

Regular School Board Meeting

Monday, August 15, 2022 5:15 PM

FHS Library and via Zoom, 1515 11th Street, International Falls, Minnesota 56649

Zoom Meeting Information:

1. Aug 15, 2022 05:15 PM Central Time (US and Canada)
Topic: Regular School Board Meeting

Please click the link below to join the webinar:
<https://isd361.zoom.us/j/88289219465?pwd=OGU4NFdpdUVRaXVzZEY3U0NRA2R6QT09>
Passcode: 817953

Or One tap mobile :

US: +13017158592,,88289219465#,,,,*817953#

or +13092053325,,88289219465#,,,,*817953#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 309 205 3325

or +1 312 626 6799 or +1 646

Webinar ID: 882 8921 9465

Passcode: 817953

Call to Order

1. Roll Call:
___ Toni Korpi, Clerk
___ Emily McGonigle, Director
___ Bruce Raboin, Treasurer
___ Ted Saxton, Director
___ Roxanne Skogstad-Ditsch, Board Chair
___ JoAnn Smith, Clerk
___ Jennifer Baker, Vice Board Chair

Non Voting Members:

___ Kevin Grover, Superintendent

___ Mitch Erickson, Student Representative

2. Pledge of Allegiance

Approval of Agenda

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

Open Forum

1. Public Open Forum

Consent Agenda

1. Approve past meeting minutes for the regular school board meeting on July 18, 2022 and special

school board meeting on July 25, 2022.

2. Approve current accounts payable due in the amount of \$216,165.02.
3. Approve payroll in the amount of \$117,303.21 for pay periods July 29, 2022 and August 12, 2022.
4. Approve the hire of Jay Boyle as Testing Coordinator starting school year 2022-2023.
5. Approve an overload for Lisa Simon as Dean of students at 2.16 days (15.48 hrs) for the 2022-2023 school year.
6. Approve an overload for Lisa West as Dean of students at 9.84 days (70.52 hrs) for the 2022-2023 school year.
7. Accept resignation from Kristi Huffaker, as a Paraprofessional, effective August 3, 2022.
8. Approve the price increase for adult lunch meal price and student visitor lunch meal price to \$4.95.
9. Approve the hire of Jenesa Balaski as Student Council Advisor for the 2022-2023 school year.
10. Approve the Safe Learning Plan update for the 2022-2023 school year.
11. Approve updated School Board Policy #524 - Internet Acceptable Use and Safety Policy:

MSBA has made some minor changes to the following policies. Because the changes do not affect the substance of the policy or is a legal change over which the board has no control, the changes may be approved at only one meeting. Attached are some of those policies.

12. Second Reading of School Board Policy 902 - Use of School District Facilities and Addendum to Policy 902 - Rental and Use Fee Schedule and Guidelines
13. Approve updated School Board Policy #418 - Drug-Free Workplace/Drug Free School.

MSBA has made some minor changes to the following policies. Because the changes do not affect the substance of the policy or is a legal change over which the board has no control, the changes may be approved at only one meeting. Attached are some of those policies.

14. Approve updated School Board Policy #416 - Drug and Alcohol Testing.

MSBA has made some minor changes to the following policies. Because the changes do not affect the substance of the policy or is a legal change over which the board has no control, the changes may be approved at only one meeting. Attached are some of those policies.

15. Accept the resignation from Brandon Vang, Social Studies teacher, as of June 30, 2022.

16. Approve hire of Nick Kaviuk upon obtaining a tier license from PELSB as a 1.0 FTE Social Studies Teacher for the 2022-2023 school year.
17. Approve the 2022-2023 FHS Student Handbook.
18. Approve the 2022-2023 Athletic Handbook.
19. Approve 2022-2023 FES Student Handbook.
20. Appoint Lisa Simon as Section 504 Officer for Grades 6-12, and appoint Melissa Tate as alternate Section 504 Officer for Grades 6-12.
21. Appoint Melissa Tate as Section 504 Officer for Grades K-5, and appoint Lisa Simon as the alternate Section 504 Officer for Grades K-5.
22. Appoint Kevin Grover as Title IX Officer (District Wide), and appoint Tim Everson as alternate Title IX Officer (District Wide).
23. Appoint Tim Everson as Human Rights Officer, and Melissa Tate as alternate Human Rights Officer.
24. Approve annual notice of compliance for academic vocational programs of non-discrimination per attached.
25. Accept the resignation of Kim Kopkie, Bus Driver, effective August 10, 2022.
26. Approve Bronco Arena Concession Stand rental agreement with Recreation Hockey.
27. Approve purchase of a 2023 Chevrolet Silverado pickup truck from Eckman Chevrolet at a cost of \$45,655.
28. Approve staff travel reimbursement for meal prices as follows: \$15 breakfast; \$20 lunch and \$30 dinner.
29. Approve hire of Karla Line as MHS Advisor for the 2022-2023 school year.
30. Accept the resignation from Heidi Steele, Cafe Helper, effective August 15, 2022.
31. Accept the resignation from Honey Hoopman, Cafe Helper, effective August 15, 2022.

Action Items

1. Resolution Acceptance of Gifts and Donations. Motion by __, second by __. Motion carried / failed.

Committee and Administrative Reports

1. Mitch Erickson, Student Representative
2. Melissa Tate, Elementary Principal
3. Tim Everson, Secondary Principal
4. Kevin Grover, Superintendent:
 - 4.a. Strategic Planning Meeting: Cancel August 22nd meeting and reschedule to September 14, 2022 at 5:00 pm - 8:00 pm.

5. Beth Slatinski, Community Education Coordinator

6. Committee Reports:

6.a. Community Education Advisory Board

6.b. Recreation Commission

Adjournment

REGULAR MEETING MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, July 18, 2022 at 5:15 p.m.
FHS Library and via Zoom

Call to Order

Present with voting rights: Ted Saxton, Roxanne Skogstad-Ditsch, Jennifer Baker, JoAnn Smith, Bruce Raboin and Emily McGonigle. Absent: Toni Korpi
Present 6; Absent 1

Non-Voting Members Present: Kevin Grover, Superintendent

2. Pledge of Allegiance

Approval of Agenda

1. Approve agenda as presented. Motion by Jennifer Windels, then second by Bruce Raboin.
Motion Carried.

Toni Korpi: Absent, Emily McGonigle: Yea, Bruce Raboin: Yea, Ted Saxton: Yea,
Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea
Yea: 6, Nay: 0, Absent: 1

Working Session:

1. School Board working session with TeamWorks to develop the Districts strategic plan.

Adjournment

1. Motion by Ted Saxton, then second by Joann Smith to adjourn meeting at 7:07 pm. Motion Carried.

Toni Korpi: Absent, Emily McGonigle: Yea, Bruce Raboin: Yea, Ted Saxton: Yea,
Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea
Yea: 6, Nay: 0, Absent: 1

Approved Minutes:

District Clerk

Date

Board Chair

Date

REGULAR MEETING MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, July 18, 2022 at 5:15 p.m.
FHS Library and via Zoom

Call to Order

Present with voting rights: Ted Saxton, Roxanne Skogstad-Ditsch, Jennifer Baker, JoAnn Smith and Bruce Raboin. Absent: Toni Korpi and Emily McGonigle. Present 5
*Emily McGonigle was on Zoom with no voting rights.

Non-Voting Members Present: Kevin Grover, Superintendent

Pledge of Allegiance

Approval of Agenda

1. Approve agenda as presented. Motion by Jennifer Windels, then second by Joann Smith. Motion Carried.

Toni Korpi: Absent, Emily McGonigle: Absent, Bruce Raboin: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea
Yea: 5, Nay: 0, Absent: 2

Open Forum

1. Public Open Forum: Ashley Kostiuk, representing International Falls Library Board of Trustee's regarding change to Library Specialty for school year 2022-2023.

Consent Agenda

Approve Consent agenda. Motion by Bruce Raboin, then second by Joann Smith. Motion Carried.

Toni Korpi: Absent, Emily McGonigle: Absent, Bruce Raboin: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea
Yea: 5, Nay: 0, Absent: 2

1. Approve past meeting minutes for the regular school board meeting on June 21, 2022.

2. Approve current accounts payable due in the amount of \$1,077,446.77 .

3. Approve payroll in the amount of \$607,000.09 for June 30th, July 1st, and July 15th.

4. Approve hire of Rebecca Nelson as FES Summer Program sub teacher for June 6th through July 21, 2022.

5. Approve hire of Ariana Zahradka as Knowledge Bowl Advisor JV / Varsity for the 2022-2023 season.

6. Approve hire of Charlie Anderson as Annual In-Class Advisor for the 2022-2023 school year.

7. Approve hire of Michelle Boelk as Pep Band Advisor for the 2022-2023 school year.

8. Approve hire of Elsa Swanson as Jr / Sr Choir Advisor for the 2022-2023 school year.
9. First Reading of School Board Policy 707 - Transportation of Public School Students
10. Approve hire of Kyle Schmidt as 1.0 FTE PE/Health Teacher for the 2022-2023 school year.
11. Receive the 2022-2023 FHS Student Handbook for adoption in August.
12. First Reading of School Board Policy 902 - Use of School District Facilities and Addendum to Policy 902 - Rental and Use Fee Schedule and Guidelines
13. Receive the 2022-2023 Athletic Handbook for adoption in August.
14. Receive 2022-2023 FES Student Handbook for adoption in August.
15. Approve hire of Jen Erickson as Assistant Cross Country Coach for the 2022-2023 season.
16. Approve a .18 FTE teaching overload for Norm Wood in the 2022-2023 school year.
17. Approve a .18 FTE teaching overload for Tony Casareto in the 2022-2023 school year.
18. Approve the price per meal for the 2022-2023 Food Service program.
19. Approve hire of Cassidy Christensen as LPN Aide for the 2022-2023 school year.
20. Approve the non-financial agreement with Koochiching County for Transportation Services of Children and Youth in Foster Care Placement.

