendent of schools~~ Superintendent of Schools, Kevin Grover. ~~/or building principal.~~

M. Student

“Student” includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district, and individuals who receive shared time educational services from the school district.

N. School Official

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

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

O. Summary Data

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

P. Other Terms and Phrases

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

IV. GENERAL CLASSIFICATION

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

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

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

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

B. Eligible Students

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

C. Disabled Students

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the confidentiality of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data

subject;

- d. specific as to the nature of the information the subject is authorizing to be disclosed;
- e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
- f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
- g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or non-cancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in [Section V.](#) of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To [a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:](#)
 - a. [performs an institutional service or function for which the school district would otherwise use employees;](#)
 - b. [is under the direct control of the school district with respect to the use and maintenance of education records; and](#)

c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.

3. To officials of other schools, ~~or~~ school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (See [Section XIX.](#)), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with [Section XV.](#) of this policy;

4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;

5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:

- a. determine eligibility for the aid;
- b. determine the amount of the aid;
- c. determine conditions for the aid; or
- d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution;

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:

- a. before November 19, 1974, if the allowed reporting or disclosure

concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or

- b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers.

7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, ~~and~~ the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be returned or destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.
8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;

10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331 or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. -If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself.
11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education –records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;

13. Information the school district has designated as “directory information” pursuant to [Section VII.](#) of this policy;
14. To military recruiting officers [and post-secondary educational institutions](#) pursuant to [Section XI.](#) of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;~~or~~
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student’s full name, home address, telephone number, date of birth; a student’s school schedule, [daily](#) attendance record, and photographs, if any; and any parents’ names, home addresses, and telephone numbers;
 - b. the existence of the following information about a student, not the actual data or other information contained in the student’s [education](#) record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student’s parent or guardian by certified mail of the request to disclose information. If the student’s parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the

request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file.:

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171, Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individual need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian.:
20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minn. Stat. § 260B.171, Subd. 5. The principal must place the information in the student's educational education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member,

substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's [education](#) record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action; [or](#)

21. [To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: \(a\) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and \(b\) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.](#)
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined ~~in section 450b of Title 25-25 U.S.C. § 5304~~), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

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

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

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

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

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

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

parent designated as directory information.

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

2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district, in writing, that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in [Section VI](#) of this policy.

3. [A parent or eligible student may not opt out of the directory information disclosures to:](#)

a. [prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled;](#) or

b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.

4. [The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.](#)

D. Procedure for Obtaining Nondisclosure of Directory Information

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

1. Name of the student and/or parent, as appropriate;
2. Home address;

3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

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

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

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

B. Private Records Not Accessible to Parent

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

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

parental access may protect the minor data subject from physical or emotional harm;

- c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
- d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
- e. whether the data concerns medical, dental, or other health services provided pursuant to Minn. Stat. §§ 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

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

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

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

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minn. Stat. § 626.556, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minn. Stat. § 626.556, Subd. 11.

Regardless of whether a written report is made under Minn. Stat. § 626.556, Subd. 7, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken

for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. [Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. § 13.393.](#)
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

[D. Chemical Abuse Records](#)

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

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

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

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

A. The School District will release the names, addresses, and home telephone numbers of ~~secondary~~ students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data ~~to military recruiters~~ pursuant to Paragraph C. below.

B. Data released to military recruiting officers under this provision:

1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and
2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the building principal in writing by September 30 each year. The written request must include the following information:

1. Name of student and parent, as appropriate;
2. Home address;
3. Student's grade level;
4. School presently attended by student;
5. Parent's legal relationship to student, if applicable;
6. Specific category or categories of information which are not to be released to military recruiting officers; and post-secondary educational institutions; and

7. Specific category or categories of information which are not to be released to the public, including military [recruiting officers and post-secondary educational institutions](#).
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of [secondary students in grades 11 and 12](#) without prior consent.
 - E. A parent or eligible student's refusal to release the above information to military recruiting officers [and post-secondary educational institutions](#) does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers [and post-secondary educational institutions](#). In order to make any directory information about a student private, the procedures contained in [Section VII](#). of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers [and post-secondary educational institutions](#).

XII. LIMITS ON REDISCLOSURE

- A. Redisclosure
Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.
- B. Redisclosure Not Prohibited
 1. Subdivision A. of this section does not [prevent](#) the school district from disclosing personally identifiable information under [Section VI](#). of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of [Section VI](#).-of this policy; and
 - b. The school district has complied with the record-keeping requirements of [Section XIII](#). of this policy.
 2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student [or to parents of](#)

dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena, or to parents of dependent students.

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

C. Classification of Disclosed Data

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

D. Notification

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

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

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

B. Record Security

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

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for

securing students records by September 1 of each school year. The written plan shall contain the following information:

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

D. Review of Written Plan for Securing Student Records

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

E. Record Keeping

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

c. [a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.](#)

3. ~~Section XIII.E.1.3. — Paragraph (1) of Record Keeping~~ does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under ~~Section VI.Paragraph B.1.~~ of this policy, to requests for disclosures of directory information under [Section VII.](#) of this policy, or to a party seeking or receiving the records as directed by a Federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed [or as directed by an ex parte court order obtained by the United States Attorney General \(or designee not lower than an Assistant Attorney General\) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b\(g\)\(5\)\(B\) or an act of domestic or international terrorism.](#)

[Note: While Section XIII.E.1. does not apply to requests for or disclosures of directory information under Section VII. of this policy, to the extent the school district chooses to limit the disclosure of directory information to specific parties, for specific purposes, or both, it is advisable that records be kept to identify the party to whom the disclosure was made and/or purpose for the disclosure.]

4. The record of requests of disclosures may be inspected by:

- a. the parent of the student or the eligible student;
- b. the school official or his or her assistants who are responsible for the custody of the records; and
- c. the parties authorized by law to audit the record-keeping procedures of the school district.

5. [The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:](#)

a. [the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and](#)

b. [the parties to whom the school district disclosed the information.](#)

6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in [Section VIII](#). of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested, or make other arrangements for the parent or eligible student to inspect and review the requested records.

3. [Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.](#)

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:

- a. the cost of materials, including paper, used to provide the copies;
- b. the cost of the labor required to prepare the copies;
- c. any schedule of standard copying charges established by the school district in its normal course of operations;
- d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
- e. mailing costs.

2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.

3. The cost of providing copies shall be borne by the parent or eligible student.

4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

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

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

B. Right to a Hearing

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

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the

contested information in the record or stating why he or she disagrees with the decision of the school district, or both.

3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
 - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

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

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of ~~the~~ Minn. Stat. Ch. 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

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

- B. Data practices compliance official means School Social Worker, Laurie Youso.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official. [superintendent of schools.](#)

XVII. COMPLAINTS FOR NONCOMPLIANCE

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

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

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the

U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. §1232g FERPA, and the rules promulgated thereunder;

5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

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

XXI. COPIES OF POLICY

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. [Ch. 14 \(Administrative Procedures Act§ 120A.22 \(Compulsory Instruction\)](#)
[Minn. Stat. § 120A.22 \(Compulsory Instruction\)](#)
[Minn. Stat. § 121A.40-121A.56 \(The Pupil Fair Dismissal Act\)](#)
Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer Records)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
[Minn. Stat. § 121A.40-121A.56 \(The Pupil Fair Dismissal Act\)](#)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)

Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
Minn. Rules Parts 1205.0100-1205.2000 ([Data Practices](#))
[10 U.S.C. § 503\(b\) and \(c\) \(Enlistments: Recruiting Campaigns; Compilation of Directory Information\)](#)
[18 U.S.C. § 2331 \(Definitions\)](#)
[18 U.S.C. § 2332b \(Acts of Terrorism Transcending National Boundaries\)](#)
20 U.S.C. ~~§§~~ 1232g *et seq.* (Family Educational Rights and Privacy Act)
[20 U.S.C. § 6301 et seq. \(Every Student Succeeds Act\)](#)
[20 U.S.C. § 7908 \(Armed Forces Recruiting Information\)](#)
26 U.S.C. ~~§§~~ 151 and 152 (Internal Revenue Code)
34 C.F.R. ~~§§~~ 99.1-99.67 ([Family Educational Rights and Privacy](#))
[34 C.F.R. § 300.610-300.627 \(Confidentiality of Information\)](#)
[42 C.F.R. § 2.1 et seq. \(Confidentiality of Drug Abuse Patient Records\)](#)
[Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 \(2002\)](#)

~~“No Child Left Behind Act of 2001,” P.L. 107-110~~

Cross References:

[MSBA/MASA Model Policy 414 \(Mandated Reporting of Child Neglect or Physical or Sexual Abuse\)](#)
[MSBA/MASA Model Policy 417 \(Chemical Use and Abuse\)](#)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 520 (Student Surveys)
MSBA/MASA Model Policy 711 (Videotaping on School Buses)
[MSBA/MASA Model Policy 906 \(Community Notification of Predatory Offenders\)](#)
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

[TO BE PLACED ON SCHOOL DISTRICT STATIONERY]

[date]

[Parent(s)]

[Address]

Re: Immunizations

Dear Parent:

As you know, school begins on [date]. Before your child, [name of child], can be enrolled, however, we must receive proof that he/she has received immunization against a number of diseases as required by state law or is excepted therefrom. To date, we have no immunization records for your child nor a claim of exception.

Please complete the enclosed form verifying that [name of child] has received the required immunizations, consistent with medically acceptable standards and return the form to [name of school official], *before school begins*. By state law, we cannot allow [name of child] to stay in school longer than thirty days unless we have received proof that he/she has had the required immunizations or is excepted therefrom.

If you cannot submit a statement from a physician or public clinic regarding your elementary or secondary school child, you may submit your own statement on the enclosed form detailing the precise dosages given for each required immunization and the month and year each immunization was given. If you elect to submit your own statement in lieu of one from a health care provider, please contact [name of school official] at [telephone number] to determine the precise vaccinations required for your child, as the requirements vary according to the child's age.

If you are claiming an exception for medical reasons that an immunization is contraindicated or because of your conscientiously held beliefs, you must either submit a statement from a physician stating the immunization is contraindicated or you must submit a notarized statement, signed by you as the parent/guardian, or if the student is an emancipated person, by the emancipated person, stating that the student has not been immunized because of conscientiously held beliefs. The enclosed form may be used for this purpose.

If we do not receive proof of immunization or exception by [date], your child will be sent home from school and discharged from enrollment. It will then be necessary for you to re-enroll the child after immunization requirements have been met before the child can return to school. If you have any questions, please contact [name of school official] at [telephone number].

Thank you for your cooperation.

Very truly yours,

[School District Official]

SAMPLE LETTER B

[TO BE PLACED ON SCHOOL DISTRICT STATIONERY]

[date]

[Parent(s)]

[Address]

Re: Immunizations

Dear Parent:

As you know, school began today. To date, we have no immunization records for your child nor any record of a request for an exception. In order for your child, [name of child], to remain enrolled, we must receive proof that he/she has received immunization against a number of diseases as required by state law or that he/she qualifies for one of the statutory exceptions. By this letter, we wish to verify that our records concerning your child are accurate and complete.

Please submit a statement on the enclosed form to [name of school official] from a physician or a public clinic verifying that [name of child] has received the required immunizations, consistent with medically acceptable standards. By state law, we cannot allow [name of child] to stay in school unless we have received proof that he/she has had the required immunizations or has satisfied one of the statutorily recognized exceptions.

If you cannot submit a statement from a physician or public clinic regarding your elementary or secondary school child, you may submit your own statement on the enclosed form detailing the precise dosages given for each required immunization and the month and year each immunization was given. If you elect to submit your own statement in lieu of one from a health care provider, please contact [name of school official] at [telephone number] to determine the precise vaccinations required for your child, as the requirements vary according to the child's age.

If you are claiming an exception for medical reasons that an immunization is contraindicated or because of your conscientiously held beliefs, you must either submit a statement from a physician stating the immunization is contraindicated or you must submit a notarized statement, signed by you as the parent/guardian, or if the student is an emancipated person by the emancipated person, stating that the student has not been immunized because of conscientiously held beliefs. The enclosed form may be used for this purpose.

If you have already submitted a statement to us, please indicate how the statement was submitted (i.e. hand-delivered, mailed), when it was delivered and to whom. It may be necessary for you to obtain a duplicate statement if the original cannot be found. If additional time to obtain a duplicate is required, please so indicate in your response.

If we do not receive proof of immunization or exception by [ten school days], your child will be sent home from school and discharged from enrollment. It will then be necessary for you to re-enroll the child after immunization requirements have been met before the child can return to school. If you have any questions, please contact [name of school official] at [telephone number].

Thank you for your cooperation.

Very truly yours,

[School District Official]

530-6F

SAMPLE LETTER C

[TO BE PLACED ON SCHOOL DISTRICT STATIONERY]

[date]

[Parent(s)]

[Address]

Re: Non-Enrollment for Lack of Immunization Proof

Dear Parent:

We are sending your child, [name of child], home today because we have not yet received proof that he or she has received appropriate immunizations or is excepted therefrom. Minnesota law does not allow us to enroll an elementary or secondary school student without proof that the student has received the required immunizations or is excepted therefrom.

As we advised earlier, State law and School District policy allow for a thirty-day grace period and a ten-day due process period during which your child may attend school. Those grace periods have now expired.

[Name of child] may re-enroll as soon as we have received appropriate proof of immunizations. If you have any questions about the proof or the immunizations required, please contact [name of school official] at [telephone number] as soon as possible.

We look forward to having [name of child] back in school soon.

Very truly yours,

[School District Official]

DISTRICT NOTES:

Previous notices sent on _____ by _____

Phone contacts on _____ by _____

_____ by _____

_____ by _____

Enter the dates for each vaccine your child has received to date. Specify the month, day, and year of each dose such as 01/01/2010.

Immunization Form

Name _____ Birthdate _____

Immunizations required for child care, early childhood programs, and school.

Vaccine	Birth to 6 months	12 -24 months	At Kindergarten	At 7th grade	At 12th grade
Hepatitis B	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Diphtheria, Tetanus, Pertussis (DTaP, DT, Td)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Haemophilus influenzae</i> type b (Hib)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pneumococcal (PCV)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Polio	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Measles, Mumps, Rubella (MMR)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Chickenpox (varicella)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hepatitis A	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tetanus, Diphtheria, Pertussis (Tdap)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Meningococcal (MCV4)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Minnesota law requires children enrolled in child care, early childhood education, or school to be immunized against certain diseases, unless the child is medically or non-medically exempt.

Instructions for parent or guardian:

- Fill out the dates in chronological order even if your child received a vaccine outside of the age/grade category that the box is in. Depending on the age of your child, they may not have received all vaccines; some boxes will be blank.
 - If you have a copy of your child's immunization history, you can attach a copy of it instead of completing the front of this form.
 - Your doctor or clinic can provide a copy of your child's immunization history. If you are missing or need information about your child's immunization history, talk to your doctor or call the Minnesota Immunization Information Connection (MIIC) at 651-201-3980 or 800-657-3970.
- Sign or get the signatures needed for the back of this form.
 - Document medical and/or non-medical exemptions in section 1.
 - Verify history of chickenpox (varicella) disease in section 2.
 - Provide consent to share immunization information (optional) in section 3.

Instructions: Complete section 1 to document a medical or non-medical exemption, section 2 to verify history of varicella disease, and section 3 to consent to share immunization information.

Name _____

1. Document a medical and/or non-medical exemption (A and/or B).

Place an X in the box to indicate a medical or non-medical exemption. If there are exemptions to more than one vaccine, mark each vaccine with an X.

Vaccine	Medical Exemption	Non-Medical Exemption
Diphtheria, Tetanus, and Pertussis		
Polio		
Measles, Mumps, Rubella		
<i>Haemophilus influenzae</i> type b		
Chickenpox (varicella)		
Pneumococcal		
Hepatitis A		
Hepatitis B		
Meningococcal		

B. Non-medical exemption: A child is not required to have an immunization that is against their parent or guardian's beliefs. However, choosing not to vaccinate may put the health or life of your child or others they come in contact with at risk. Unvaccinated children who are exposed to a vaccine-preventable disease may be required to stay home from child care, school, and other activities in order to protect them and others.

By my signature, I confirm that this child will not receive the vaccines marked with an X in the table because of my beliefs. I am aware that my child may be required to stay home from child care, school, and other activities if exposed.

Signature: _____ Date: _____
(of parent or guardian in presence of notary)

Non-medical exemptions must also be signed and stamped by a notary:

This document was acknowledged before me on _____ (date) by _____ (name of parent or guardian)

Notary Stamp

Notary Signature: _____ STATE OF MINNESOTA, COUNTY OF _____

A. Medical exemption: By my signature below, I confirm that this child should not receive the vaccines marked with an X in the table for medical reasons (contraindications) or because there is laboratory confirmation that they are already immune.

Signature: _____ Date: _____
(of health care practitioner*)

2. History of chickenpox (varicella) disease. This child had chickenpox in the month and year _____

My signature below means that I confirm that this child does not need chickenpox vaccine because:

- I am a health care practitioner and this child was previously diagnosed with chickenpox or the parent provided a description that indicates this child had chickenpox in the past.
- I am the parent or guardian and this child had chickenpox on or before September 1, 2010.

Signature: _____ Date: _____
(of health care practitioner*, representative of a public clinic, or parent/guardian). Parent can sign if chickenpox occurred before September 2010.

*Health care practitioner is defined as a licensed physician, nurse practitioner, or physician assistant.

3. Consent to share immunization information: This school is asking for permission to share your child's immunization record with Minnesota's immunization information system. Giving your permission will:

- Provide easier access for you and your school to check immunization records, such as at school entry each year.
- Support your school in helping to protect students by knowing who may be vulnerable to disease based on their immunization record. This can be important during a disease outbreak.

Under Minnesota law, all the information you provide is private and can only be released to those authorized to receive it. Signing this section of the form is optional. If you choose not to sign, it will not affect the health or educational services your child receives.

I agree to allow my child's school to share my child's immunization documentation with Minnesota's immunization information system:

Signature: _____ Date: _____
(of parent/guardian)

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

**BOARD POLICY 602
Organization of School Calendar and School Day**

Adopted ___ By Reference ___

Revised ___ June 2018 _____

I. PURPOSE

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

II. GENERAL STATEMENT OF POLICY

The school calendar and schedule of the school day are important to parents, students, employees, and the general public for advance, effective planning of the school year.

III. CALENDAR RESPONSIBILITY

- A. The school calendar shall be adopted annually by the school board. It shall meet all provisions of Minnesota statutes pertaining to minimum number of school days and other provisions of law. The school calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff and parents.

[Note: The annual school calendar must include at least 425 hours of instruction for a kindergarten student without a disability, 935 hours of instruction for a student in grades 1 through 6, and 1,020 hours of instruction for a student in grades 7 through 12, not including summer school. The school calendar for all-day kindergarten must include at least 850 hours of instruction for the school year. If a voluntary prekindergarten program is offered by the school district, a prekindergarten student must receive at least 350 hours of instruction for the school year. A school board's annual calendar must include at least 165 days of instruction for a student in grades 1 through 11 unless a four-day week schedule has been approved by the Commissioner of Education under Minn. Stat. § 124D.126. A school board's annual school calendar may include plans for up to five days of instruction provided through online

instruction due to inclement weather. The inclement weather plans must be developed according to Section V., below.]

[Note: To the extent the school board offers K-12 teachers the opportunity for more staff development training under Minn. Stat. § 122A.40, Subds. 7 and 7a, or Minn. Stat. § 122A.41, Subds. 4 and 4a, the school district shall adopt as its school calendar a total of 240 days of student instruction and staff development, of which the total number of staff development days equals the difference between the total number of days of student instruction and 240 days. The school board may schedule additional staff development days throughout the calendar year.]

- B. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before Labor Day, except as provided in Section III.B.1., III.B.2., or III.B.3. Days devoted to teacher's workshops may be held before Labor Day.
 - 1. The school district may begin the school year on any day before Labor Day to accommodate a construction or remodeling project of \$400,000 or more affecting a school district school facility.
 - 2. The school district may begin the school year on any day before Labor Day if the school district has agreement under Minn. Stat. § 123A.30, § 123A.32, or § 123A.35 with a school district that qualifies under Section III.B.1.
 - 3. The school district may begin the school year on any day before Labor Day if the school district agrees to the same schedule with a school district in an adjoining state.
- C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

[Note: The provisions of the prior law requiring the school board to adopt the calendar for the next school year by April 1 have been repealed. The school board should still attempt to establish the calendar as early as possible so proper planning can take place by all members of the school community.]

IV. SCHOOL DAY RESPONSIBILITY

- A. The superintendent shall be responsible for developing a schedule for the student day, subject to review by the school board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.
- B. In developing the student day schedule, the superintendent shall consider such factors as school bus schedules, cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, and other concerns deserving of attention.

- C. Proposed changes in the school day shall be subject to review and approval by the school board.

V. E-LEARNING DAYS

- A. An e-learning day is a school day where a school offers full access to online instruction provided by students' individual teachers due to inclement weather.
- B. A school district may designate up to five e-learning days in one school year.
- C. An e-learning day is counted as a day of instruction and included in the hours of instruction pursuant to Section III.A., above.
- D. The e-learning day plan developed by the school district will include accommodations for students without Internet access at home and for digital device access for families without the technology or with an insufficient amount of technology for the number of children in the household. The plan must also provide accessible options for students with disabilities.
- E. The school district must notify parents and students of its e-learning day plan at the beginning of each school year.
- F. When an e-learning day is declared by the school district, notice must be provided to parents and students at least two hours prior to the normal school start time that students will need to follow the e-learning day plan for that day.
- G. On an e-learning day, each student's teacher must be accessible both online and by telephone during normal school hours to assist students and parents.

Legal References: Minn. Stat. § 120 A.40 (School Calendar)
Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.414 (E-Learning Days)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120A.42 (Holidays)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123A.32 (Interdistrict Cooperation)
Minn. Stat. § 123A.35 (Cooperation and Combination)
~~Minn. Stat. § 124D.11, Subd. 9 (Revenue for Results-Oriented Charter School)~~
Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)
Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)

Minn. Stat. § 124E.25 (Payment of Aids to Charter Schools)
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids;
Appropriation)

Cross References: MSBA/MASA Model Policy 425 (Staff Development)

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

**BOARD POLICY 904
Distribution of Materials on School District Property by Nonschool
Persons**

Adopted___ By Reference_____

Revised___ September 2019_____

I. PURPOSE

The purpose of this policy is to provide for distribution of materials appropriate to the school setting by nonstaff and nonstudents on school district property in a reasonable time, place, and manner which does not disrupt the educational program nor interfere with the educational objectives of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district intends to provide a method for nonschool persons and organizations to distribute materials appropriate to the school setting, within the limitations and provisions of this policy.
- B. To provide for orderly and nondisruptive distribution of materials, the school board adopts the following regulations and procedures.

III. DEFINITIONS

- A. "Distribution" means circulation or dissemination of materials by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying materials, or placing materials in internal staff or student mailboxes.
- B. "Materials" includes all materials and objects intended by nonschool persons or nonschool organizations for distribution. Examples of nonschool-sponsored materials include but are not limited to leaflets, brochures, buttons, badges, flyers, petitions, posters, underground newspapers whether written by students, employees or others, and tangible objects.

- C. “Nonschool person” means any person who is not currently enrolled as a student in or employed by the school district.
- D. “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, and lewd exhibition of the genitals; and
 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- E. “Minor” means any person under the age of eighteen (18).
- F. “Material and substantial disruption” of a normal school activity means:
1. Where the normal school activity is an educational program of the school 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, ~~there must exist~~ 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.
- G. “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, other theatrical productions, and in-school lunch periods.

- H. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower him or her in the esteem of the community.

IV. GUIDELINES

- A. Nonschool persons and organizations may, within the provisions of this policy, be granted permission to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, materials and objects which are appropriate to the school setting.
- B. Requests for distribution of materials will be reviewed by the administration on a case-by-case basis. However, distribution of the following materials is always prohibited. Material is prohibited that:
1. is obscene to minors;
 2. is libelous;
 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 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 religion**, 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. Permission for nonschool persons to distribute materials on school district property is a privilege and not a right. In making decisions regarding permission for such 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 nonschool 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

If permission is granted pursuant to this policy for the distribution of any materials, 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 nonschool person wishing to distribute materials must first submit for approval a copy of the materials to the administration at least five days in advance of desired distribution time, together with the following information:
 1. Name and phone number of the person submitting the request.
 2. Date(s) and time(s) of day of requested distribution.
 3. If material is intended for students, the grade(s) of students to whom the distribution is intended.
 4. The proposed method of distribution.
- B. The administration will review the request and render a decision. The administration will assign a location and method of distribution and will inform the persons submitting the request whether nonschool persons may be present to distribute the materials. In the event that permission to distribute the materials is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.