Action Items

1. Resolution Acceptance of Gifts and Donations. Motion by Joann Smith, then second by Bruce Raboin. Motion Carried.
 Toni Korpi: Absent, Emily McGonigle: Absent, Bruce Raboin: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea
 Yea: 5, Nay: 0, Absent: 2
2. Resolution Adopting the School Districts FY2023-2024 Long Term Facilities Maintenance Plan (LTFM). Motion by Joann Smith, then second by Jennifer Windels. Motion Carried.
 Toni Korpi: Absent, Emily McGonigle: Absent, Bruce Raboin: Yea, Ted Saxton: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea
 Yea: 5, Nay: 0, Absent: 2

Committee and Administrative Reports

1. Mitch Erickson, Student Representative: Absent
2. Melissa Tate, Elementary Principal: PreSchool classes full, 1 on waiting list; Summer School wrapping up; 8 new students lost 4.
3. Tim Everson, Secondary Principal: Given by Kevin Grover. Summer school finishing up.
4. Kevin Grover, Superintendent: Set August 22, 2022 from 4:00 pm – 6:00 pm as 2nd School Board working meeting with TeamWorks; working on Covid reopening plan; Discussed elementary specialty coverage.

4.a. Reminder: School Board Meeting with TeamWorks - July 25 at 4:00 pm.

4.b. COVID update: District

5. Beth Slatinski, Community Education Coordinator

6. Committee Reports:

6.a. Community Education Advisory Board

6.b. Recreation Commission

Closed Session:

1. The meeting will be closed as permitted by Minnesota Statutes, section 13D.03 to conduct a performance review of Superintendent, Kevin Grover. Motion by Jennifer Windels, then second by Joann Smith to close at 6:18 pm. Motion Carried.

Toni Korpi: Absent, Emily McGonigle: Absent, Bruce Raboin: Yea, Ted Saxton: Yea,
Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea
Yea: 5, Nay: 0, Absent: 2

Reopen Session

1. Motion by Jennifer Windels, then second by Joann Smith to reopen at 6:50 pm. Motion Carried.

Toni Korpi: Absent, Emily McGonigle: Absent, Bruce Raboin: Yea, Ted Saxton: Yea,
Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea
Yea: 5, Nay: 0, Absent: 2

2. Summary Statement of Superintendent's Performance Review presented by Board Chair, Roxanne Skogstad-Ditsch: "Superintendent, Kevin Grover, has demonstrated great leadership and has facilitated a new strategic planning process. Kevin is capable of multitasking and handling situations that arise in a professional manner. He has bought into the strategic planning process and we are looking forward to his continued leadership, and letting us know what is needed to elevate leadership across the District.

Adjournment

1 Motion by Jennifer Windels, then second by Joann Smith to adjourn at 6:52 pm. Motion Carried.

Toni Korpi: Absent, Emily McGonigle: Absent, Bruce Raboin: Yea, Ted Saxton: Yea,
Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea, Jennifer Windels: Yea
Yea: 5, Nay: 0, Absent: 2

Approved Minutes:

District Clerk

Date

Board Chair

Date

Payables Summary
August 15, 2022

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
201125624	AFSCME Council 65	7/15/2022	20220715ADAF	Payroll accrual	0	\$703.80
	AFSCME Council 65	7/15/2022	20220715ADAF	Payroll accrual	0	\$12.00
201125625	ND Child Support Division	7/15/2022	20220715ADCS	Child Support	0	\$276.93
201125626	Annie's Frozen Yogurt	7/22/2022	25719	Frozen Yogurt	7702300003	\$100.00
201125627	ARROWHEAD LIBRARY SYSTEM	7/22/2022	7707	July 2022 Library Catalog System	6202300000	\$625.00
201125628	HORIZON COMMERCIAL POOL	7/22/2022	21584	Pool; DPD Power	0	\$59.36
201125629	K&K MEYERS INC	7/22/2022	728	Kerry replace door handle on faculty lounge FES	8102300005	\$170.00
	K&K MEYERS INC	7/22/2022	731	Replace door handle on faculty lounge FES	8102300005	\$453.48
201125630	Marco Technologies LLC	7/22/2022	476809264	Printer services	1102300027	\$347.94
	Marco Technologies LLC	7/22/2022	476899885	Printer services & Fes Copier	1102300025	\$376.61
	Marco Technologies LLC	7/22/2022	476899885	Printer services & Fes Copier	1102300025	\$1,309.26
	Marco Technologies LLC	7/22/2022	476809447	Copier Leases	1102300026	\$1,004.54
	Marco Technologies LLC	7/22/2022	476809447	Copier Leases	1102300026	\$620.98
	Marco Technologies LLC	7/22/2022	476900634	Printer in Business Classroom	3002300006	\$139.71
201125631	NORTHEAST SERVICE COOPER	7/22/2022	3165	FY23 Member Dues	0	\$200.00
201125632	POSTMASTER	7/22/2022	Permit #67	202 Bulk Mailing Permit #67	1102300029	\$275.00
201125633	SANDSTROM'S INC	7/22/2022	416085	Milk for Meal Service	7702300002	\$242.50
	SANDSTROM'S INC	7/22/2022	417066	Milk for Meal Service	7702300002	\$274.94
	SANDSTROM'S INC	7/22/2022	417066	Milk for Meal Service	7702300002	\$54.56
201125634	Tilson Bay Company	7/22/2022	853	New Yellow/Gold School Flags	8102300001	\$300.00
	Tilson Bay Company	7/22/2022	857	Football sweatshirts - from fundraising money	2502300002	\$320.00
201125635	US FOODSERVICE	7/22/2022	5469254	Food for Meal Services	7702300000	\$421.46
	US FOODSERVICE	7/22/2022	5469254	Food for Meal Services	7702300000	\$92.22
201125636	Madison National Life	7/22/2022	1510467	August Life Premium	0	\$1,644.80
	Madison National Life	7/22/2022	1510468	August LTD Premium	0	\$153.93
201125642	ND Child Support Division	7/29/2022	20220729ADCS	Child Support	0	\$276.93
201125643	NCPERS Group Life Ins.	8/3/2022	1.64913E+11	August 2022 Premium	0	\$96.00

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August 15, 2022

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
201125644	Norman, Pamela	8/3/2022	80122	Foodservice Accts Refund for Brayden and Paige	0	\$147.90
201125645	HAWKINS INC	8/4/2022	6235149	Pool Chemicals	8102300025	\$978.17
201125646	KOOCHICHING COUNTY	8/4/2022	70122	Yearly Solid Waste Fee	0	\$1,510.00
201125647	MIDCONTINENT COMMUNICA	8/4/2022	71622	Arena	6052300006	\$144.09
	MIDCONTINENT COMMUNICA	8/4/2022	71622	FHS Fax & Fields	6052300006	\$27.52
	MIDCONTINENT COMMUNICA	8/4/2022	71622	Fields	6052300006	\$20.00
	MIDCONTINENT COMMUNICA	8/4/2022	2.75104E+13	FES Fax Line	1102300022	\$37.67
201125648	Rainy Lake Oil, Inc.	8/4/2022	34690	Shop Fluids	7602300009	\$829.25
201125649	SolarWinds	8/4/2022	569798	Supplies	6052300004	\$478.00
201125650	WATER DEPT	8/4/2022	72022	Water Usage	8102300021	\$2,663.15
	WATER DEPT	8/4/2022	72022	Water Usage	8102300021	\$462.07
	WATER DEPT	8/4/2022	72022	Water Usage	8102300021	\$1,001.11
	WATER DEPT	8/4/2022	72022	Water Usage	8102300021	\$61.09
	WATER DEPT	8/4/2022	72022	Water Usage	8102300021	\$75.64
201125656	Region 7A	8/4/2022	8/2/2022	REGION 7AA GOLF TOURNAMENT GIANTS RIDGE BIWABIK BOYS \$200 AND GIRLS \$80 GOLF REGISTRATION	0	\$280.00
201125658	ADs on Boards	8/12/2022	72222	Clean and reseal rink boards	8102300002	\$600.00
201125659	Align Chiropractic & Wellness	8/12/2022	2797	DOT Physical	7602300000	\$95.00
201125660	ARCC	8/12/2022	2023-MASA	22/23 MASA Dues	0	\$150.00
201125661	AT & T Mobility	8/12/2022	72522	Bus WI-FI	1102300021	\$229.38
	AT & T Mobility	8/12/2022	72522	IT Dir. Phone	1102300021	\$49.77
	AT & T Mobility	8/12/2022	072522 WI	Hotspots	1102300021	\$223.30
201125662	FRIENDS GARBAGE SERVICE, L	8/12/2022	9275345	Garbage Pickups	8102300008	\$1,968.06
201125663	GOPHER SPORT	8/12/2022	201762	2402200000 Purple Bases	0	\$55.94
201125664	KANTOR ELECTRIC INC	8/12/2022	17203	Twistlock for UPS	6052300005	\$1,448.12
201125665	LVC Companies Inc	8/12/2022	91504	Telcor Public Address System for FHS (July Labor \$35442.54, Material \$9917.07)	6052300003	\$45,359.61