- C. 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.
- D. In the event that permission to distribute materials is denied, the nonschool person or organization may request reconsideration of the decision by the superintendent. The request for reconsideration must be in writing and must set forth the reasons why distribution is desirable and in the interest of the school community.

VII. VIOLATION OF POLICY

Any party violating this policy or distributing materials without permission will be directed to leave the school property immediately and, if necessary, the police will be called.

VIII. 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)
Doe v. South Iron R-1 School District, 498 F.3d 878 (8th Cir.2007)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Cornelius v. NAACP Legal Defense and Educational Fund, Inc., 473 U.S. 788, 105 S. Ct. 3439, 87 L.Ed.2d 567 (1985)
Perry Education Ass'n v. Perry Local Educators' Ass'n, 460 U.S. 37, 103 S. Ct. 948, 74 L.Ed.2d 794 (1983)
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 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
 MSBA/MASA Model Policy 512 (School Sponsored Student Publications)

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

BOARD POLICY 419

**Tobacco-Free Environment; POSSESSION AND USE OF TOBACCO,
TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY
DEVICES**

Adopted ___ By Reference ___

Revised ___ June 2019 ___

[Note: School Districts are not required by statute to have a policy addressing these issues. However, Minn. Stat. § 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device e-cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices or electronic e-cigarette delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

[Note: The following language is not required by law but is recommended by MSBA for inclusion in this policy.]

- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, **tobacco-related devices**, or electronic **delivery devices e-cigarettes**. The school district will not promote or allow promotion of tobacco products or **electronic delivery devices e-cigarettes** on school property or at school-sponsored events.

III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED

- A. “Electronic **delivery device e-cigarette**” means ~~any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance intended for human consumption, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.~~ any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of vapor from the product. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device does not include any product that has been approved or certified by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is marketed and sold for such an approved purpose.
- B. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.
- C. “Tobacco-related devices” means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- D. “Smoking” means inhaling, ~~or~~ exhaling, ~~smoke from burning, or carrying~~ any lighted ~~or heated~~ cigar, cigarette, pipe, or any other lighted ~~or heated tobacco or plant~~ product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking ~~also~~ includes carrying or using an activated electronic delivery device. ~~a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for~~

~~inhalation and the use of electronic cigarettes, including the inhaling and exhaling of vapor from any electronic delivery device.~~

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. **Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.**

V. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any other manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VI. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.

- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. §§ 144.411 – 144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Children)
2007 Minn. Laws. Ch.82 (Freedom to Breathe Act of 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

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

**BOARD POLICY 414
Mandated Reporting of Child Neglect or Physical or Sexual Abuse**

Adopted ___ By Reference ___

Revised ___ September 2019 _____

[Note: This policy reflects the mandatory law regarding reporting of maltreatment of minors and is not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. ~~It is~~The policy of the school district **is** to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.

- B. ~~It shall be~~ A violation of this policy ~~for~~ **occurs when** any school personnel **to** fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the

facility are in compliance with the laws and rules relevant to the occurrence of event.

- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch.260C (child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Mandated Reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- E. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health care, medical care, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so;
 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
 4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
 5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, or medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
 6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 4 6, Clause (5);
 7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child’s basic needs and safety; or

8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

- F. "Nonmaltreatment mistake: means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- G. "Physical Abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. §125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any non-accidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in

sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

- H. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.
- I. "School Personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- J. "Sexual Abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a **current or recent** position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, **solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children**. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. **Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking**. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. §243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).
- K. "Mental Injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.
- L. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person

responsible for the child's care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years, to the local welfare agency, police department, county sheriff, tribal social services, or tribal police department. The reporter will include his or her name and address in the report.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred ~~and that~~ may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any

punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

[Note: The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. Although a report may be made to any of the agencies listed in Section IV. A., above, and there is no requirement to file more than one report, if the initial report is not made to MDE, it would be helpful to MDE if schools also report to MDE.]

V. INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.

- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd.4 6, Clause (5) (Child in Need of Protection)

Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. § 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. § 609.02, Subd.6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

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

**BOARD POLICY 421
Gifts to Employees**

Adopted ___ **By Reference** _____

Revised ___ **September 2019** _____

I. PURPOSE

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students, parents, and others may wish to show appreciation to school district employees. It is the policy of the school district, however, to discourage gift-giving to employees and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.
- B. A violation of this policy occurs when any employee solicits, accepts, or receives either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value.
- C. A violation of this policy occurs when any employee solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of insignificant value of a promotional or public relations nature or a plaque with a resale value of \$5 or less with an inscription recognizing an individual for an accomplishment. The superintendent has discretion to determine what value is “insignificant.”
- D. Teachers may accept from publishers free samples of textbooks and related teaching materials.
- E. This policy applies only to gifts given to employees where the donor’s relationship with the employee arises out of the employee’s employment with the school district. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee’s employment with the school district.

- F. An elected or appointed member of a school board, a school superintendent, school principal, or a district school officer, including the school business official, may not accept a gift from an interested person.

III. DEFINITIONS

- A. “Gift” means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment that is given without something of equal or greater value being received in return.
- B. “Interested person” means a person or a representative of a person or association that has a direct financial interest in a decision that a school board member, a superintendent, a school principal, or a district school officer is authorized to make.
- C. “Financial interest” means any ownership or control in an asset which has the potential to produce a monetary return.

IV. PROCEDURES

Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

V. VIOLATIONS

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

Legal References: Minn. Stat. § 10A.07 (Conflicts of Interest)
Minn. Stat. § 10A.071 (Prohibition of Gifts)
Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

Cross References: MSBA/MASA Model Policy 209 (Code of Ethics)
MSBA/MASA Model Policy 210 (Conflict of Interest - School Board Members)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)

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

**BOARD POLICY 422
Policies Incorporated by Reference**

Adopted ___ By Reference _____

Revised ___ November 2019 _____

PURPOSE

Certain policies as contained in this policy reference manual are applicable to employees as well as to students. In order to avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies which also apply to employees:

Model Policy 102	Equal Educational Opportunity
Model Policy 103	Complaints – Students, Employees, Parents, Other Persons
Model Policy 206	Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
Model Policy 211	Criminal or Civil Action Against School District, School Board Member, Employee, or Student
Model Policy 305	Policy Implementation
Model Policy 505	Distribution of Nonschool-Sponsored Unofficial Materials on School Premises by Students and Employees
Model Policy 507	Corporal Punishment
Model Policy 510	Student Activities
Model Policy 511	Student Fundraising
Model Policy 517	Student Recruiting
Model Policy 518	DNR-DNI Orders
Model Policy 519	Interviews of Students by Outside Agencies
Model Policy 524	Internet Acceptable Use and Safety Policy
Model Policy 525	Violence Prevention
Model Policy 535	Service Animals in Schools
Model Policy 610	Field Trips
Model Policy 710	Extracurricular Transportation
Model Policy 802	Disposition of Obsolete Equipment and Material

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Legal References:

Cross References:

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

**BOARD POLICY 510
School Activities**

Adopted ___ By Reference ___

Revised ___ September 2019 _____

I. PURPOSE

The purpose of this policy is to impart to students, employees, and the community the school district's policy related to the student activity program.

II. GENERAL STATEMENT OF POLICY

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental, and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

III. RESPONSIBILITY

- A. The school board expects all students who participate in school-sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B. The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal, or unsportsmanlike behavior at these activities or events.
- C. The superintendent shall be responsible for disseminating information needed to inform students, parents, staff, and the community of the opportunities available within the school activity program and the rules of participation.
- D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. Those employees who conduct MSHSL activities shall be responsible for familiarizing students and parents with all applicable rules, penalties, and opportunities.

- E. The superintendent shall be responsible for conducting an annual evaluation of school activity programs and presenting the results and any recommendations to the school board.
- F. The school board will ensure that any funds raised for extracurricular activities will be spent only on extracurricular activities.

Legal References: Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)

Cross References: MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 713 (Student Activity Accounting)
~~MSBA Service Manual, Chapter 5, Various Educational Programs~~

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

**BOARD POLICY 513
Student Promotion, Retention, and Program Design**

Adopted ___ By Reference ___

Revised ___ September 2019 ___

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

A. Promotion.

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

B. Retention.

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

C. Program Design.

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

coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options. All programs will be aligned with creating the world's best workforce.

2. The school district will adopt guidelines for assessing and identifying students for participation in gifted and talented programs. The guidelines should include the use of:
 - a. multiple objective criteria; and
 - b. assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should be sensitive to under-represented groups, including, but not limited to, low-income, minority, twice-exceptional, and English learners.
3. The school district will adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:
 - a. assess a student's readiness and motivation for acceleration; and
 - b. match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.
4. The school district will adopt procedures which describe the comprehensive evaluation in cognitive, social, and emotional development domains to help determine a child's ability to meet kindergarten grade expectations and progress to first grade in the subsequent year for early admission to kindergarten or first grade of gifted and talented learners. **The comprehensive evaluation must use valid and reliable instrumentation, be aligned with state kindergarten expectations, and include a parental report and teacher observations of the child's knowledge, skills, and abilities.** The procedures must be sensitive to under-represented groups.

Legal References: Minn. Stat. § 120B.15 (Gifted and Talented Programs)
Minn. Stat. § 123B.143, subd. 1 (Superintendents)

Cross References: MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA/MASA Model Policy 617 (School District Ensurance of
Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Standard Achievement)
MSBA/MASA Model Policy 620 (Credit for Learning)

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

**BOARD POLICY 524
Internet Acceptable Use and Safety Policy**

Adopted ___ By Reference ___

Revised ___ September 2019 ___

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a

right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
 4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
 5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.

6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message. *[Note: School districts should consider the impact of this paragraph on present practices and procedures, including, but not limited to, practices pertaining to employee communications, school or classroom websites, and student/employee use of social networking websites. Depending upon school district policies and practices, school districts may wish to add one or more of the following clarifying paragraphs.]*

a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).

b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:

(1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or

(2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

b. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as ~~“MySpace and~~ “Facebook,” “Twitter,” “Instagram,” “Snapchat,” and “Reddit,” and similar websites or applications.

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that

the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

[Note: Pursuant to state law, school districts are required to restrict access to inappropriate materials on school computers with Internet access. School districts which seek technology revenue pursuant to Minn. Stat. § 125B.26 or certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children’s Internet Protection Act, effective in 2001. Those districts are required to comply with additional standards in restricting possible access to inappropriate materials. Therefore, school districts should select one of the following alternative sections depending upon whether the school district is seeking such finding and the type of funding sought.]

School districts which receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children’s Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy which contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or

2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
 - D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
 - E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

[Note: Although school districts are not required to adopt the more restrictive provisions contained in either Alternative No. 2 or No. 3 if they do not seek state or federal funding, they may choose to adopt the more restrictive provisions as a matter of school policy.]

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials

in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).

- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.

- b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
 6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
 7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.

3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the school district's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
 17 U.S.C. § 101 *et seq.* (Copyrights)
 47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
 Minn. Stat. § 121A.031 (School Student Bullying Policy)
 Minn. Stat. § 125B.15 (Internet Access for Students)
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Kowalski v. Berkeley County Sch., 652 F.3d 656 565 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families, and Friends of Lesbians and Gays, Inc. v. Camdenton R-111 Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)

M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

~~*J.S. v. Bethlehem Area Sch. Dist.*, 807 A.2d 847 (Pa. 2002)~~

Cross References: 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 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

LORI R JORGENSON
1211 Main Avenue
International Falls, MN 56649

FORMAL LETTER OF RESIGNATION

February 3, 2020

ISD No. 361
1515 – 11th Street
International Falls, MN 56649


Dear Mr. Grover and ISD No. 361 School Board Members:

Please accept this letter as my formal resignation from my position as Administrative Assistant/FHS and Athletics at ISD No. 361 effective two weeks from March 16, 2020, making my last work day March 27, 2020.

I appreciate the opportunities for growth and development you have provided during my tenure of 35 years. Thank you also for your guidance and support. I have formed many friendships over the years and will miss the comradery I have enjoyed. I'm pretty much sick to my stomach as I type this, but every retiree that I have contact with says you won't know how you found time for anything but full time work... we'll see.

Please let me know how I can be of help during the transition period. I wish you and the District the very best going forward.

Sincerely,


Lori Rae Jorgenson
Administrative Assistant/FHS & Athletics

Cc Tim Everson
Bill Mason
Marc Glowack
✓ Stacy Grover



INTERNATIONAL FALLS BRONCOS

Eric Walls

Head Baseball Coach
International Falls H.S.
January 30th, 2020

Kevin Grover
Superintendent
I.S.D. 361

Dear Kevin:

This letter is to formally inform you of my intention to resign as Head Baseball Coach upon the hiring of my successor. In the meantime I will continue administrative preparations for the 2020 season and help facilitate the transition to our next head coach.