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August 15, 2022

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
	LVC Companies Inc	8/12/2022	92781	Annual Fire alarm Monitoring Bronco Arena	8102300028	\$184.55
	LVC Companies Inc	8/12/2022	92771	Annual Fire alarm Monitoring, For Bus Garage	8102300028	\$530.25
201125666	Memphis Net & Twine	8/12/2022	301442	FEF Baseball Cage	0	\$1,101.00
201125667	MN DEPT OF PUBLIC SAFETY	8/12/2022	FM00004128	Fire Marshall Inspection	0	\$3,022.17
201125668	MN ENERGY RESOURCES CORI	8/12/2022	80122	Arena; Natural Gas Services	8102300029	\$887.97
	MN ENERGY RESOURCES CORI	8/12/2022	80322	FHS; Natural Gas Services	8102300029	\$36.24
	MN ENERGY RESOURCES CORI	8/12/2022	80322	FHS; Natural Gas Services	8102300029	\$12.08
201125669	Premier Furniture	8/12/2022	111484	Cafeteria Tables	1102300001	\$28,534.71
201125670	Rainy Lake Gazette	8/12/2022	10000529	Advertising Local Newspaper	1102300024	\$730.00
201125671	SKYWARD INC MN BRANCH	8/12/2022	220085	Tech Support for M Blesi	0	\$178.75
201125672	TeamWorks International, Inc.	8/12/2022	12809	Consulting Services	1102300023	\$9,376.25
201125673	CASH	8/11/2022	80822	secretary petty cash drawers	0	\$200.00
202200017	Aviben	7/15/2022	20220715ADTS	Payroll accrual	0	\$270.38
202200017	Aviben	7/15/2022	20220715ADTS	Payroll accrual	0	\$175.00
	Aviben	7/15/2022	20220715ADTS	Payroll accrual	0	\$207.90
	Aviben	7/15/2022	20220715ADTS	Payroll accrual	0	\$44.45
	Aviben	7/15/2022	20220715ADTS	Payroll accrual	0	\$60.00
	Aviben	7/15/2022	20220715ADTS	Payroll accrual	0	\$150.00
	Aviben	7/15/2022	20220715ADTS	Payroll accrual	0	\$177.78
	Aviben	7/15/2022	20220715AFTS\TSA	Benefit	0	\$92.60
	Aviben	7/15/2022	20220715AFTS\TSA	Benefit	0	\$111.12
	Aviben	7/15/2022	20220715AFTS\TSA	Benefits	0	\$60.00
	Aviben	7/15/2022	20220715AFTS\TSA	Benefit	0	\$92.60
202200018	Empower Retirement	7/15/2022	20220715ADDE	Payroll accrual	0	\$449.99
	Empower Retirement	7/15/2022	20220715ADDE	Payroll accrual	0	\$50.01
	Empower Retirement	7/15/2022	20220715AFHC	HCSP	0	\$402.16
	Empower Retirement	7/15/2022	20220715AFHC	HCSP	0	\$20.00
202200019	Internal Revenue Service	7/15/2022	20220715ADFI	C Payroll accrual	0	\$5,240.15
	Internal Revenue Service	7/15/2022	20220715ADFI	C Payroll accrual	0	\$769.22

Payables Summary
August 15, 2022

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
	Internal Revenue Service	7/15/2022	20220715ADFI	Payroll accrual	0	\$182.17
	Internal Revenue Service	7/15/2022	20220715ADFT	Payroll accrual	0	\$25.00
	Internal Revenue Service	7/15/2022	20220715ADFT	Payroll accrual	0	\$35.78
	Internal Revenue Service	7/15/2022	20220715ADFT	Payroll accrual	0	\$5,649.65
	Internal Revenue Service	7/15/2022	20220715ADFT	Payroll accrual	0	\$778.17
	Internal Revenue Service	7/15/2022	20220715ADFT	Payroll accrual	0	\$34.66
	Internal Revenue Service	7/15/2022	20220715ADMIP	Payroll accrual	0	\$1,225.49
	Internal Revenue Service	7/15/2022	20220715ADMIP	Payroll accrual	0	\$179.89
	Internal Revenue Service	7/15/2022	20220715ADMIP	Payroll accrual	0	\$42.60
	Internal Revenue Service	7/15/2022	20220715AFFIC	FICA Benefit	0	\$5,240.15
	Internal Revenue Service	7/15/2022	20220715AFFIC	FICA Benefit	0	\$769.22
	Internal Revenue Service	7/15/2022	20220715AFFIC	FICA Benefit	0	\$182.17
	Internal Revenue Service	7/15/2022	20220715AFMI	Medicare Benefit	0	\$1,225.49
	Internal Revenue Service	7/15/2022	20220715AFMI	Medicare Benefit	0	\$179.89
	Internal Revenue Service	7/15/2022	20220715AFMI	Medicare Benefit	0	\$42.60
202200020	MINNESOTA REVENUE	7/15/2022	20220715ADSIT	Payroll accrual	0	\$25.00
	MINNESOTA REVENUE	7/15/2022	20220715ADSIT	Payroll accrual	0	\$2,673.40
	MINNESOTA REVENUE	7/15/2022	20220715ADSIT	Payroll accrual	0	\$409.35
	MINNESOTA REVENUE	7/15/2022	20220715ADSIT	Payroll accrual	0	\$30.99
202200021	MN Teachers Retirement Asso	7/15/2022	20220715ADTR	Payroll accrual	0	\$2,445.50
	MN Teachers Retirement Asso	7/15/2022	20220715ADTR	Payroll accrual	0	\$413.43
	MN Teachers Retirement Asso	7/15/2022	20220715ADTR	Payroll accrual	0	\$6.21
	MN Teachers Retirement Asso	7/15/2022	20220715AFTR	TRA Benefit	0	\$2,787.88
	MN Teachers Retirement Asso	7/15/2022	20220715AFTR	TRA Benefit	0	\$471.30
	MN Teachers Retirement Asso	7/15/2022	20220715AFTR	TRA Benefit	0	\$7.08
	MN Teachers Retirement Asso	7/15/2022	20220715AFTR	Payroll accrual	0	\$96.39
	MN Teachers Retirement Asso	7/15/2022	20220715AFTR	Payroll accrual	0	\$15.59
	MN Teachers Retirement Asso	7/15/2022	20220715AFTR	Payroll accrual	0	\$0.35
202200022	Public Employees Retirement	7/15/2022	20220715ADDC	Payroll accrual	0	\$30.00
	Public Employees Retirement	7/15/2022	20220715ADPE	Payroll accrual	0	\$3,244.92
	Public Employees Retirement	7/15/2022	20220715ADPE	Payroll accrual	0	\$349.96

Payables Summary
August 15, 2022

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
	Public Employees Retirement	7/15/2022	20220715ADPE	Payroll accrual	0	\$185.62
	Public Employees Retirement	7/15/2022	20220715AFDC	DCP Benefit	0	\$30.00
	Public Employees Retirement	7/15/2022	20220715AFPEIPERA	Benefit	0	\$3,744.18
	Public Employees Retirement	7/15/2022	20220715AFPEIPERA	Benefit	0	\$403.79
	Public Employees Retirement	7/15/2022	20220715AFPEIPERA	Benefit	0	\$214.17
202200023	DELTA DENTAL	7/20/2022	CNS000101179	AUGUST DENTAL	0	\$4,127.22
	DELTA DENTAL	7/20/2022	CNS000101179	AUGUST DENTAL	0	\$1,688.78
202200024	Aviben	7/29/2022	20220729ADTS	Payroll accrual	0	\$270.38
	Aviben	7/29/2022	20220729ADTS	Payroll accrual	0	\$175.00
	Aviben	7/29/2022	20220729ADTS	Payroll accrual	0	\$207.90
	Aviben	7/29/2022	20220729ADTS	Payroll accrual	0	\$44.45
	Aviben	7/29/2022	20220729ADTS	Payroll accrual	0	\$60.00
	Aviben	7/29/2022	20220729ADTS	Payroll accrual	0	\$150.00
	Aviben	7/29/2022	20220729ADTS	Payroll accrual	0	\$177.78
	Aviben	7/29/2022	20220729AFTS\TSA	Benefit	0	\$92.60
	Aviben	7/29/2022	20220729AFTS\TSA	Benefit	0	\$111.12
	Aviben	7/29/2022	20220729AFTS\TSA	Benefits	0	\$60.00
	Aviben	7/29/2022	20220729AFTS\TSA	Benefit	0	\$92.60
202200025	Empower Retirement	7/29/2022	20220729ADDE	Payroll accrual	0	\$450.01
	Empower Retirement	7/29/2022	20220729ADDE	Payroll accrual	0	\$49.99
	Empower Retirement	7/29/2022	20220729AFHC	HCSP	0	\$342.24
	Empower Retirement	7/29/2022	20220729AFHC	HCSP	0	\$13.34
202200026	Internal Revenue Service	7/29/2022	20220729ADFI	Payroll accrual	0	\$4,229.75
	Internal Revenue Service	7/29/2022	20220729ADFI	Payroll accrual	0	\$667.48
	Internal Revenue Service	7/29/2022	20220729ADFI	Payroll accrual	0	\$102.56
	Internal Revenue Service	7/29/2022	20220729ADFT	Payroll accrual	0	\$25.00
	Internal Revenue Service	7/29/2022	20220729ADFT	Payroll accrual	0	\$13.55
	Internal Revenue Service	7/29/2022	20220729ADFT	Payroll accrual	0	\$4,556.48
	Internal Revenue Service	7/29/2022	20220729ADFT	Payroll accrual	0	\$593.18
	Internal Revenue Service	7/29/2022	20220729ADFT	Payroll accrual	0	\$9.31
	Internal Revenue Service	7/29/2022	20220729ADMI	Payroll accrual	0	\$989.20