After hearing our 2020 PCA business plan last week I'm anticipating traveling much more in 2020 with my role at PCA, and it's simply not fair to the district, team, or assistant coaches to take on head coaching duties in my absence.

This opportunity to represent I.S.D 361 as its Head Baseball Coach is the most rewarding thing I've done in sports. The one thing that takes a little sting out of this decision is the fact that the program is in a much better place than it was ten years ago when I started as a JV coach.

The completed field improvement projects have turned Scheela Field into one of the very best facilities in northern Minnesota. With my departure, I would ask that you please keep in mind two projects that will complete our vision for Scheela Field.

- Install an 8" outfield fence for both softball / baseball fields for safety reasons.
- Secure field lighting for both softball / baseball.

Thanks for all your support, friendship, and direction over the past 10 years.

Sincerely,

Eric Walls

Ted Saxton
Chair, ISD 361
1515 11th Street
International Falls, MN 56649

Dear Chair Saxton,

I submit this letter on 1-15-2020, meeting the February 1 deadline of MS 122A.48 (Teacher Early Retirement Incentive Program). I meet all requirements outlined in MS 122A.48 subdivision 1 and request that the district entertain the following proposal.

A payment equal to 50% of the difference between my 2019-2020 salary and BA 1 step (top left cell of 2019 – 20 salary schedule) of the 2019 –2020 salary schedule, not to exceed \$17,500, to be paid into my Health Care Savings Plan account within 30 days of my last day of TRA service to the district.

This letter does not preclude me from any other benefit afforded me upon severing service to the district as negotiated in the 2019-2021 conditions for employment between Local 331 and ISD 361.

I agree to submit an irrevocable letter of resignation upon school board approval which will be effective upon the completion of the 2019-2020 school year.

Thank you for this consideration.

Sincerely,

A handwritten signature in black ink that reads "George McDonald". The signature is written in a cursive, flowing style.

George McDonald

Cc: Kevin Grover, Superintendent

John Sandberg, ED MN Local 331 President

Annual Compliance Documentation

District/School Name and Number: 1SD 361 International Falls Public

AIPAC Resolution Vote

**Please indicate with a checkmark how the AIPAC voted by choosing Option 1 or Option 2.*

Option 1: A vote of Concurrence

The American Indian Parent Advisory Committee issued a vote of Concurrence: ✓

Date of Concurrence vote: 2-10-20

Date the AIPAC presented the resolution to the school board: _____

OPTION 2: A VOTE OF NON-CONCURRENCE

The American Indian Parent Advisory Committee issued a vote of Non-Concurrence: _____

A vote of Non-Concurrence requires the AIPAC to provide specific recommendations for improvement to the school board. The school board is required to respond in writing to each recommendation within 60 days of the recommendations being put forth. The school board must provide this written response to both the AIPAC and to the Office of Indian Education.

Date of Non-Concurrence vote: _____

Date the AIPAC presented the resolution **and** recommendations to the school board: _____

Date the school board response is due: _____

THE DISTRICT/SCHOOL DOES NOT HAVE AN AIPAC

Our District/School does not have an AIPAC _____ (indicate with checkmark)

Our district has not yet formed an AIPAC, but recognizes the need to do so in order to remain compliant with Minnesota Statutes, section 124D.78. The district superintendent will contact the Office of Indian Education to receive guidance on this process, its expectations and requirements.

Required signatures

**Please include a printed name along with your signature.*

School Board Chairperson

Date

Superintendent

Date

BethAnne Slatinski BethAnne Slatinski 02-10-2020
AIPAC Chairperson Date

Due annually on March 1

WHEREAS, the school board or district has an AIPAC composed of parents/guardians of American Indian children who are eligible for Indian education programs, American Indian language and culture teachers and paraprofessionals, American Indian teachers, American Indian counselors, American Indian adults enrolled in educational programming, and American Indian representatives from community;

WHEREAS, the school board or district affords the AIPAC the necessary information and the opportunity to effectively express their views concerning all aspects of American Indian education and the educational needs of the American Indian children enrolled in the school(s) and program(s); and,

WHEREAS, the AIPAC is directly involved with and advises the school board and district staff on Indian Education program planning; and,

WHEREAS, the AIPAC develops and submits recommendations to the school board and district staff pertaining to the needs of American Indian students.

THEREFORE BE IT RESOLVED, that the AIPAC concurs that the school board and district are compliant with Minnesota Statutes, section 124D.78, and that the school board and district are meeting the needs of American Indian students.

We, the American Indian Parent Advisory Committee, issue a **Vote of Concurrence**. We attest that the school board and/or district are compliant with Minnesota Statutes and that the school board and/or district are meeting the needs of American Indian students; **or**,

We, the American Indian Parent Advisory Committee, issue a **Vote of Non-Concurrence**. We attest that the school board and/or district are not compliant with Minnesota Statutes and that the school board and/or district are not meeting the needs of American Indian students. We have provided written recommendations for improvements to the school board, and we acknowledge that the school board has 60 days from the receipt of these recommendations in which to respond, in writing, to each recommendation.

BethAnne Slatsinski BethAnne Slatsinski 02-02-2020

AIPAC Chairperson Printed Name and Signature

02-02-2020

Date

AIPAC Roster

Representative Name	American Indian (circle one)	Committee Role (circle one)	Primary Area of Representation (circle one)
Name: <i>BethAnne Slatinski</i>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Chairperson <input type="radio"/> Vice-Chairperson <input type="radio"/> Secretary <input type="radio"/> General Representative	<input checked="" type="radio"/> Parent/Guardian of American Indian Student <input type="radio"/> American Indian Secondary Student <input type="radio"/> American Indian Community Member <input type="radio"/> American Indian Teacher, Paraprofessional, or other district staff
Name: <i>Don Rolando</i>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Chairperson <input type="radio"/> Vice-Chairperson <input type="radio"/> Secretary <input checked="" type="radio"/> General Representative	<input type="radio"/> Parent/Guardian of American Indian Student <input type="radio"/> American Indian Secondary Student <input type="radio"/> American Indian Community Member <input checked="" type="radio"/> American Indian Teacher, Paraprofessional, or other district staff
Name: <i>Jena Votaw</i>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Chairperson <input type="radio"/> Vice-Chairperson <input type="radio"/> Secretary <input checked="" type="radio"/> General Representative	<input checked="" type="radio"/> Parent/Guardian of American Indian Student <input type="radio"/> American Indian Secondary Student <input type="radio"/> American Indian Community Member <input type="radio"/> American Indian Teacher, Paraprofessional, or other district staff
Name: <i>Alaina Werner</i>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Chairperson <input type="radio"/> Vice-Chairperson <input type="radio"/> Secretary <input checked="" type="radio"/> General Representative	<input checked="" type="radio"/> Parent/Guardian of American Indian Student <input type="radio"/> American Indian Secondary Student <input type="radio"/> American Indian Community Member <input type="radio"/> American Indian Teacher, Paraprofessional, or other district staff
Name: <i>Brian Pearson</i>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Chairperson <input type="radio"/> Vice-Chairperson <input type="radio"/> Secretary <input checked="" type="radio"/> General Representative	<input type="radio"/> Parent/Guardian of American Indian Student <input checked="" type="radio"/> American Indian Secondary Student <input type="radio"/> American Indian Community Member <input type="radio"/> American Indian Teacher, Paraprofessional, or other district staff

Dear School Board members,

(tentatively) I am writing to request approval of unpaid leave for 7-8 weeks. I'm currently 31 weeks pregnant and am planning on being induced some time around March 29th. I will get back to you with more accurate dates once the time gets closer.

Thank you,

Delaney Roswell

From: ISD #361 - Int'l Falls
 1515 11th St
 International Falls, MN 56649

Facilities Agreement
 Last Edited: 2/13/20 at 8:44am

Permit # 2002-0116

Contact/Billing Person: Kevin Gordon

EVENT NAME: Bronco Hockey Camp
To: Bronco Hockey Camp

Date/Time	Location/Activity/Detail	Units	Rate	Subtotal
Mon 7/6/2020	*Bronco Arena - Arena			
8:00am - 10:00pm	Bronco Hockey Camp	14.00	\$ 11.43	\$ 160.02
Tue 7/7/2020	*Bronco Arena - Arena			
8:00am - 10:00pm	Bronco Hockey Camp	14.00	\$ 11.43	\$ 160.02
Wed 7/8/2020	*Bronco Arena - Arena			
8:00am - 10:00pm	Bronco Hockey Camp	14.00	\$ 11.43	\$ 160.02
Thu 7/9/2020	*Bronco Arena - Arena			
8:00am - 10:00pm	Bronco Hockey Camp	14.00	\$ 11.43	\$ 160.02
Fri 7/10/2020	*Bronco Arena - Arena			
8:00am - 10:00pm	Bronco Hockey Camp	14.00	\$ 11.43	\$ 160.02
Mon 7/13/2020	*Bronco Arena - Arena			
8:00am - 10:00pm	Bronco Hockey Camp	14.00	\$ 11.43	\$ 160.02
Tue 7/14/2020	*Bronco Arena - Arena			
8:00am - 10:00pm	Bronco Hockey Camp	14.00	\$ 11.43	\$ 160.02
Wed 7/15/2020	*Bronco Arena - Arena			
8:00am - 10:00pm	Bronco Hockey Camp	14.00	\$ 11.43	\$ 160.02
Thu 7/16/2020	*Bronco Arena - Arena			
8:00am - 10:00pm	Bronco Hockey Camp	14.00	\$ 11.43	\$ 160.02
Fri 7/17/2020	*Bronco Arena - Arena			
8:00am - 10:00pm	Bronco Hockey Camp	1.00	\$ 159.82	\$ 159.82

Summary	Facilities Rental:	\$ 1600.00	Estimated Total Charges:	\$ 1600.00
	Other Needs:	\$ 0.00		
	Extra Charges:	\$ 0.00	Balance Due:	\$ 1600.00
			Total Amount Paid:	\$ 0.00
			Remaining Balance Due:	\$ 1600.00

1. Mr. Gordon, as contractor, will be responsible for any and all staff members hired and/or assigned to conduct the camp any workers compensation as necessary. Insurance document will be on file in the school district as district insurance does not cover any contents of contractor or participants in the arena at any time.

2. RESPONSIBILITY: All activities must have appropriate adult supervision. The Lessee agrees and will be responsible for any damage to the facility by the Lessee or the Lessee's agents, assigns, or participants in any activity sponsored, controlled, or organized by the lessee, or for activities over which the Lessee has control or for which purpose the space is leased.

3. INDEMNITY: The Lessee agrees to indemnify, save and hold harmless International Falls Public Schools, ISD 361 and all their officers, employees, and agents, individually and collectively, for any and all claims, demands, suits, causes of action, or judgments (including defense and other costs) any person had, now has, or may have in the future arising out of the Lessee's use and/or occupancy of the leased premises, including any and all incidences and occurrences which cause bodily injury, property damage, or death. International Falls Public Schools, ISD 361, assumes no liability for personal injury suffered by reason of the use of such school property pursuant to this agreement.

4. **INSURANCE:** Additional liability insurance naming International Falls Public Schools, ISD 361, as an additional insured may be requested. The School District may also require groups to provide Comprehensive General Liability Insurance coverage for \$1,000,000 for bodily injury and property damage.
5. **ORDERLY USE:** The Lessee agrees that the Lessee and its employees, agents, volunteers, invitees and guest will comply with all directives of the school staff and policies of the school and all laws of the state of MN. These include, but are not limited to the following:
- No weapons on campus
 - No drugs or controlled substances on campus
 - No alcoholic beverages will be sold or consumed on campus
 - The use of tobacco substances is not allowed on campus
6. **NO TRANSFER, ASSIGNMENT OR SUBLEASE:** The Lessee may not transfer or assign this agreement or sublet any part of said premises without the express written consent of the Superintendent of Schools.
7. **VIOLATION OF AGREEMENT:** If the Lessee violates any of the covenants of this agreement, the Superintendent of International Falls Public Schools, ISD 361, or his/her designee or the school principal, may, without notice to the Lessee, terminate the agreement and retake possession of the premises.
8. **ALTERATIONS/EQUIPMENT:** No alterations are to be made to school property without the written consent of the Superintendent. Rental of facilities does not include use of school equipment or any product/supplies unless approved. At the permission and prior approval of the Superintendent, the Lessee may be allowed to rearrange furniture in the school facility. The Lessee must return any moved furniture to its proper location.
9. **CONFIRMATION OF AGREEMENT:** The agreement is not in force until signed by the Lessee, accepted and signed by the school official, and the amount designated as "Total User Fee" has been received by the school. The Lessee and the Superintendent shall retain fully executed copies of this document.
10. **CANCELLATION:** This agreement may be cancelled by the school district at their discretion. In the event of an emergency, the school district may use their discretion for cancellation of events. (ex. inclement weather). If the school is closed due to weather, emergency, etc., all events and rentals are canceled until the schools are officially reopened.
11. **REMOVAL OF PROPERTY:** The Lessee is responsible for the removal of all of their supplies and materials used in conjunction with the event immediately upon its end. Those items not removed within 24 hours after the event date shall be disposed of by the school at the expense of the Lessee. The school shall assume no responsibility for these items before, during, or after the event.
12. **SECURITY:** The Lessee agrees to reimburse the school for employment of a sufficient number (as deemed necessary by the Superintendent, at his/her sole discretion) of duly authorized law enforcement officers for the purpose of maintaining order, protecting the public and school property, and enforcing regulations and laws of the state of MN, or to provide additional, sufficient security as deemed necessary by the Superintendent. The Lessee will not be permitted to use the school property if the Lessee fails to cooperate with law enforcement. This reimbursement shall be in addition to the "total User Fees", and described within the Facility Fee Schedule.
13. **PAYMENT FOR DAMAGES:** The Lessee agrees to pay costs of repair or replacement for damages, which may have occurred during the term of this agreement in order to restore the rented space or other parts of the campus affected by the event at a condition equal to that prior to the event.
14. **ADDITIONAL REGULATIONS AND CONDITIONS OF USE:** International Falls Public Schools, ISD 361, reserves the right to impose any additional rules or regulations, or to set special use arrangements, whether or not expressly provided herein, which may be necessary for the best interest of the school, and such regulations shall be binding upon the Lessee.
15. **FOOD AND DRINK:** No eating or drinking will be allowed except where provisions are made for such activities in advance, and the provisions must comply with regulations of the State Department of Human Resources, Division of Health Services, and the Koochiching County Health Department. No open or pit fires, nor candles, will be allowed under any circumstances. In addition, no portable cooking devices fueled by charcoal, propane gas, or powered by any other means may be used without the prior consent of the Superintendent of Schools.
16. **PUBLIC SAFETY:** The Lessee agrees that at all times he/she/they will conduct activities with full regard to public safety, and will observe and abide by all applicable regulations. All portions of sidewalks, entries, doors, passages, halls, corridors, stairs, and all ways of access to public utilities shall be kept unobstructed by the Lessee. The Lessee is not to bring onto the premises any material, substance, equipment, or object, which is likely to constitute a hazard to the property without the prior written consent of the school Superintendent.
17. **CONTROL OF FACILITY AND RIGHT OF ENTRY:** In renting the identified facilities to the Lessee, it is understood that International Falls Public Schools, ISD 361, does not relinquish the right to control the management thereof, and to enforce all necessary laws, rules, and regulations. Duly authorized representatives of International Falls Public Schools, ISD 361, may enter the premises without any restriction whatsoever.
18. **CARE OF FACILITY:** The Lessee shall not injure or deface the premises or any equipment therein. The Lessee shall not drive any nails, hooks, tacks, or screws into any part of the building, nor make any alterations of any kind to said facility.
19. **PARKING:** Parking will be permitted only in areas designated for such use. Parking will not be permitted on grassed or landscaped areas.

I have read and agree to abide by the rules and regulations governing facility use at International Falls Public Schools, ISD 361. I agree to be billed for any additional hours utilized but not listed on this agreement.

Name: _____
Address: _____
Phone: _____

Signature Date

Received and accepted by:

Name _____

Signature Date

Signature
~~_____~~
ISD #361 - Int'l Falls

Signature
Kevin Gordon
Bronco Hockey Camp

From: ISD #361 - Int'l Falls
1515 11th St
International Falls, MN 56649

Facilities Agreement

Last Edited: 2/13/20 at 8:20am

Permit # 2002-0113

Contact/Billing Person: Lexi Brewinski

EVENT NAME: Falls Figure Skating - Summer Skating
To: Figure Skating Assn.

Date/Time	Location/Activity/Detail	Units	Rate	Subtotal
Mon 7/20/2020	*Bronco Arena - Arena			
12:00pm - 10:00pm	Falls Figure Skating - Summer Skating	10.00	\$ 16.00	\$ 160.00
Tue 7/21/2020	*Bronco Arena - Arena			
12:00pm - 10:00pm	Falls Figure Skating - Summer Skating	10.00	\$ 16.00	\$ 160.00
Wed 7/22/2020	*Bronco Arena - Arena			
12:00pm - 10:00pm	Falls Figure Skating - Summer Skating	10.00	\$ 16.00	\$ 160.00
Thu 7/23/2020	*Bronco Arena - Arena			
12:00pm - 10:00pm	Falls Figure Skating - Summer Skating	10.00	\$ 16.00	\$ 160.00
Fri 7/24/2020	*Bronco Arena - Arena			
12:00pm - 10:00pm	Falls Figure Skating - Summer Skating	10.00	\$ 16.00	\$ 160.00
Mon 7/27/2020	*Bronco Arena - Arena			
11:00am - 9:00pm	Falls Figure Skating - Summer Skating	10.00	\$ 16.00	\$ 160.00
Tue 7/28/2020	*Bronco Arena - Arena			
11:00am - 9:00pm	Falls Figure Skating - Summer Skating	10.00	\$ 16.00	\$ 160.00
Wed 7/29/2020	*Bronco Arena - Arena			
11:00am - 9:00pm	Falls Figure Skating - Summer Skating	10.00	\$ 16.00	\$ 160.00
Thu 7/30/2020	*Bronco Arena - Arena			
11:00am - 9:00pm	Falls Figure Skating - Summer Skating	10.00	\$ 16.00	\$ 160.00
Fri 7/31/2020	*Bronco Arena - Arena			
11:00am - 9:00pm	Falls Figure Skating - Summer Skating	10.00	\$ 16.00	\$ 160.00

Summary	Facilities Rental:	\$ 1600.00	Estimated Total Charges:	\$ 1600.00
	Other Needs:	\$ 0.00		
	Extra Charges:	\$ 0.00	Balance Due:	\$ 1600.00
			Total Amount Paid:	\$ 0.00
			Remaining Balance Due:	\$ 1600.00

1. **RESPONSIBILITY:** All activities must have appropriate adult supervision. The Lessee agrees and will be responsible for any damage to the facility by the Lessee or the Lessee's agents, assigns, or participants in any activity sponsored, controlled, or organized by the lessee, or for activities over which the Lessee has control or for which purpose the space is leased.

2. **INDEMNITY:** The Lessee agrees to indemnify, save and hold harmless International Falls Public Schools, ISD 361 and all their officers, employees, and agents, individually and collectively, for any and all claims, demands, suits, causes of action, or judgments (including defense and other costs) any person had, now has, or may have in the future arising out of the Lessee's use and/or occupancy of the leased premises, including any and all incidences and occurrences which cause bodily injury, property damage, or death. International Falls Public Schools, ISD 361, assumes no liability for personal injury suffered by reason of the use of such school property pursuant to this agreement.

3. **INSURANCE:** Additional liability insurance naming International Falls Public Schools, ISD 361, as an additional insured may be requested. The School District may also require groups to provide Comprehensive General Liability Insurance coverage for \$1,000,000 for bodily injury and property damage.

4. ORDERLY USE: The Lessee agrees that the Lessee and its employees, agents, volunteers, invitees and guest will comply with all directives of the school staff and policies of the school and all laws of the state of MN. These include, but are not limited to the following:

- No weapons on campus
- No drugs or controlled substances on campus
- No alcoholic beverages will be sold or consumed on campus
- The use of tobacco substances is not allowed on campus

5. NO TRANSFER, ASSIGNMENT OR SUBLEASE: The Lessee may not transfer or assign this agreement or sublet any part of said premises without the express written consent of the Superintendent of Schools.

6. VIOLATION OF AGREEMENT: If the Lessee violates any of the covenants of this agreement, the Superintendent of International Falls Public Schools, ISD 361, or his/her designee or the school principal, may, without notice to the Lessee, terminate the agreement and retake possession of the premises.

7. ALTERATIONS/EQUIPMENT: No alterations are to be made to school property without the written consent of the Superintendent. Rental of facilities does not include use of school equipment or any product/supplies unless approved. At the permission and prior approval of the Superintendent, the Lessee may be allowed to rearrange furniture in the school facility. The Lessee must return any moved furniture to its proper location.

8. CONFIRMATION OF AGREEMENT: The agreement is not in force until signed by the Lessee, accepted and signed by the school official, and the amount designated as "Total User Fee" has been received by the school. The Lessee and the Superintendent shall retain fully executed copies of this document.

9. CANCELLATION: This agreement may be cancelled by the school district at their discretion. In the event of an emergency, the school district may use their discretion for cancellation of events. (ex. inclement weather). If the school is closed due to weather, emergency, etc., all events and rentals are canceled until the schools are officially reopened.

10. REMOVAL OF PROPERTY: The Lessee is responsible for the removal of all of their supplies and materials used in conjunction with the event immediately upon its end. Those items not removed within 24 hours after the event date shall be disposed of by the school at the expense of the Lessee. The school shall assume no responsibility for these items before, during, or after the event.

11. SECURITY: The Lessee agrees to reimburse the school for employment of a sufficient number (as deemed necessary by the Superintendent, at his/her sole discretion) of duly authorized law enforcement officers for the purpose of maintaining order, protecting the public and school property, and enforcing regulations and laws of the state of MN, or to provide additional, sufficient security as deemed necessary by the Superintendent. The Lessee will not be permitted to use the school property if the Lessee fails to cooperate with law enforcement. This reimbursement shall be in addition to the "total User Fees", and described within the Facility Fee Schedule.

12. PAYMENT FOR DAMAGES: The Lessee agrees to pay costs of repair or replacement for damages, which may have occurred during the term of this agreement in order to restore the rented space or other parts of the campus affected by the event at a condition equal to that prior to the event.

13. ADDITIONAL REGULATIONS AND CONDITIONS OF USE: International Falls Public Schools, ISD 361, reserves the right to impose any additional rules or regulations, or to set special use arrangements, whether or not expressly provided herein, which may be necessary for the best interest of the school, and such regulations shall be binding upon the Lessee.

14. FOOD AND DRINK: No eating or drinking will be allowed except where provisions are made for such activities in advance, and the provisions must comply with regulations of the State Department of Human Resources, Division of Health Services, and the Koochiching County Health Department. No open or pit fires, nor candles, will be allowed under any circumstances. In addition, no portable cooking devices fueled by charcoal, propane gas, or powered by any other means may be used without the prior consent of the Superintendent of Schools.

15. PUBLIC SAFETY: The Lessee agrees that at all times he/she/they will conduct activities with full regard to public safety, and will observe and abide by all applicable regulations. All portions of sidewalks, entries, doors, passages, halls, corridors, stairs, and all ways of access to public utilities shall be kept unobstructed by the Lessee. The Lessee is not to bring onto the premises any material, substance, equipment, or object, which is likely to constitute a hazard to the property without the prior written consent of the school Superintendent.

16. CONTROL OF FACILITY AND RIGHT OF ENTRY: In renting the identified facilities to the Lessee, it is understood that International Falls Public Schools, ISD 361, does not relinquish the right to control the management thereof, and to enforce all necessary laws, rules, and regulations. Duly authorized representatives of International Falls Public Schools, ISD 361, may enter the premises without any restriction whatsoever.

17. CARE OF FACILITY: The Lessee shall not injure or deface the premises or any equipment therein. The Lessee shall not drive any nails, hooks, tacks, or screws into any part of the building, nor make any alterations of any kind to said facility.

18. PARKING: Parking will be permitted only in areas designated for such use. Parking will not be permitted on grassed or landscaped areas.

I have read and agree to abide by the rules and regulations governing facility use at International Falls Public Schools, ISD 361. I agree to be billed for any additional hours utilized but not listed on this agreement.

Name: _____
 Address: _____
 Phone: _____

Signature Date

Received and accepted by:

Name _____

Signature Date

Signature
~~Lexi Brewinski~~
ISD #361 - Int'l Falls

Signature
Lexi Brewinski
Figure Skating Assn.