Payables Summary
August 15, 2022

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
	Internal Revenue Service	7/29/2022	20220729ADMIPayroll accrual		0	\$156.11
	Internal Revenue Service	7/29/2022	20220729ADMIPayroll accrual		0	\$23.98
	Internal Revenue Service	7/29/2022	20220729AFFICFICA Benefit		0	\$4,229.75
	Internal Revenue Service	7/29/2022	20220729AFFICFICA Benefit		0	\$667.48
	Internal Revenue Service	7/29/2022	20220729AFFICFICA Benefit		0	\$102.56
	Internal Revenue Service	7/29/2022	20220729AFMIMedicare Benefit		0	\$989.20
	Internal Revenue Service	7/29/2022	20220729AFMIMedicare Benefit		0	\$156.11
	Internal Revenue Service	7/29/2022	20220729AFMIMedicare Benefit		0	\$23.98
202200027	MINNESOTA REVENUE	7/29/2022	20220729ADSITPayroll accrual		0	\$25.00
	MINNESOTA REVENUE	7/29/2022	20220729ADSITPayroll accrual		0	\$2,149.16
	MINNESOTA REVENUE	7/29/2022	20220729ADSITPayroll accrual		0	\$331.62
	MINNESOTA REVENUE	7/29/2022	20220729ADSITPayroll accrual		0	\$16.02
202200028	MN Teachers Retirement Asso	7/29/2022	20220729ADTRPayroll accrual		0	\$1,936.33
	MN Teachers Retirement Asso	7/29/2022	20220729ADTRPayroll accrual		0	\$292.60
	MN Teachers Retirement Asso	7/29/2022	20220729ADTRPayroll accrual		0	\$7.32
	MN Teachers Retirement Asso	7/29/2022	20220729AFTR,TRA Benefit		0	\$2,207.39
	MN Teachers Retirement Asso	7/29/2022	20220729AFTR,TRA Benefit		0	\$333.56
	MN Teachers Retirement Asso	7/29/2022	20220729AFTR,TRA Benefit		0	\$8.34
202200029	Public Employees Retirement	7/29/2022	20220729ADDCPayroll accrual		0	\$30.00
	Public Employees Retirement	7/29/2022	20220729ADPE Payroll accrual		0	\$2,703.62
	Public Employees Retirement	7/29/2022	20220729ADPE Payroll accrual		0	\$262.92
	Public Employees Retirement	7/29/2022	20220729ADPE Payroll accrual		0	\$101.18
	Public Employees Retirement	7/29/2022	20220729AFDC DCP Benefit		0	\$30.00
	Public Employees Retirement	7/29/2022	20220729AFPEIPERA Benefit		0	\$3,119.59
	Public Employees Retirement	7/29/2022	20220729AFPEIPERA Benefit		0	\$303.36
	Public Employees Retirement	7/29/2022	20220729AFPEIPERA Benefit		0	\$116.75
202200030	Internal Revenue Service	7/29/2022	20220729BDFICPayroll accrual		0	(\$30.04)
	Internal Revenue Service	7/29/2022	20220729BDFT:Payroll accrual		0	\$0.00
	Internal Revenue Service	7/29/2022	20220729BDMI Payroll accrual		0	(\$7.03)
	Internal Revenue Service	7/29/2022	20220729BFFICFICA Benefit		0	(\$30.04)
	Internal Revenue Service	7/29/2022	20220729BFMLMedicare Benefit		0	(\$7.03)

Payables Summary
August 15, 2022

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
202200031	MINNESOTA REVENUE	7/29/2022	20220729BDSIT	Payroll accrual		0 \$0.00
202200032	Internal Revenue Service	7/29/2022	20220729CDFIC	Payroll accrual		0 \$30.04
	Internal Revenue Service	7/29/2022	20220729CDFT	Payroll accrual		0 \$0.00
	Internal Revenue Service	7/29/2022	20220729CDMI	Payroll accrual		0 \$7.03
	Internal Revenue Service	7/29/2022	20220729CFFIC	FICA Benefit		0 \$30.04
	Internal Revenue Service	7/29/2022	20220729CFM	Medicare Benefit		0 \$7.03
202200033	MINNESOTA REVENUE	7/29/2022	20220729CDSIT	Payroll accrual		0 \$0.00
202200034	Internal Revenue Service	7/29/2022	20220729DDFIC	Payroll accrual		0 (\$30.04)
	Internal Revenue Service	7/29/2022	20220729DDFT	Payroll accrual		0 \$0.00
	Internal Revenue Service	7/29/2022	20220729DDMI	Payroll accrual		0 (\$7.03)
	Internal Revenue Service	7/29/2022	20220729DFFIC	FICA Benefit		0 (\$30.04)
	Internal Revenue Service	7/29/2022	20220729DFM	Medicare Benefit		0 (\$7.03)
202200035	MINNESOTA REVENUE	7/29/2022	20220729DDSIT	Payroll accrual		0 \$0.00
202200036	Internal Revenue Service	7/29/2022	20220729EDFIC	Payroll accrual		0 \$30.04
	Internal Revenue Service	7/29/2022	20220729EDFT	Payroll accrual		0 \$0.00
	Internal Revenue Service	7/29/2022	20220729EDMI	Payroll accrual		0 \$7.03
	Internal Revenue Service	7/29/2022	20220729EFFIC	FICA Benefit		0 \$30.04
	Internal Revenue Service	7/29/2022	20220729EFM	Medicare Benefit		0 \$7.03
202200037	MINNESOTA REVENUE	7/29/2022	20220729EDSIT	Payroll accrual		0 \$0.00
202200038	Further	8/3/2022	16155577	PARTICIPATION FEE		0 \$229.60
202200039	Further	8/3/2022	40287274	Med/Dep Reimbursement		0 \$1,458.78
202200040	Further	8/3/2022	40294252	Med/Dep Reimbursement		0 \$905.17
202200041	Further	8/3/2022	40300256	Med/Dep Reimbursement		0 \$3,600.60
202200042	Further	8/3/2022	40308214	Med/Dep Reimbursement		0 \$908.00
202200043	Further	8/3/2022	40316179	Med/Dep Reimbursement		0 \$1,383.28
202200050	Further	8/9/2022	40324021	Med/Dep Reimbursements		0 \$1,009.88
202200051-	BMO	8/3/2022		Credit Card Payment AP		0
202200096				See detail report		\$10,513.79
222300001	Hopkins, Michelle	8/4/2022	ERIN20220725	7/12/2022-7/14/2022 Travel to Duluth for MDE Food and Nutrition Training		0 \$520.65

Payables Summary
August 15, 2022

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO No	Amount
222300002	Horne, Jennifer	8/4/2022	ERIN20220801E	7/1/2022-7/20/2022 Bank Deposit		0 \$8.44
222300004	Grover, Kevin	8/12/2022	80222	Meal Reimbursement		0 \$10.82
Total						\$216,165.02

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	07/19/2022	9136	HUMBELAU002	Humbert Laurie A	Super One Foods #578, Internati	SUPER ON000	08/02/2022		Invoiced	A	46.50
	1					Missy's C/C's00000	08/03/2022	46.50			
	07/11/2022	9135	HUMBELAU002	Humbert Laurie A	County Mkt. #574, International	COUNTY M000	08/02/2022		Invoiced	A	389.61
	1					Missy's C/C's00001	08/03/2022	389.61			
	06/30/2022	9128	HUMBELAU002	Humbert Laurie A	County Mkt. #574, International	COUNTY M000	07/06/2022		Invoiced	A	31.61
	1	Kids in the Kitchen Summer Enrichment				Missy's C/C's00001	08/03/2022	31.61			
											3 transaction(s) for XXXXXXXXXXXX8319. Total Amount ==>> 467.72
XXXXXXXXXXXX7362	07/19/2022	9141			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	08/02/2022		Invoiced	A	37.52
	5	Arena Elevator			6052300006	Stacy's C/C00000	08/03/2022	37.52			
	07/15/2022	9140			Sq Sunne S Strawberri, Internat	SUNNE'S 000	08/02/2022		Invoiced	A	210.71
	3	Field trip to Sunne's Strawberry Farm			3002300004	Stacy's C/C00001	08/03/2022	210.71			
	07/12/2022	9139			Amazon.Com Dvl9p5qy3, Amzn.Com/	AMAZON B000	08/02/2022		Invoiced	A	107.04
	3	Norwood Commercial Furniture Assorted Contempo			1302300005	Stacy's C/C00002	08/03/2022	107.04			
	07/07/2022	9138			Paul Bunyan Communicat, 2184441	PAUL BUN000	08/02/2022		Invoiced	A	641.00
	2	12 Month Contract for 1000Mbps, Midnight-4pm/5			6052300010	Stacy's C/C00003	08/03/2022	641.00			
	07/06/2022	9137			Amazon.Com C273i3x63, Amzn.Com/	AMAZON B000	08/02/2022		Invoiced	A	26.06
	3	Medline Micro-Kill Bleach Germicidal Bleach Wi			7202300000	Stacy's C/C00004	08/03/2022	26.06			
	06/29/2022	9111			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	06/30/2022		Invoiced	A	78.73
	1	ALC internet/phone				Stacy's C/C00000	06/30/2022	78.73			
	06/29/2022	9112			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	06/30/2022		Invoiced	A	81.08
	2	New Internet Service FHS			3002200009	Stacy's C/C00001	06/30/2022	81.08			
	06/29/2022	9113			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	06/30/2022		Invoiced	A	104.09
	2	Internet Service for Bus Garage			7602200016	Stacy's C/C00002	06/30/2022	104.09			
											8 transaction(s) for XXXXXXXXXXXX7362. Total Amount ==>> 1,286.23
XXXXXXXXXXXX7132	07/13/2022	9163	ANDERJER000	Anderson Jeremy R	Northern Lumber Yard I, Intl Fa	NORTHERN005	08/02/2022		Invoiced	A	31.95
	2	Transportation Supplies			7602300006	Jeremy's C/C00000	08/03/2022	31.95			
XXXXXXXXXXXX5747	07/15/2022	9134	GROVEKEV000	Grover Kevin K	Paypal Masa, 4029357733, MN, 55	MN ASSN 001	08/02/2022		Invoiced	A	1,330.00
	1					Kevin's C/C00000	08/03/2022	1,330.00			
XXXXXXXXXXXX7648	07/20/2022	9170	SLATIBET000	Slatinski BethAnne K	Fairfield Inn & Suites, Kissimm		08/02/2022		Invoiced	A	-507.34
	1					Beth's C/C's00000	08/03/2022	-507.34			
	07/20/2022	9171	SLATIBET000	Slatinski BethAnne K	Fairfield Inn & Suites, Kissimm		08/02/2022		Invoiced	A	-507.34
	1					Beth's C/C's00000	08/03/2022	-507.34			
	07/19/2022	9168	SLATIBET000	Slatinski BethAnne K	Fairfield Inn & Suites, Kissimm		08/02/2022		Invoiced	A	676.46
	1					Beth's C/C's00000	08/03/2022	676.46			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX7648	continued...										
	07/19/2022	9169	SLATIBET000	Slatinski BethAnne K	Fairfield Inn & Suites, Kissimm		08/02/2022		Invoiced	A	676.46
	1					Beth's C/C's00000	08/03/2022	676.46			
	07/15/2022	9167	SLATIBET000	Slatinski BethAnne K	County Mkt. #574, International	COUNTY M000	08/02/2022		Invoiced	A	190.08
	2	Supplies for PALS picnic			5002300003	Beth's C/C's00001	08/03/2022	190.08			
	07/13/2022	9165	SLATIBET000	Slatinski BethAnne K	Menards Intl Falls, Intl Falls	MENARDS 000	08/02/2022		Invoiced	A	18.80
	4	Swim noodles for swim instruction			5002300001	Beth's C/C's00002	08/03/2022	18.80			
	07/13/2022	9166	SLATIBET000	Slatinski BethAnne K	Menards Intl Falls, Intl Falls	MENARDS 000	08/02/2022		Invoiced	A	22.88
	2	Supplies for night at the races			5002300002	Beth's C/C's00003	08/03/2022	22.88			
	07/08/2022	9164	SLATIBET000	Slatinski BethAnne K	American Red Cross, 800-733-276	AMERICAN029	08/02/2022		Invoiced	A	82.00
	1					Beth's C/C's00004	08/03/2022	82.00			
	06/29/2022	9116	SLATIBET000	Slatinski BethAnne K	Delta 00623245188860, Delta.Com		06/30/2022		Invoiced	A	1,440.70
	1	Beth KAPE trip to Orlando				Beth's C/C00000	06/30/2022	1,440.70			
	06/29/2022	9117	SLATIBET000	Slatinski BethAnne K	Delta 00623245188856, Delta.Com		06/30/2022		Invoiced	A	1,440.70
	1	Jenesa KAPE trip to Orlando				Beth's C/C00000	06/30/2022	1,440.70			
	06/28/2022	9115	SLATIBET000	Slatinski BethAnne K	The Dam, Orr, MN, 55771, US		06/30/2022		Invoiced	A	296.98
	1					Beth's C/C00000	06/30/2022	296.98			
					11 transaction(s) for XXXXXXXXXXXX7648. Total Amount ==>						3,830.38
XXXXXXXXXXXX2314	07/07/2022	9172	OLSONKAR000	Olson-Line Karla A	Teamleader, Plano, TX, 75074, U	TEAMLEAD000	08/02/2022		Invoiced	A	317.44
	4	Crops for Hockey Uniforms			2502300001	Karla's C/C00000	08/03/2022	299.94			
	5	Shipping and Freight			2502300001	Karla's C/C00000	08/03/2022	17.50			
	07/07/2022	9173	OLSONKAR000	Olson-Line Karla A	Teamleader, Plano, TX, 75074, U	TEAMLEAD000	08/02/2022		Invoiced	A	256.44
	2	Hockey Jackets			2502300000	Karla's C/C00001	08/03/2022	256.44			
	06/28/2022	9118	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US Jm89s6jb3, Amzn.Co	AMAZON B000	06/30/2022		Invoiced	A	8.27
	1	Football Cheer Rinstones PO # 2502200022				Karla's C/C00000	06/30/2022	8.27			
					3 transaction(s) for XXXXXXXXXXXX2314. Total Amount ==>						582.15
XXXXXXXXXXXX3600	07/25/2022	9131	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 8g2m849t3, Amzn.Co	AMAZON B000	08/02/2022		Invoiced	A	73.40
	5	Natural Wood Craft Sticks, 4.25 Inch Popsicle			1302200363	Laurie's C/C's00000	08/03/2022	73.40			
	07/11/2022	9130	HUMBELAU002	Humbert Laurie A	Amzn Mktp US H85zr2jv3, Amzn.Co	AMAZON B000	08/02/2022		Invoiced	A	69.96
	2					Laurie's C/C's00001	08/03/2022	69.96			
	07/05/2022	9120	HUMBELAU002	Humbert Laurie A	Amzn Mktp Us, Amzn.Com/Bill, WA	AMAZON B000	07/06/2022		Invoiced	A	-148.32
	2					Laurie's C/C's00001	08/03/2022	-148.32			
	07/01/2022	9123	HUMBELAU002	Humbert Laurie A	Amzn Mktp US C80ku6663, Amzn.Co	AMAZON B000	07/06/2022		Invoiced	A	298.62
	1	PO # 1302200363 Summer Enrichment Program				Laurie's C/C's00001	08/03/2022	298.62			
	07/01/2022	9124	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Sg5n0lyw3, Amzn.Co	AMAZON B000	07/06/2022		Invoiced	A	29.98
	2					Laurie's C/C's00001	08/03/2022	29.98			

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...										
	06/30/2022	9121	HUMBELAU002	Humbert Laurie A	County Mkt. #574, International	COUNTY M000	07/06/2022		Invoiced	A	43.13
	1	Kids in the Kitchen Summer Enrichment				Laurie's C/C's00002	08/03/2022	43.13			
	06/30/2022	9122	HUMBELAU002	Humbert Laurie A	Super One Foods #578, Internati	SUPER ON000	07/06/2022		Invoiced	A	24.92
	1	Kids in the Kitchen Summer Enrichment				Laurie's C/C's00003	08/03/2022	24.92			
	06/28/2022	9108	HUMBELAU002	Humbert Laurie A	Amzn Mktp US 9ylw14a43, Amzn.Co	AMAZON B000	06/30/2022		Invoiced	A	33.95
	2	[2000 Count] 5 Inch Coffee & Cocktail Stirrers			1302200363	Laurie's C/C00000	06/30/2022	27.96			
	3	Shipping - Cost of shipping, not including shi			1302200363	Laurie's C/C00000	06/30/2022	5.99			
	06/28/2022	9109	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Jb0t24n53, Amzn.Co	AMAZON B000	06/30/2022		Invoiced	A	148.32
	2	Equate - Multi-Purpose Contact Lenses Solution			1302200363	Laurie's C/C00001	06/30/2022	148.32			
	06/28/2022	9110	HUMBELAU002	Humbert Laurie A	Amzn Mktp US H19hv5793, Amzn.Co	AMAZON B000	06/30/2022		Invoiced	A	574.07
	2	Elmer's Liquid School Glue, Washable, 1 Gallon			1302200363	Laurie's C/C00002	06/30/2022	168.65			
	3	Tulip One-Step Tie-Dye Kit Party Supplies, 18			1302200363	Laurie's C/C00002	06/30/2022	35.04			
	4	KASEMI Pipe Cleaners,1000 pcs and 20 Assorted			1302200363	Laurie's C/C00002	06/30/2022	109.95			
	5	Lichamp Masking Tape 1 inch, 10 Pack General P			1302200363	Laurie's C/C00002	06/30/2022	22.69			
	6	Rubber Bands, Rubber Band Depot, Size #64, App			1302200363	Laurie's C/C00002	06/30/2022	13.75			
	7	700 Pieces 1 Inch Assorted Pompoms Multicolor			1302200363	Laurie's C/C00002	06/30/2022	55.96			
	8	Elmers Liquid School Glue, Slime Glue & Craft			1302200363	Laurie's C/C00002	06/30/2022	23.76			
	9	Natural Wood Craft Sticks, 4.25 Inch Popsicle			1302200363	Laurie's C/C00002	06/30/2022	84.95			
	10	Rubber Bands, Rubber Band Depot, Size #33, App			1302200363	Laurie's C/C00002	06/30/2022	13.75			
	11	CELOX 24 Pack Durable Kitchen Sponges, Natural			1302200363	Laurie's C/C00002	06/30/2022	45.57			
	10 transaction(s) for XXXXXXXXXXXX3600. Total Amount ==>										1,148.03
XXXXXXXXXXXX2606	07/21/2022	9143	HOLT THO000	Holt Thomas T	Oreilly Auto Parts 39, Internat	O'REILLY000	08/02/2022		Invoiced	A	32.48
	2	O'Reilly Blanket P.O. Transportation			8102300012	Tom's C/C00000	08/03/2022	32.48			
	07/12/2022	9142	HOLT THO000	Holt Thomas T	Amzn Mktp US Fz2rs20p3, Amzn.Co	AMAZON B000	08/02/2022		Invoiced	A	21.87
	2	Office Desk Name Plate or Door Sign 2x8 - Lase			8102300004	Tom's C/C00001	08/03/2022	8.13			
	3	Lasercrafting Office Desk Name Plate or Wall/D			8102300004	Tom's C/C00001	08/03/2022	7.85			
	4	Shipping - Cost of shipping, not including shi			8102300004	Tom's C/C00001	08/03/2022	5.89			
	06/29/2022	9114	HOLT THO000	Holt Thomas T	Amzn Mktp US Ja8k69833, Amzn.Co	AMAZON B000	06/30/2022		Invoiced	A	124.99
	1	Stand Up desk for Lisa West				Tom's C/C00000	06/30/2022	124.99			
	3 transaction(s) for XXXXXXXXXXXX2606. Total Amount ==>										179.34
XXXXXXXXXXXX5690	07/06/2022	9132	HEISSVIC000	Heiss Victoria L	Amzn Mktp US D110z58w3, Amzn.Co	AMAZON B000	08/02/2022		Invoiced	A	35.99
	1	BILL MASON PRINTER CARTRIDGES				Vicki's C/C's00000	08/03/2022	35.99			
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	1	PO # 3002200123 Guidance Office Suuplies				Vicki's C/C's00000	08/03/2022	34.98			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
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	07/01/2022	9127	HEISSVIC000	Heiss Victoria L	Amzn Mktp US Pn0pv2nk3, Amzn.Co	AMAZON B000	07/06/2022		Invoiced	A	55.43
	1	PO # 3002200123		Guidance Office Suuplies		Vicki's C/C's00000	08/03/2022	55.43			
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	1	PO # 3002200123		Guidance Office Suuplies		Vicki's C/C's00000	08/03/2022	34.99			
											4 transaction(s) for XXXXXXXXXXXXX5690. Total Amount ==>>
											161.39
XXXXXXXXXXXX8814	07/15/2022	9133	ERICKJEN000	Erickson Jennifer L	Delta 00623273095255, Delta.Com		08/02/2022		Invoiced	A	193.10
	1				FHS Travel C/C00000		08/03/2022	193.10			
XXXXXXXXXXXX8863	07/27/2022	9156	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/02/2022		Invoiced	A	37.72
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00000	08/03/2022	37.72			
	07/27/2022	9157	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/02/2022		Invoiced	A	45.88
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00001	08/03/2022	45.88			
	07/25/2022	9153	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/02/2022		Invoiced	A	39.29
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00002	08/03/2022	39.29			
	07/25/2022	9154	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/02/2022		Invoiced	A	23.18
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00003	08/03/2022	23.18			
	07/25/2022	9155	HOLT THO000	Holt Thomas T	Shell Oil12794875018, Internati		08/02/2022		Invoiced	A	94.37
	1	premium gas for mowers				FHS Cust C/C00004	08/03/2022	94.37			
	07/21/2022	9151	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/02/2022		Invoiced	A	68.93
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00005	08/03/2022	68.93			
	07/21/2022	9152	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/02/2022		Invoiced	A	29.97
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00006	08/03/2022	29.97			
	07/15/2022	9150	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/02/2022		Invoiced	A	11.69
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00007	08/03/2022	11.69			
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	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00008	08/03/2022	30.08			
	07/14/2022	9148	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/02/2022		Invoiced	A	5.99
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00009	08/03/2022	5.99			
	07/14/2022	9149	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/02/2022		Invoiced	A	38.96
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	07/11/2022	9146	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/02/2022		Invoiced	A	75.06
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	07/08/2022	9144	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	08/02/2022		Invoiced	A	19.94
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00012	08/03/2022	19.94			
	07/08/2022	9145	HOLT THO000	Holt Thomas T	Shell Oil12794875018, Internati		08/02/2022		Invoiced	A	111.99
	1	premium gas for mowers				FHS Cust C/C00004	08/03/2022	111.99			