From: ISD #361 - Int'l Falls
 1515 11th St
 International Falls, MN 56649

Facilities Agreement
 Last Edited: 2/12/20 at 3:47pm

Permit # 2002-0110

Contact/Billing Person: Erin Hall

EVENT NAME: Girls' Hockey Camp
To: Erin Hall - Girls' Hockey
 1608 Highway 71
 International Falls, MN 56649

Date/Time	Location/Activity/Detail	Units	Rate	Subtotal
Mon 7/20/2020	*Bronco Arena - Arena			
7:45am - 11:45am	Girls' Hockey Camp	4.00	\$ 16.00	\$ 64.00
Tue 7/21/2020	*Bronco Arena - Arena			
7:45am - 11:45am	Girls' Hockey Camp	4.00	\$ 16.00	\$ 64.00
Wed 7/22/2020	*Bronco Arena - Arena			
7:45am - 11:45am	Girls' Hockey Camp	4.00	\$ 16.00	\$ 64.00
Thu 7/23/2020	*Bronco Arena - Arena			
7:45am - 11:45am	Girls' Hockey Camp	4.00	\$ 16.00	\$ 64.00
Fri 7/24/2020	*Bronco Arena - Arena			
7:45am - 11:45am	Girls' Hockey Camp	4.00	\$ 16.00	\$ 64.00

Summary	Facilities Rental:	\$ 320.00	Estimated Total Charges:	\$ 320.00
	Other Needs:	\$ 0.00		
	Extra Charges:	\$ 0.00	Balance Due:	\$ 320.00
			Total Amount Paid:	\$ 0.00
			Remaining Balance Due:	\$ 320.00

- 1. RESPONSIBILITY:** All activities must have appropriate adult supervision. The Lessee agrees and will be responsible for any damage to the facility by the Lessee or the Lessee's agents, assigns, or participants in any activity sponsored, controlled, or organized by the lessee, or for activities over which the Lessee has control or for which purpose the space is leased.
- 2. INDEMNITY:** The Lessee agrees to indemnify, save and hold harmless International Falls Public Schools, ISD 361 and all their officers, employees, and agents, individually and collectively, for any and all claims, demands, suits, causes of action, or judgments (including defense and other costs) any person had, now has, or may have in the future arising out of the Lessee's use and/or occupancy of the leased premises, including any and all incidences and occurrences which cause bodily injury, property damage, or death. International Falls Public Schools, ISD 361, assumes no liability for personal injury suffered by reason of the use of such school property pursuant to this agreement.
- 3. INSURANCE:** Additional liability insurance naming International Falls Public Schools, ISD 361, as an additional insured may be requested. The School District may also require groups to provide Comprehensive General Liability Insurance coverage for \$1,000,000 for bodily injury and property damage.
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- 5. NO TRANSFER, ASSIGNMENT OR SUBLEASE:** The Lessee may not transfer or assign this agreement or sublet any part of said premises without the express written consent of the Superintendent of Schools.
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9. CANCELLATION: This agreement may be cancelled by the school district at their discretion. In the event of an emergency, the school district may use their discretion for cancellation of events. (ex. inclement weather). If the school is closed due to weather, emergency, etc., all events and rentals are canceled until the schools are officially reopened.

10. REMOVAL OF PROPERTY: The Lessee is responsible for the removal of all of their supplies and materials used in conjunction with the event immediately upon its end. Those items not removed within 24 hours after the event date shall be disposed of by the school at the expense of the Lessee. The school shall assume no responsibility for these items before, during, or after the event.

11. SECURITY: The Lessee agrees to reimburse the school for employment of a sufficient number (as deemed necessary by the Superintendent, at his/her sole discretion) of duly authorized law enforcement officers for the purpose of maintaining order, protecting the public and school property, and enforcing regulations and laws of the state of MN, or to provide additional, sufficient security as deemed necessary by the Superintendent. The Lessee will not be permitted to use the school property if the Lessee fails to cooperate with law enforcement. This reimbursement shall be in addition to the "total User Fees", and described within the Facility Fee Schedule.

12. PAYMENT FOR DAMAGES: The Lessee agrees to pay costs of repair or replacement for damages, which may have occurred during the term of this agreement in order to restore the rented space or other parts of the campus affected by the event at a condition equal to that prior to the event.

13. ADDITIONAL REGULATIONS AND CONDITIONS OF USE: International Falls Public Schools, ISD 361, reserves the right to impose any additional rules or regulations, or to set special use arrangements, whether or not expressly provided herein, which may be necessary for the best interest of the school, and such regulations shall be binding upon the Lessee.

14. FOOD AND DRINK: No eating or drinking will be allowed except where provisions are made for such activities in advance, and the provisions must comply with regulations of the State Department of Human Resources, Division of Health Services, and the Koochiching County Health Department. No open or pit fires, nor candles, will be allowed under any circumstances. In addition, no portable cooking devices fueled by charcoal, propane gas, or powered by any other means may be used without the prior consent of the Superintendent of Schools.

15. PUBLIC SAFETY: The Lessee agrees that at all times he/she/they will conduct activities with full regard to public safety, and will observe and abide by all applicable regulations. All portions of sidewalks, entries, doors, passages, halls, corridors, stairs, and all ways of access to public utilities shall be kept unobstructed by the Lessee. The Lessee is not to bring onto the premises any material, substance, equipment, or object, which is likely to constitute a hazard to the property without the prior written consent of the school Superintendent.

16. CONTROL OF FACILITY AND RIGHT OF ENTRY: In renting the identified facilities to the Lessee, it is understood that International Falls Public Schools, ISD 361, does not relinquish the right to control the management thereof, and to enforce all necessary laws, rules, and regulations. Duly authorized representatives of International Falls Public Schools, ISD 361, may enter the premises without any restriction whatsoever.

17. CARE OF FACILITY: The Lessee shall not injure or deface the premises or any equipment therein. The Lessee shall not drive any nails, hooks, tacks, or screws into any part of the building, nor make any alterations of any kind to said facility.

18. PARKING: Parking will be permitted only in areas designated for such use. Parking will not be permitted on grassed or landscaped areas.

I have read and agree to abide by the rules and regulations governing facility use at International Falls Public Schools, ISD 361. I agree to be billed for any additional hours utilized but not listed on this agreement.

Name: _____
Address: _____
Phone: _____

Signature Date

Received and accepted by:
Name _____

Signature Date

Signature
Laurie Humbert
ISD #361 - Int'l Falls

Signature
Erin Hall
Erin Hall - Girls' Hockey

RESOLUTION FOR ACCEPTANCE OF GIFTS AND DONATIONS

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

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

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

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

District donations received:

Bronco Hall Of Fame

From	PCA Mill of Intl Falls	\$1500.00
	Steven & Cheryl Cronkhite	\$175.00

Speech Club

	In Honor of Don Carey	\$100.00
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FHS Prom 2020

From	Bremer Bank	\$200.00
	Wenberg Transfer	\$150.00
	Friend’s Garbage	\$150.00
	Rainy Lake Medical Center	\$125.00

2020 FHS Scholarship

From	Paul Bunyan Communications	\$300.00
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Larry Ross Shadow Box Memorial

From	Anthony Curran	\$200.00
	Jeff Lindvall	\$150.00

Motion by _____, seconded by _____, to accept the gifts and donations.

The following voted in favor:

Voting against:

Whereupon, the resolution was declared adopted.

2020 Prom Donations

Name of Business	Date	Description	Amount (Value)	Submitted to Board	Thank You Sent
Shannon's Inc.	1-13-2020	Check	\$50	X	X
11-71	1/10/2020	\$50 Gift card	\$50	x	X
Rainy River Veterinary Hospital	1/11/2020	Gift Basket-cup, charger, lantern, doggie bags, tote		X	X
City Drug	1/13/2020	Vikings Gift Basket		X	X
Waschke GM	1/14/2020	Oil Change		X	X
Border State Bank	1/14/2020	2 Gift Baskets- grill and cups with flashlights, etc.		X	X
Bremer Bank	1/15/2020	Check	\$200.00	X	X
Wenberg Transfer	1/15/2020	Check	\$150.00	X	X
Friends Garbage Service, LLC	1/17/2020	Check	\$150.00	X	X
Swanky Gifts	1/17/20	Gift certificate	\$30.00	X	X
Concordia, Chicago	1/17/2020	Shirt, pennant, keychain, stress toy		X	-
Winona State	1/21/2020	T-shirt		X	-
Hamline	1/21/20	Shirt and pennant		X	-
AmericInn	1/22/20	Room and late check out for DJ		X	-
Sha Sha	1/26/2020	2 sweatshirts, water bottle, hat		X	X
MSU Moorhead	1/27/2020	T-shirt		X	X
Dakota State Univ.	1/27/2020	T-shirt		X	-
Brown University	1/27/2020	Pennant		X	-
U of M Morris	1/27/2020	Sunglasses and Pennant		X	-
CSB/SJU	1/27/2020	T-shirt		X	-
Concordia	1/17/2020	2 shirts		X	-
U of W River Falls	1/21/2020	2 shirts, 2 pennants, and decals		X	-
Saint Cloud State U	1/29/20	3 t-shirts and 3 pennants		X	-
Mankato State U	1/29/2020	T-shirt, tumbler, and bag		X	-
Coca-Cola Bottling	1/30/2020	Pop, water, and the premix machine		X	X
Shorewood Dental	1/31/2020	Check	\$40.00	X	X
Rainy Lake Medical Center	2/5/2020	Check	\$125.00	X	X
U of W Madison	2/5/2020	Pennant		X	-
Concordia St. Paul	2/10/2020	Pennant, baseball tee, pen			-

2020 Prom Donations

Hibbing Community College	2/11/2020	Lanyard, T-Shirt			-

1/29/20

My name is Kristina Bartlett & my son Freddy Bartlett is a Sr. He transferred here this yr. He had a date for prom with a girl from Littlefork but she very recently decided she didn't want to go to two proms. He has asked a few other girls, that he knows well enough, but they already have dates, of course. So here he sits. He's at a bit of a disadvantage because that he's new to the school and doesn't know too many of the girls here well enough and it's pretty late in the game to find a date now.

We have a family friend who Freddy would like to take, however, she is 21. She is a very nice young lady. She hasn't been in trouble and isn't a "trouble maker". She wouldn't be or cause any problems for the school. I am asking the Board to make an exception and let my son take her to prom. She understands there may be conditions upon agreeing to this. I know this may be a lot to ask of the board but it would be awful if my son had to miss his Sr. Prom.

I am more than happy to get you any information you may want or need and answer any questions you may have.

Thank you,

K Bartlett

324-0885

Kbartlett@midco.net

1/29/20

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I am more than happy to get you any information you may want or need and answer any questions you may have.

Thank you,
K. Bartlett

324-0885

Kbartlett@midco.net

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

• Girls' Sports:

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

II. Cheerleading

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

III. 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.

INDEPENDENT SCHOOL DISTRICT NO. 361
INTERNATIONAL FALLS, MINNESOTA

AND

FALLS PRINCIPALS' ASSOCIATION

AGREEMENT FOR CONDITIONS OF EMPLOYMENT

JULY 1, 2019 to June 30, 2021

ARTICLE I: PURPOSE

Section 1. Parties: This agreement is entered into between the School Board of Independent School District No. 361, International Falls, Minnesota, hereinafter, referred to as the School Board, and the Falls Principal's Association, hereinafter, referred to as exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 as amended, hereinafter, referred to as the PELRA, to provide the terms and conditions of employment for principals during the duration of this Agreement.

ARTICLE II: RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition: In accordance with the PELRA, as amended, the School Board recognizes the Falls Principal's Association as the exclusive representative of Principals employed by the School Board of Independent School District No. 361, which exclusive representative, shall have those rights and duties as prescribed by the PELRA, as amended, and as described in the provisions of this Agreement.

Section 2. Appropriate Unit: The exclusive representative shall represent all the Principals of the District as defined in this Agreement and in said Act.

ARTICLE III: DEFINITIONS

Section 1. Principal: Shall mean all persons employed by the School Board in a position for which the person must be certificated as a principal by the Department of Education, and shall include principals and or assistant principals who devote more than fifty percent (50%) of 1.0 FTE to administrative or supervisory duties.

Section 2. Terms and Conditions of Employment: Shall mean the hours of employment, the compensation therefore, including fringe benefits except retirement contributions or benefits other than employer payment of, or contributions to, premiums for group insurance coverage of retired employees or severance pay, and the employer's personnel policies affecting the working conditions of the employees. In the case of professional employees, the term does not mean educational policies of a School District. "Terms and Conditions of Employment" is subject to the provisions of PELRA.

Section 3. School District: For purposes of administering this Agreement, the term "School District" shall mean the School Board or its designated representative.

Section 4. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the PELRA.

ARTICLE IV: SCHOOL BOARD RIGHTS

Section 1. Inherent Managerial Rights: The exclusive representative recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

Section 2. Management Responsibilities: The exclusive representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.

Section 3. Effect of Laws, Rules and Regulations: The exclusive representative recognizes that all employees covered by this Agreement shall perform the teaching and non-teaching services prescribed by the School Board and shall be governed by the laws of the State of Minnesota, and by School Board rules, regulations, directives and orders, issued by properly designated officials of the School District. The exclusive representative also recognizes the right, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the School District.

ARTICLE V: PRINCIPALS' RIGHTS

Section 1. Right to Views: Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any Principal or his/her representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative if there be one.

Section 2. Right to Join: Pursuant to the PELRA employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for such employees.

Section 3. Personnel Files: Pursuant to M.S. 122A.40, Subd. 19, as amended, all evaluations and files generated relating to an individual principal shall be available during regular school business hours to that employee upon his/her written request. The Principal shall have the right to reproduce any of the contents of the files at the employee's expense and to submit for inclusion in the file written information in response to any material contained therein. However, the School District may destroy such files as provided by law.

ARTICLE VI: COMPENSATION AND DUTY YEAR

Section 1. Salary:

2019 - 2020			
	Secondary Principal	Secondary Asst. Principal	Elementary Principal
1-2 years	\$100,821	\$87,462	\$95,201
3-4 years	\$103,343	\$89,649	\$97,594
5-6 years	\$105,866	\$91,890	\$99,984
7+ years	\$108,385	\$94,187	\$102,376

2020 - 2021			
	Secondary Principal	Secondary Asst. Principal	Elementary Principal
1-2 years	\$102,837	\$89,212	\$97,105
3-4 years	\$105,410	\$91,442	\$99,545
5-6 years	\$107,983	\$93,728	\$101,984
7+ years	\$110,553	\$96,071	\$104,424

Section 2. Pay Deduction: Whenever pay deduction is made for a principal's absence, the annual salary divided by two hundred sixty (260) principal contract days shall be deducted for each day's absence. Whenever pay deduction is made for an assistant principal's absence, the annual salary divided by two hundred fifteen (215) assistant principal contract days shall be deducted for each day's absence.

Section 3. Duty Year: Principals will be considered twelve (12) month employees based on two hundred sixty (260) contract days. Assistant Principals will be considered twelve (12) months employees based on two hundred fifteen (215) contract days.

Section 4. Payment of Salaries: Principals shall receive their salaries in twenty-six (26) installments, starting on July 1st of each contract year with payments being made every two (2) weeks.

Section 5. Vacant or New Positions: The School Board and Principal's Association will negotiate salary and conditions for any person assuming a vacant administrative position, where the new position requires a principal's license and assigned supervisory and/or administrative duties exceed fifty percent (50%) of full-time principal equivalency position.

Section 6. Payment for Services Beyond Duty Year: Whenever a principal is required to work beyond his/her contractual duty days, she/he will be paid the annual salary divided by the number of principal duty days.

Section 7. 403(b): The District will contribute up to \$2,500 annually to 403(b) matching program for every full-time principal, with total career match not to exceed \$40,000.

Section 8. Flex Plan: The School District shall contribute \$500 for the 2019 - 2020 and also the 2020-2021 school year to each full-time principal's IRS 125 Flex Plan.

Section 9. Teaching, Learning & Communicating (Q-Comp): Principals providing service to the TLC Project in those capacities defined by the state-approved project shall receive the same stipend value as accorded teachers performing the same responsibilities/expectations with total compensation not to exceed \$3,000 per year with Superintendent's final authority of making modifications. This section inclusive of contractual stipend commitment shall sunset upon discontinuance of funding by the Department of Education.

Principals will be compensated \$900 for the 2019-20 school year in recognition of time, effort, and work over the last year(s) with regards to qcomp. This is a onetime stipend. (language will be removed from contract upon expiration unless something similar is negotiated in the future)

Section 10. Extracurricular Event Coverage: Principals agreeing to work or assigned to cover extracurricular event positions will be compensated at the rates as defined in Schedule D of the current Master Agreement between ISD 361 and Local 331.

Section 11. Educational Classroom Coverage: Principals who are required to cover a classroom in a teacher's absence for a period or longer shall be compensated at the Hourly Instructor Rate per Schedule "D" of the current Master Agreement between ISD 361 and Local 331.

ARTICLE VII: GROUP INSURANCE

Section 1. Selection: The selection of the insurance carrier and policy shall be made by the School District as provided by law.

Section 2. Health and Hospitalization Insurance:

Subd. 1. Single Coverage: The School District shall contribute a sum not to exceed \$584.48 per month in 2019–2020 and 2020-2021 towards the premium for individual coverage for each full-time principal employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Any employee premium cost shall be paid by payroll deduction.

Subd. 2. Family Coverage: The School District shall contribute a sum not to exceed \$1,307.33 monthly in 2019-2020 and 2020-2021 towards the premium for family coverage for each full-time principal employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan and who qualifies for family coverage. Any employee premium cost shall be paid by payroll deduction. To qualify for family coverage, an employee must have bona fide legal dependents consisting of a spouse or child or both and fill out appropriate paperwork.

Section 3. Term Life Insurance: The School District shall pay the total cost of \$100,000 for group term life insurance for 2019-2020 and 2020-2021. Per Madison National Life (National Insurance Services) the

amount of Basic and Optional Life Insurance reduces to 65% of stated coverage upon attainment of age 70, reduces to 40% of stated coverage upon attainment of age 75 and reduces to 25% of stated coverage upon attainment of age 80 and terminates upon retirement. Additional insurance may be purchased at the employee's own expense as stipulated in the insurance policy.

Section 4. Claims Against the School District: It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 5. Duration of Insurance Contribution: A principal is eligible for School District contribution as provided in this Article as long as the principal is employed and on paid status by the School District with exception being a qualifying event under FMLA. Upon termination of employment and/ or paid status, all District contribution shall cease.

Section 6. Dental Insurance:

Subd. 1. Single Coverage: The School District shall contribute a sum not to exceed \$27.37 monthly for 2019–2020 and 2020-2021 for individual coverage for all full-time principals employed by the School District who qualify for and are enrolled in the School District group dental plan.

Subd. 2. Family Coverage: The School District shall contribute a sum not to exceed \$68.27 monthly for 2019-2020 and 2020-2021 for family coverage for all full-time principals employed by the School District who qualify for and are enrolled in the School District group dental plan and who qualify for family coverage. To qualify for family coverage, an employee must have bona fide legal dependents consisting of a spouse or child or both and fill out paperwork.

Section 7. Long-Term Disability: Principals shall participate in the school district's long- term disability plan at the school district's expense.

Section 8. National Health Care: Should either the state or federal government pass legislation mandating all employers to participate in a national or statewide health care plan, it is agreed to by the parties to this agreement that the employer contribution for the employees' health care that were negotiated into the Agreement prior to the passage of such state or federal law, shall continue to be a part of this agreement, but they shall upon the effective date mandating participation in such state or federal law, first be applied to the premium cost of such plan, with any remaining amounts to be used to purchase supplemental coverage for any items covered under the current health care plan, that may not be covered under any state of federal mandated plan. Additional monies that may remain from currently negotiated contributions shall be used to purchase additional benefits to maintain current benefit levels, this purchase shall be made by mutual agreement. The monies that remain after the purchase of additional benefits to maintain current benefit levels shall revert to the District.

ARTICLE VIII: POST-EMPLOYMENT COMPENSATION

Section 1. Principals Post Employment Compensation:

Subd. 1. HCSP: Principals who have provided the school district with seven (7) years of professional service, shall receive monetary contributions to an individual health care savings plan (HCSP) administered by the Minnesota State Retirement System.

Subd. 2. Maximum District Contribution: The maximum District contribution to the principal's health care savings plan (HCSP) will be \$50,000.

Subd. 3. Annual Contribution: The amount of the annual contribution to the principal's health savings plan (HCSP) will be \$3,000. Contributions to the principal's health savings plan (HCSP) will be made monthly and will begin in July of the principal's 8th year of professional service to the District, with contributions to be pro-rated based upon principal's July FTE for that current year. District contributions will cease when the maximum District contribution has been reached, or when the principal ends TRA service with the District, whichever comes first. In the event the employee dies before the deposit is made, the payment will be made in cash to the employee's estate.

Section 2. Early Retirement Language:

Employees are eligible to participate in the Minnesota Post Employment Health Care Savings Plan established under Minnesota Statutes, section §352.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement System's Trust and Plan Documents.

International Falls Public Schools has agreed to contribute 75% of the difference between the employee's 2019 – 2020 or 2020 – 2021 step/lane annual wage and the 2019 – 20 or 2020 – 21 1-2 years step/lane annual wage for their position (whichever contact year they retire), or \$5,000 whichever is greater for those employees electing to participate and qualifying for MS §122A.48 Teacher Early Retirement Incentive Program. To be eligible for this contribution employees must provide written notification to the International Falls Public School by February 1st of the year they plan to retire of their request to participate in MS §122A.48 with retirement date no later than the last day of teacher service for that school year and have completed their service to the district prior to turning 63.

International Falls Public Schools will contribute a lump sum payment within 30 days of employees last date of employment into the employee's HCSP account. In the event the employee dies before the deposit is made, the payment will be made in cash to the employee's estate.

This section sunsets on June 30th, 2021.

ARTICLE IX: LEAVES OF ABSENCE

Section 1. Paid Vacation:

Subd. 1. All full time principals (excluding Assistant Principals) shall earn thirty-five (35) paid vacation days per contract year. Vacation days shall be requested and approved in advance by the Superintendent of Schools, and shall be taken on days least disruptive to student programs.

Beginning July 1, 2014 requests to carryover unused vacation will be limited to a maximum of five days per contract year and require the approval of the Superintendent of Schools. Requests to carry over vacation must be submitted in writing to the Superintendent by the last working day in June.

All approved carryover vacation days will be credited to the employee's vacation bank. Vacation days in excess of the number of days approved for carryover will be treated as lost vacation days.

Subd. 2. Vacation Bank: Approved carryover vacation days will be credited to the Principals vacation bank with a maximum accumulation of 10 days. Upon reaching the maximum accumulation of ten (10) days all days in excess of the ten (10) days will be paid into the employee's Health Care Savings Plan account. The amount of contribution will be determined by using the employee's daily rate of pay on June 30th times the number of days in excess of the ten (10) days allowed. The contribution amount due to the employee's Health Care Savings Plan account will be paid in the first regularly scheduled payroll cycle in July.

Upon severance of service to the district, all vacation bank days will be paid into the employee's Health Care Savings Plan account. The amount of contribution will be determined by using the employee's daily rate of pay times the number of vacation bank days on the last day of employment. The contribution amount due to the employee's Health Care Savings Plan account will be paid in the next regularly scheduled payroll cycle following the last day of employment. In the event the employee dies before the deposit is made, the payment will be made in cash to the employee's estate.

Section 2. Paid Holidays: Principals shall receive the following paid holidays: July 4, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, President's Day, Good Friday and Memorial Day.

Section 3. Paid Personal Leave: Principals (excluding Assistant Principals) shall receive five (5) paid personal leave days per contract year. Personal Leave shall be requested and approved by the Superintendent of Schools and shall be taken on days least disruptive to student programs.

Section 4. Sick Leave:

Subd. 1. All full-time principals shall earn sick leave at the rate of fifteen (15) days for each year of service in the employ of the School District.

Subd. 2. Unused sick leave days may accumulate to a maximum credit of one hundred and eighty (180) days. When this sick leave account is at its maximum, any additional sick leave days will accrue in a separate individual catastrophe account. The days in the catastrophe sick leave account may be used when the below conditions are met:

- A. A health catastrophe(s) must have caused an extreme depletion of accrued sick leave days in accordance with the following.
 - 1. A health catastrophe is defined as being any illness or injury resulting in a loss of accrued sick leave in excess of eighty (80) days during any 365 day period. An illness cannot be considered a catastrophe until the Principal has accumulated an unused balance in his/her sick leave account of one hundred and eighty (180) days.

2. For the purpose of this subdivision, health absences within a 365 day period need not be consecutive to be considered catastrophic.
 3. The balance of catastrophe sick leave days will be transferred to the regular sick leave account only if the principal had a catastrophic illness and following the 365 day period. The district will transfer days at that time out of their catastrophe account into their accrued sick leave account. The maximum number of catastrophe days that can accumulate is one hundred (100) days. Accumulation of catastrophe sick leave shall start July 1, 1987.
- B. The School Board may at its option, grant the use of catastrophic sick leave account days in unusual circumstances covered by this section.
- C. At the beginning of each fiscal year (July 1), sick leave days will be credited to the regular sick leave account first.