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		2	Last Minute Groceries	7702300005 FHS Cafe C/C00000		08/03/2022		64.12			
	07/12/2022	9174	HOPKIMIC000 Hopkins Michelle L	Super One Foods #578, Internati		SUPER ON000	08/02/2022		Invoiced	A	81.71
		2	Last Minute Groceries	7702300005 FHS Cafe C/C00001		08/03/2022		81.71			
	06/29/2022	9119	HOPKIMIC000 Hopkins Michelle L	Super One Foods #578, Internati		SUPER ON000	06/30/2022		Invoiced	A	32.59
		1	Food For Summer Program	FHS Cafe C/C00002		08/03/2022		32.59			
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		2	Blanket P.O. for FES supplies	8102300010 FES Cust C/C00000		08/03/2022		18.99			
	07/25/2022	9161	HOLT THO000 Holt Thomas T	Menards Intl Falls, Intl Falls		MENARDS 000	08/02/2022		Invoiced	A	18.43
		2	Blanket P.O. for FES supplies	8102300010 FES Cust C/C00001		08/03/2022		18.43			
	07/22/2022	9160	HOLT THO000 Holt Thomas T	Menards Intl Falls, Intl Falls		MENARDS 000	08/02/2022		Invoiced	A	116.94
		2	Blanket P.O. for FES supplies	8102300010 FES Cust C/C00002		08/03/2022		116.94			
	07/14/2022	9159	HOLT THO000 Holt Thomas T	Menards Intl Falls, Intl Falls		MENARDS 000	08/02/2022		Invoiced	A	33.95
		2	Blanket P.O. for FES supplies	8102300010 FES Cust C/C00003		08/03/2022		33.95			
	07/08/2022	9158	HOLT THO000 Holt Thomas T	Menards Intl Falls, Intl Falls		MENARDS 000	08/02/2022		Invoiced	A	22.42
		2	Blanket P.O. for FES supplies	8102300010 FES Cust C/C00004		08/03/2022		22.42			
5 transaction(s) for XXXXXXXXXXXX7691. Total Amount ==>											210.73
XXXXXXXXXXXX2560	07/04/2022	9129	BLESIMIC000 Blesi Michael E	Siptrunk Inc, 7702827206, GA, 3		TECHCHEC000	07/06/2022		Invoiced	A	281.30
		2	Monthly SIP Phone Service.	6052300008 Mike's C/C00000		08/03/2022		281.30			
68 transaction(s). Total Amount ==>											10,513.79

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

Independent School District #361

1515 11th Street, International Falls, MN 56649-2501 www.isd361.k12.mn.us

August 4, 2022

TO: School Board

FROM: Stacy Grover, Business Manager

SUBJECT: Adult Meal Price Increases for School Year 2022-2023

School Board Members,

We have received new guidance requiring our adult meal prices for lunch to be increased to \$4.95 from \$4.00 to meet the USDA program requirements. Adult meal sales are defined as a non-program food, therefore, the meal price must cover the full cost of the meal. This will also require we raise our student visitor lunch price to \$4.95 as this is also a non-program food sale.

Thank you.

Cc: Karla Olson-Line, Food Service Director
Michelle Hopkins, Food Service Coordinator

Kevin Grover, Superintendent	Ph: 218-283-2571 x1112	F-218-283-8104	kgrover@isd361.org
Tim Everson, FHS Principal	Ph: 218-283-2571 x1104	F-218-283-2384	teverson@isd361.org
Marc Glowack, Dean of Students	Ph: 218-283-2571 x1110	F-218-283-2384	mglowack@isd361.org
Bill Mason, Activities Director	Ph: 218-283-2571 x1138	F-218-283-2384	bmason@isd361.org
Melissa Tate, FES Principal	Ph: 218-283-2571 x1232	F-218-283-3133	mtate@isd361.org





INTERNATIONAL FALLS PUBLIC SCHOOLS

Safe Learning Plan



September 1, 2022



Introduction

The following plan is the guide for operating our educational settings through this Covid -19 situation. It is a fluid plan that could be modified as we find areas of success and weaknesses. Please keep in mind that no plan can include every detail, but it is the roadmap for many of the key pieces that come together to make our system function. I thank the team for the number of hours put into the development and the people that have given input to make this plan come to fruition.

The 2022 – 2023 school year is starting up with the Covid – 19 pandemic still in play with variants emerging. The state is encouraging vaccinations for all school students. The goal is to take precautions and layer safety approaches with the intent of allowing more of the normal educational opportunities as we are in more of a management stage at this point. There is guidance from the Center of Disease Control (CDC), Minnesota Department of Health (MDH), Minnesota Department of Education (MDE), Minnesota State High School League (MSHSL), and other organizations that are being taken into consideration, but the school board will have the decision making power on which protocol the district will follow at this time. Our commitment is to follow their guidance and will continually look at where we can improve our practices and when we can change our requirements.

In planning for the coming school year distance learning is not an option provided by the legislature. Zooming for classes is not an option unless worked out for individual situations that may arise when a student is out ill for an extended period of time.

The Learning Plan is based on the MDH *Best Practices for Covid-19 Prevention in Schools* and current public health recommendations at the time this document was developed, which include:

- Promoting Vaccination
- Consistent and correct mask use
- Physical distancing and cohorts
- Screening and testing
- Ventilation
- Handwashing and respiratory etiquette
- Staying home when sick and getting tested
- Contact tracing in combination with isolation and quarantine
- Plan for short-term school closures, should there be a suspected or confirmed COVID-19 case

Five goals that International Falls Public Schools is dedicated to continuing for the 2021 -22 school year based on experiences from last school year are:

1. Prioritize the safety of students and staff
2. Prioritize in-person learning, especially for younger learners
3. Consider infectiousness and transmission risk among different ages
4. Support planning, while permitting flexibility for the district
5. Take into account disease prevalence at a local level

Throughout the Safe Learning Plan, you will be able to observe how International Falls Public Schools plans to take into account CDC guidelines, MDH guidelines, and MDE requirements, while providing staff and students with a safe place to learn and educate.

Our Safe Learning Model

To begin the 2022-2023 school year, International Falls Public Schools will follow CDC and MDH recommendations and encourage all students, staff, and visitors to be vaccinated. Mask guidelines will follow prior year criteria for when they need to be worn. Staff and students should work with the school nurse and administration when they have Covid like symptoms.

At the current time, the District will be starting the year with Prek –through grade 12 in person every day of the week.

Contingency Planning

When viral activity increases, International Falls Public Schools will analyze the district level, county-level and state level data to determine if another learning model should be selected.

If viral activity decreases, the District may dial back to a less restrictive model than what is currently in place. If doing so, it may consult with local public health officials, MDH, and MDE through the Regional Support Teams.

Parents, guardians, staff and students will be notified of scheduling changes through Skyward, the District’s Facebook Page and District email accounts. Kevin Grover, Superintendent is responsible for all communications with regards to learning model changes.

Communication

Taskforce

International Falls Public Schools has continued a taskforce to lend input to the learning model and layered approaches needed for the upcoming school year. The taskforce is open to representation from principals, maintenance, transportation, nurse, athletic director, community education, food service, union representatives, and superintendent. The group will meet as needed to consider recommendations.

Kevin Grover, Superintendent serves as the point of contact for all COVID-19 related matters in the district.

Leah Bacon, District Nurse is responsible for coordinating with local health authorities regarding positive COVID-19 cases and communicating with MDH/MDE. All school staff and families will be provided with this person’s contact information.

A COVID-19 Program Coordinator is identified below for each building as well. This person will communicate concerns, challenges, and lessons learned related to COVID-19 preventive activities as needed with staff, students and their families, school and district leadership, and local health officials. Their contact information will be included on all communication.

Building	COVID-19 Program Coordinator	Title
Falls Elementary	Melissa Tate	Principal
Falls High School	Tim Everson	Principal

Communication Methods

The District will release communication updates in the following ways:

- Newsletters will be sent home to Elementary families monthly
- Daily announcements will be posted via a link on the website
- During the school year, KGHS/KSDM radio will broadcast District announcements every other Tuesday

The District will continue to utilize the school website and Facebook page for updating staff, students, parents, and the public. Written documentation will be available at the District Office for parents who do not have internet access.

The District will post the learning plan on the District website and notify families, students and staff of the availability through Skyward.

SkyAlert will be utilized to provide parents and staff with immediate updates when necessary.