Subd. 3. Sick leave with pay shall be allowed by the Superintendent whenever a principal's absence is found to have been due to illness of the principal, or a dependent minor child, adult child, spouse, sibling, parent, grandparent, or stepparent, with a limit of 160 hours in any 12 month period for all except the principal, spouse and dependent minor child. Sick leave shall be allowed in half or full day increments only.

Subd. 4. The School Board may require a principal to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness in order to qualify for sick leave pay. Any leave under this section of 3 or more consecutive working days will require employee to furnish a medical certificate (excludes bereavement leave)

Subd. 5. In the event that a medical certificate will be required, the principal will be so advised.

Subd. 6. Sick leave allowed shall be deducted from accrued sick leave days earned by the principal.

Subd. 7. Sick leave pay shall be allowed upon approved electronic request utilizing the Skyward Employee Access Program.

Subd. 8. The maximum amount of leave for death or illness in the immediate family which may be deducted from accumulated sick leave without loss of pay is five (5) days per year with travel or three (3) days per year without travel. Any additional leave for death or illness in the family in the same year must be approved by the Superintendent. Emergency leave is only for the period of time that an emergency exists. Employees are expected to return to work once an emergency passes. Critical illness is defined as:

- A. The family member is listed by a hospital in critical condition.
- B. The family member is in the hospital and in intensive care.
- C. The family member is to be administered a general anesthetic for surgery.
- D. The family member is hospitalized due to an emergency accident or illness and the condition of the family member is not known immediately.
- E. The Superintendent of Schools may make other approvals based upon special circumstances.

Subd. 9. Immediate family is defined as including father, mother, sister, brother, son, daughter, wife, husband, grandfather, grandmother, grandchildren, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, and step relationships of same of the employee or employee's spouse. Leave in case of others not listed will be considered by the Superintendent on the merits of each individual case.

Subd. 10. Disability because of pregnancy is covered under the provisions of this section unless maternity and/ or child care leave is in effect.

Subd. 11. Sick leave events qualifying for leave under Family Medical Leave Act (FMLA) will be considered to run concurrently with sick leave as defined by this article.

Section 5. Leave for Jury Duty: Any principal who is required to be absent from work because of jury duty will be paid the difference between the compensation received for such duty and the amount of salary he would have earned during the period that he was on jury duty. Such payment will be made only upon presentation of a voucher to the school accountant showing jury fees received from the court. When a principal is required to perform jury duty during only part of his regularly scheduled working day, it is agreed that he/she will report to work at his/her school for that portion of the day not required for jury duty. The principal will be required to furnish evidence of time spent on jury service.

Any principal who is required to be absent from work because of being subpoenaed, except as a hostile witness or an adversary of the District when the party is seeking judgment against the School District, will be paid the difference between the compensation as a witness and the compensation received for the principal's regular duties.

Section 6. Sabbatical Leave:

Subd. 1. All applications for sabbatical leave by certified principals must be made on or before March 15th for the following year. This date may be waived at the discretion of the School Board.

Subd. 2. Any principal who has been granted a sabbatical leave shall retain all rights in the employing district as though performing his/her duties in that district. The principal shall return to the same administrative position unless otherwise mutually agreed upon by the Board.

Subd. 3. A principal on sabbatical leave will receive two-thirds payment of salary at the regular payroll periods.

Subd. 4. An individual granted a sabbatical leave must serve for three full consecutive years in the International Falls Public Schools following the completion of the leave. If the principal's service is discontinued for any reason other than the person's incapacity to carry out his/ her assignment before the expiration of three years, he/ she shall pay back to the School District a pro-rata part of the sabbatical leave allowance.

Subd. 5. To qualify for sabbatical leave, a certified principal must have worked for seven full years in the International Falls Public Schools next and prior to the granting of the leave. The number allowed to leave in any one year shall not exceed one (1).

Subd. 6. The educational institution and a normal load of courses to be taken must be approved by the School Board or agent thereof. Consideration will also be given to a carefully screened program for an entire school year's work abroad, outside the continent of North America, in seminar and special study, staying in a foreign home while studying and thus becoming acquainted with the language, the customs of the people, the schools and the teaching methods.

Subd. 7. The review of the applications, before being presented to the Board of Education, shall be screened by a committee consisting of the superintendent, one elementary principal and one secondary principal.

Subd. 8. It is understood that sabbatical leave will be granted only for a full school year and not for any half or part of a school year.

Subd. 9. Approval of sabbatical leave is the sole authority of the school board whose decision shall be considered final and not subject to the grievance procedure.

Section 7. Extended Child Care Leave:

Subd. 1. A child care leave may be granted by the School District subject to the provisions of this section, to one (1) parent of an infant child, provided such parent is caring for the child on a full-time basis.

Subd. 2. A principal making application for child care leave shall inform the Superintendent in writing of intention to take the leave at least three calendar months before commencement of the intended year. A pregnant principal may schedule the beginning of the child care leave after the disability associated with the birth.

Subd. 3. Extended child care leave if approved would begin on the date agreed upon following FMLA leave, but both leaves would run concurrently.

Subd. 4. The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year - i.e., winter vacation, spring vacation, semester break, or quarter break, end of a grading period, end of the school year, or the like. The availability of a substitute principal may also be considered by the School District in the granting of a child care leave or the duration thereof.

Subd. 5. Child care leave shall be without pay or employer paid benefits, unless child care leave is occasioned by a FMLA qualifying event, in which case provisions of FMLA would prevail.

Subd. 6. A child care leave shall be for no more than one (1) year.

Subd. 7. The provisions of this section may be modified by mutual consent.

ARTICLE X: PROFESSIONAL GROWTH OF PRINCIPALS

The School Board shall expect the principals to be up to date on the knowledge and technology of the profession. To facilitate this, the School Board will:

Section 1. Professional Meetings: Provide time when practicable for purposes such as professional, local, state and national meetings and conventions, upon approval by the superintendent. State and division meetings will be reimbursed annually up to \$2,500 per administrator.

Section 2. College Courses: Pay the college tuition for college courses taken by the principals under the following circumstances.

1. The principal voluntarily enrolls in the course.
2. The Superintendent of Schools and / or the School Board approved of the course as being a professional development course which, if taken by the principal, is likely to provide benefit to the instructional program in the District.
3. This section does not apply during sabbatical leave.

Section 3. Dues to State and National Principals Professional Organizations: The School District will pay the dues to state and national principals' professional organizations, MASSP/NAASP and MESPA/NAESP, MASE.

Section 4. Administrative License Fee: The annual administrative license fee as required by Minnesota Board for School Administrators will be paid by the school district.

Section 5. Cell Phone Reimbursement: District will reimburse high school principal, assistant principal and elementary principal up to \$75 per month for cell phone costs whereby principal's cell phones shall be listed as a district contact number. Reimbursement will occur when employee furnishes the District with record of cell phone bills in January (for July - December) and July (for January - June).

ARTICLE XI: GRIEVANCE PROCEDURE

Section 1. Grievance Definition: A "grievance" shall mean an allegation by a principal resulting in a dispute or disagreement between the principal and the School District as to the interpretation or application of terms and conditions contained in this Agreement.

Section 2. Representative: The principal, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act in the party's behalf.

Section 3. Definitions and Interpretations:

Subd. 1. Extension: Time limits specified in this Agreement may be extended by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to working days. A "working day" is defined as all week days not designated as holidays by state law.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Section 4. Time Limitation and Waiver: A grievance shall not be valid for consideration unless the grievance is submitted in writing to the School District's designee, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within twenty (20) days after the date of the first event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the principal and the School District's designee.

Section 5. Adjustment of Grievance: The School District and the principal shall attempt to adjust all grievances which may arise during the course of employment of any principal within the School District in the following manner:

Subd. 1. Level I: Grievance is not resolved through informal discussions, the Superintendent or designee shall give a written decision on the grievance to the parties involved within ten (10) days after receipt of the written grievance.

Subd. 2. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within five (5) days after receipt of the decision in Level I. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within twenty (20) days after receipt of the appeal. Within twenty (20) days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the Board may be designated by the Board to hear the appeal at this level, and report its findings and recommendations to the School Board. The School Board shall then render its decision.

Section 6. School Board Review: The School Board reserves the right to review any decision issued under Level I of this procedure provided the School Board or its representative notifies the parties of the intentions to review within ten (10) days after the decision has been rendered. In the event the School Board reviews a grievance under this section, the School Board reserves the right to reverse or modify such decision.

Section 7. Denial of Grievance: Failure by the School Board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the principal may appeal it to the next level.

Section 8. Arbitration Procedures: In the event that the principal and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the superintendent within ten (10) days following the decision in Level II of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate attempt to agree upon the

selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the commissioner to appoint an arbitrator, pursuant to the PELRA providing such request is made within twenty (20) days after request for arbitration. The request shall ask that the appointment be made within thirty (30) days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator from the commissioner within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing denovo.

Subd. 5. Decision: The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before the arbitrator shall be final and binding upon the parties, subject, however, to the limitation of arbitration decisions as provided in the PELRA. The arbitrator shall issue a written decision and order including findings of fact which shall be based upon substantial and competent evidence presented at the hearing. All witnesses shall be sworn upon oath by the arbitrator.

Subd. 6. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording of the hearing shall be made at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of such transcript shall pay for such copy.

Subd. 7. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written Agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, the arbitrator's order shall give due consideration to the statutory rights and obligation of the public school district to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

Section 8. Election of Remedies and Waiver: A party instituting any action, proceeding or complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. Upon instituting a proceeding in another forum as outlined herein, the employee shall waive the right to initiate a grievance pursuant to this Article or, if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived. This section shall not

apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.

ARTICLE XII: SENIORITY

Section 1. Full-time Principals: Principals seniority shall be as defined in this section.

Subd. 1. Principals who have acquired continuing contract rights shall be placed on unrequested leave of absence in fields in which they are licensed in inverse order in which they were employed by the School District.

Subd. 2. Ties in the seniority list for principals will be broken by the following criteria in the order listed and will be judged the senior: (1) the date the full-time principal provided continuous service to the School District; (2) the date of the official hiring by the School Board; (3) the date the principal signed his/her contract; (4) highest position on the salary schedule; (5) the farthest horizontal position on the salary schedule and MA will be senior over the BA+60; and (6) in the event a tie still remains, a committee of four shall be selected, two appointed by the superintendent, and two by the Principal's Association. It shall be the duty of this committee to determine after due investigation, by majority vote, who is the most senior on the basis of guidelines set forth by law and subsequent rulings. If the committee cannot reach an agreement, a State Mediator shall cast the tie-breaking vote.

Subd. 3. A separate Seniority List will be maintained for teachers and principals under this section.

ARTICLE XIII: PUBLIC OBLIGATION

Section 1. The parties mutually recognize that their first obligation is to the public and that the right of students and residents of the School District to the continuous and uninterrupted operation of the school is of paramount importance.

Section 2. The exclusive representative agrees, therefore, that during the term of this Agreement, neither the exclusive representative nor any individual employee shall engage in any strike. For purposes of this section, the term strike shall mean concerted action in failing to report for duty, the willful absence from one's position, sympathy strike, the stoppage of work, slowdown, or the abstinence in whole or in part from the full, faithful and proper performance of the duties of employment for the purposes of inducing, influencing or coercing a change in the conditions or compensation or the rights, privileges, or obligations of employment. The parties agree that this Article shall not be subject to the grievance or arbitration procedure, but is enforceable in the Courts.

ARTICLE XIV: DURATION

Section 1. Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing on July 1, 2019 through June 30, 2021 and thereafter until modifications are made, pursuant to PELRA of 1973 as amended. If either party desires to modify or amend this agreement commencing on July 1, 2019, it shall give written notice of such intent no less than sixty (60) days prior to July 1, 2021 and/or in compliance with PELRA.

Section 2. Individual Contracts: Individual contracts are issued for a time period of July 1st to June 30th and consistent with the terms of this Contract.

Section 3. Effect: This Agreement constitutes the full and complete agreement between the School Board and exclusive representative representing the principals of the School District. The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, school district policies, rules or regulations concerning terms and conditions of employment, inconsistent with these provisions.

Section 4. Finality: Any matters relating to the current contract term, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement.

Section 5. Severability: The provisions of this Agreement shall be severable, and if any provisions thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof.