Posters will be present within the facility, including some of the following locations:

- At handwashing sinks to remind building occupants of good handwashing practices
- On entry doors to remind people who have symptoms not to enter
- At entries notifying people of the screening methods

Mental Health & Wellness

The COVID-19 pandemic is causing stress, fear, and anxiety for many people. The District will provide staff, families, and students (age-appropriate) with information on how to access resources for mental health and wellness.

International Falls Public Schools has the following mental health professionals available:

- Jordan Bright, Elementary Social Worker
- Thane Grewatz, School Counselor
- Laurie Youso, High School Social Worker
- Lisa West/Lisa Simon, Dean of Students

The District will provide the following mental health services:

- Group lessons will occur with Elementary classes
- Staff members hours outlining their availability will be physically posted and also available on the District website, with how to reach individuals
- The District will provide training on the signs and symptoms of students in need to staff members and outline the process to be followed when this may occur
- The District utilizes BARK to supervise students correspondence on District devices

Reporting Methods

International Falls Public Schools requests parents, guardians and staff to self-report if they or their student have COVID-19 symptoms, a positive test or have been in close contact with someone with COVID-19.

To report, parents and guardians will report their students absent to the attendance secretaries who will then complete a Google form provided by Leah Bacon, District Nurse to gather reporting data the District may need.

Staff members will also report the cases listed above to the attendance secretary to ensure the form is completed.

Screenings

International Falls Public Schools will not initially complete screenings of students, visitors, and staff entering the buildings. It is highly encouraged for parents to screen their child for symptoms prior to sending them to school. The district will follow the MDH Recommended Covid-19 decision tree. Screening reminders will be placed at entrances.

Community Expectations

Hand Washing

Proper hand washing practices are very important to reduce the spread of any viruses. Posters will be placed at all sinks to remind everyone of good hand washing practices.

Hand sanitizer is available throughout buildings. Handwashing areas are present in most Elementary classrooms. Hand washing is more effective than hand sanitizer in reducing germs. However, in instances where handwashing is not readily available, hand sanitizer can be used. Visibly dirty or greasy hands should still be washed as soon as feasible. Custodial staff will check mounted hand sanitizer and handwashing supplies during each daily cleaning of the area.

Teaching staff are expected to encourage proper hand washing with all students.

Face Coverings

Per the school board face coverings are not required at this time except for students/staff returning from being positive with Covid-19 if they return after day 5 they need to wear a mask through day 10.

It is not recommended that masks be worn by anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance. They are also not recommended for children who cannot manage them on their own and are not to be used on children under the age of two years old.

MDH face-covering guidelines should be followed when wearing coverings. This includes washing hands before applying, washing hands after taking off, not touching the covering repeatedly, and keeping it clean. International Falls Public Schools will send home a guidance document on how to safely wear face coverings.

Face coverings are considered to be a paper or disposable mask, cloth face mask, scarf, bandanna or religious face covering. They are required to cover the nose and mouth completely. A face covering is not a substitute for social distancing. Face coverings may be temporarily removed in the following situations:

- To eat or drink
- During active participation of extracurricular activities and physical education
- When asked to remove it for identification purposes
- When working alone in an office, classroom or vehicle where a person has no person-to-person interaction
- When working in communal spaces that have barriers that are above face level
- When communicating with someone who is deaf, hard of hearing or has a disability or medical condition which makes communicating with a face covering difficult.

Face shields must extend below the chin, to the ears and with no gap between the forehead and shields headpiece.

Face shields are allowed in the following situations:

- Among students in preschool through grade 8 when wearing a face covering is problematic
- By teachers when wearing a face covering is impeding the educational process
- When staff, students or visitors cannot tolerate a face covering due to a developmental, medical or behavioral health condition
- When staff are providing direct student support services if the face covering impedes the service being provided
- Face shields are not allowed to replace a mask and allow a person to return early to school from having Covid-19. (day 6-10)

School will supply face mask to students/staff that need or desire a mask.

Protecting Those at Higher Risk

International Falls Public Schools will accommodate the needs of students and staff who are at higher risk of serious illness from COVID-19. Discuss privately your needs with an administrator to figure out what modifications are possible

Facilities

Physical Barriers

International Falls Public Schools has barriers available for staff that desire something installed in their location.

Gatherings and Visitors

Visitors will be permitted as long as they comply with district requirements

Water and Ventilation Systems

Ventilation systems will be assessed to determine they are operating properly. Dampers are opened to bring in as much outdoor air as possible. If portable ventilation equipment, such as fans are used. Precautions must be taken to limit the air from blowing from one person directly to another to reduce the potential spread of any airborne or aerosolized viruses.

Space Considerations

Playgrounds

Playgrounds will remain open. Students will be directed to wash hands before and after playground use. Playground usage will occur as a grade to keep groups as static as possible.

Computer Lab

Workstations will be cleaned on a normal basis with no extra accommodations in place at this time.

Library

Library books are available to be checked out through the Arrowhead Library System.

Technology

Each student will have their own Chromebook at the high school and is responsible for keeping it charged and bringing it to class similar to bringing other needed materials. Elementary staff will clean devices on a regular basis.

Gymnasium

Physical education classes will be done outside when weather permits. When equipment is used, it will be cleaned on a regular basis.

Sporting Events/Locker Rooms/Fitness Centers/ Pools

The District will take under consideration recommendations from MSHSL for activities and are following these safety protocols:

- Students are encouraged to shower at home

- Games (indoors and outdoors) can have the total number of players, coaches, referees, umpires, etc. as needed to hold the game and starting out spectators are allowed to attend as long as they follow the masking requirements of the venue. Social distancing is encouraged at all venues.
- Family and friends are not permitted to attend practices
- Players will maintain social distancing while they are not playing.
- Coaches will remind athletes daily of the screening process and encourage participants to stay home if they have symptoms.
- Participants are not to share towels, water bottles, or snacks at this time.
- Coaches are supervising the cleaning of equipment in the weight room and within sports after each use

Any athlete that tests positive needs to report their results to school nurse. MSHSL return to play paperwork for Covid – 19 needs to be completed prior to returning to practice following required quarantine period. FHS will require all athletes that were positive for Covid – 19 to practice a minimum of 2 days before being eligible for competition. Coaches have ability to extend the number of days based on each student’s experience and condition upon return. More severe cases may take 7 or more days to get back to full competition.

Should a case be reported within the team, the nurse needs to be contacted and will notify the MDH.

Classrooms

Teachers are encouraged to limit the materials in classrooms to essential teaching tools. Limiting the number of personal items in the classroom will lighten the cleaning load of the custodial staff. Classrooms will have desks spread out as space allows and will allow for more space between students to avoid crowding

Drinking Fountains

Drinking fountains are allowed and cleaned on a regular basis. Bottle fillers will remain in use and are encouraged.

Cafeteria

Meals are not free this year and we encourage families to fill the Free/Reduced application forms out as they can result in free or reduced price meals and activity fees along with helping district receive funding in other areas based on our rates.

Meals will be served in the cafeteria.

Nurse’s Room/Isolation Areas

Should a student or staff member need to be isolated until they can leave the building as they are showing symptoms of COVID-19, each building has selected an isolation room.

Falls Elementary will utilize the health office and Falls High School will utilize the Nurse’s office.

The District Nurse will be providing teachers with education on when students should and should not be sent to the office to reduce congestion.

Scheduling

In person classes will take place with all students present 5 days a week under the current plan. After shared supplies are used at the High School level, they will be cleaned by students.

Community Education

Community Education will be resuming activities as safely allowed throughout the year. All District policies listed in the learning plan will be followed.

Special Education

Individualized Education Plans (IEPs) will be reviewed in the first part of the school year and plans for each scenario will be tailored to each student.

Arrival and Dismissal

Staff will monitor the arrival and dismissal times to curtail congregating. Elementary will be allowed to access the playground before school. High school students will use their lockers and be asked to space accordingly as they wait for class to start or go to their assigned class.

Transportation

- Students will have assigned seats and be with other family members when possible.
- Buses will load from back to front and unload from front to back.
- Buses will be cleaned by the drivers after every morning and afternoon route. Windows will be left open for ventilation as weather allows.

Facility Cleaning Methods and Considerations

Cleaning Considerations

International Falls Public Schools has prepared in-depth cleaning practices to prevent the exposure of COVID-19. Key elements include:

- Staff will utilize Oxiever, which is an approved disinfectant on the EPA approved chemicals list.
- The dwell time of product is one minute.
- The SDS is available to staff in each buildings custodial room.
- The containers are pre-labeled with GHS compliant labels.
- Staff have received training on good cleaning practices and Employee Right-to-Know. Records are located in the High school office.

When technology items are needing to be cleaned, alcohol wipes will be utilized to prevent damage to the equipment.

Door hangers will be present on each door to note whether rooms were used/dirty or not used/clean. Custodial staff will change the door hangers to “clean” once the room has been cleaned for the day.

Routine Cleaning

MDH and CDC recommend routine cleaning and disinfection occur to assist in prevention of the virus spread.

International Falls Public Schools accomplishes this through routine cleaning of high touch points as listed below, per CDC guidelines.

Internal custodial staff who complete routine cleaning follow these recommendations:

1. If the surface is visibly dirty, clean using soap & water
2. Disinfect surfaces using disinfectant provided and paper towels and or disposable scrub pads. The product needs to remain wet on the surface for the designated amount of time.
3. Use a garbage bag for your waste. When full, place garbage in dumpster.
4. Remove gloves, then wash hands thoroughly with warm water and soap for at least 20 seconds.

Special Cleaning Considerations

Toys

During this time, toys in classrooms that cannot be cleaned and sanitized will not be used. After toys are used, they are placed in a separate bin and cleaned by instructors. Toys will be cleaned with water and detergent, rinsed, sanitized with an EPA-registered disinfectant, rinsed again, and air-dried.

Porous Surfaces

During this time, unnecessary rugs and other porous objects have been removed from classrooms. Other porous surfaces may include: chairs, furniture, rugs, linens, clothing, etc. If porous surfaces do need to be cleaned, the following steps will be followed:

- Handle laundry wearing gloves
- Transport laundry in disposable garbage bags when possible OR clean and disinfect the method of transportation
- Do not shake laundry out
- Wash on hottest water setting with regular detergent
- Dry thoroughly

Transportation

Vehicles and busses used to transport staff and students need to be cleaned after every trip. The district's cleaning method will be used. Bus drivers will receive training on proper cleaning practices and will be provided with cleaning supplies and PPE.

Handling Suspected or Confirmed Cases

International Falls Public Schools will proceed as follows with suspected or confirmed cases:

- The person will be separated and held in the designated isolation area until they are able to be picked up by a parent or guardian
- While waiting they will be under visual supervision of a staff member
- The staff member and person waiting will be requested to wear face masks, unless either person is unconscious, has trouble breathing or is incapacitated
- MDH will be notified of confirmed COVID-19 cases of students or staff based on current reporting guidelines.

The district will contact parents or guardians of the student to transport an ill student home. If medical care is needed, 911 will be called. If it is determined that the person is in need of transportation home and a parent/guardian cannot provide, International Falls Public Schools will use district transportation methods to bring the person home.

Anticipated Situations

While in in-person learning for all students, it is assumed that minimal to moderate community spread is occurring, but the impact on the school community in terms of confirmed cases among students and staff is relatively small. Single, standalone confirmed cases that occur while in this model will **not** result in notification to families. Parents are asked to watch for symptoms in their child if they were possibly exposed to a positive case. Formal notification of families will occur when nurse/administration feel appropriate due to rising numbers in a class or school.

While in person learning, case rates in the state, county, and school district will be watched. If local positivity rates and transmission get to a point where the district feels it is unsafe to continue in-person learning, we would switch to full distance learning for a period of time.

Quarantine

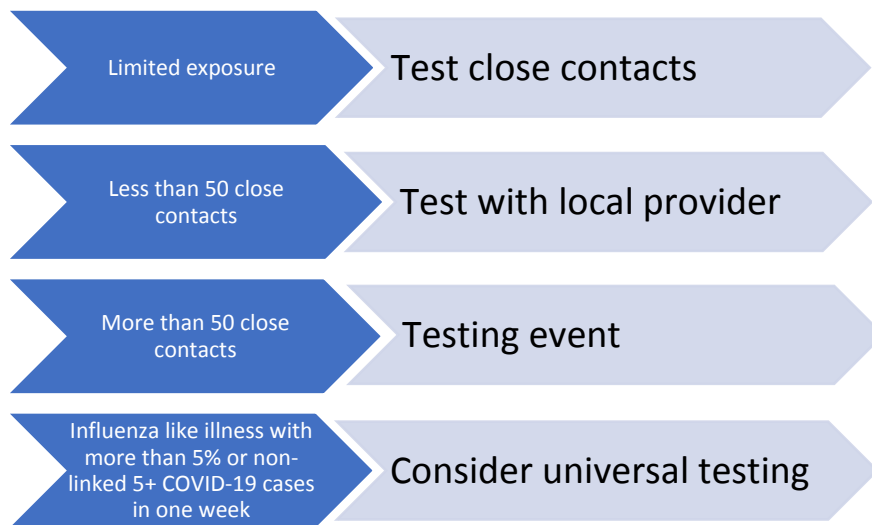
Students/staff who test positive for Covid - 19 will need to quarantine for 10 days from the onset of symptoms. The district will allow for early return after 5 days if person is symptom free and wears a mask properly for days 6-10. Any family members of a positive Covid - 19 case who have not been vaccinated for Covid-19 would also have to quarantine for a total of 14 days. They could return on day 11 if they wear a properly fitted mask through day 14. If family members develop symptoms, and/or test positive the 14 day quarantine requirement could change. Vaccinated family members who do not have symptoms could continue to attend school.

Testing

Testing may be necessary depending on situations that may arise. MDH is providing guidance and making available multiple testing options.

The district would not test your child unless permission was given, but it likely will be an option to help combat the Covid-19 virus.

The following table has been provided to assist with determining the testing type.



Student Support

Students that are out on quarantine will be supported by the district via an online platform to transmit work along with video communication of lessons as described below. Additional help is available from teachers during their preparation time as requested from the student and family. Teachers not using one of the platforms will work out ways to get materials to students that need to quarantine.

Online Platforms: Google Classroom (3rd-12th) and Seesaw (PK-2, Special Education). These online platforms will have assignments and activities and be the primary means of communicating assigned work with students/families.

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

316917-A May 13, 2020 11:00 AM



Hands that look clean can still have icky germs!

Wash YOUR HANDS!



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

This material was developed by CDC. The Life is Better with Clean Hands campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.



STAY HOME IF YOU'RE SICK

If you're sick, stay home, rest, and remember to:



Cover your coughs and sneezes with a tissue or your sleeve.



Wash your hands often with soap and water.



Clean frequently touched surfaces and objects (for example, TV remotes and computers).



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

For more information: www.cdc.gov/npi | 1-800-CDC-INFO (232-4636) | www.cdc.gov/info



KEEP
CALM
AND
WASH
YOUR
HANDS



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

GERMS

are all around you.



Stay healthy.
Wash your hands.

Students: Let's work together to stop the spread of COVID-19

DID YOU WASH YOUR HANDS?

stop



think



wash hands



ASK YOURSELF:

Did I just go to the bathroom?

Am I about to eat?

Did I just eat?

Did I cough or sneeze?

Did I touch supplies or objects
that other people have touched?

Did I touch garbage?

Did I touch my cloth face cover?

If you can't wash your hands,
ask your teacher or another
adult for hand sanitizer.



cdc.gov/coronavirus

DON'T FEEL WELL? STAY HOME WHEN YOU ARE SICK

Tell your mom, dad, or caregiver before you come to school. Tell your teacher or an adult if you become sick at school



cough



*Shortness of breath
or problem breathing*



chills



sore throat



*loss of taste
or smell*



muscle pain

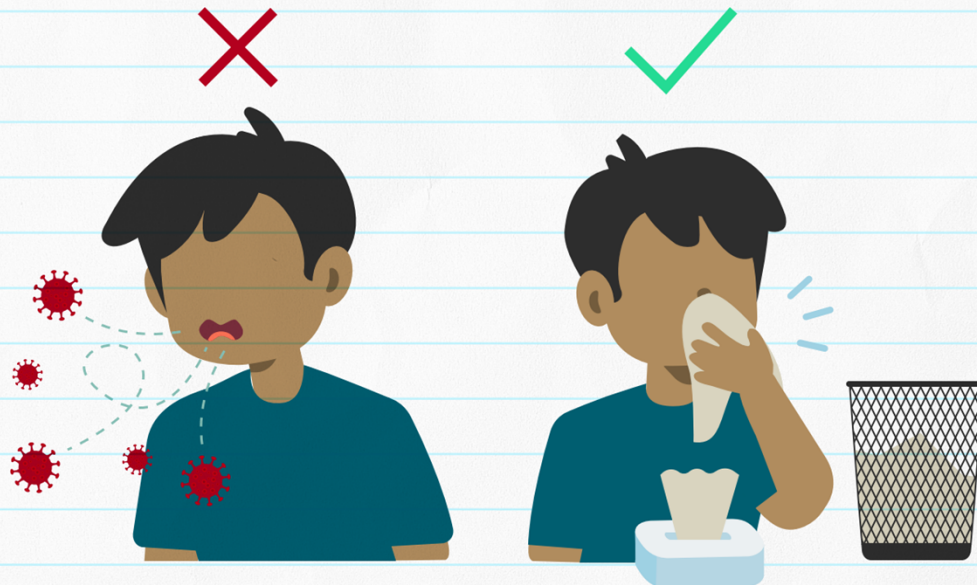
OTHER SYMPTOMS INCLUDE:

*fever, runny nose, diarrhea, feeling nauseous
or vomiting, feeling tired, headache,
and poor appetite*



cdc.gov/coronavirus

DON'T LET YOUR GERMS GO FOR A RIDE



COVER YOUR COUGHS AND SNEEZES

*with a tissue or use the inside of your elbow.
If you use a tissue, throw it in the trash, and
wash your hands right away.*

*If you can't wash your hands, ask
your teacher or another adult
for hand sanitizer*



cdc.gov/coronavirus

STAY SAFE MN

Prevent the Spread of COVID-19



Wash your hands



Get tested when sick



Stay 6 feet from others



Wear a mask



Stay home when able



Work from home when able

WATCH FOR SYMPTOMS



Fever



Cough



Shortness of breath



Chills



Headache



Muscle pain



Sore throat



Loss of taste or smell

For more information, visit health.mn.gov
HOTLINE: 651-297-1304 or 1-800-657-3504

m1 MINNESOTA

Minnesota Department of Health

Contact health.communications@state.mn.us to request an alternate format.

06/10/2020

In times of pain and
grief, we want to come
together. COVID-19
makes this difficult.

Help slow the spread



**Wear a
mask**



**Wash or
sanitize your
hands often**



**Stay 6 feet
from others**

mn.gov/covid19

DON'T FORGET TO WASH



WET YOUR HANDS

1



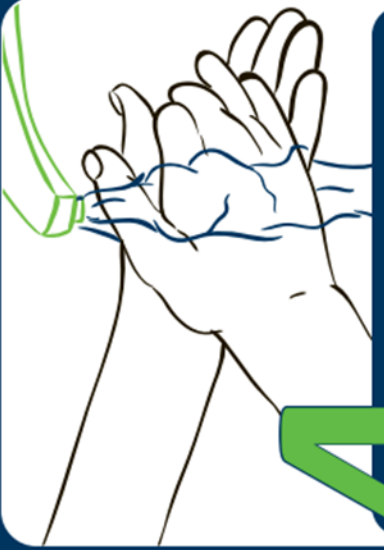
APPLY SOAP

2



WASH YOUR HANDS
for 20 seconds

3



RINSE WELL

4



DRY YOUR HANDS

5



TURN OFF WATER
with paper towel

6

mn DEPARTMENT
OF HEALTH

651-201-5414, www.health.state.mn.us

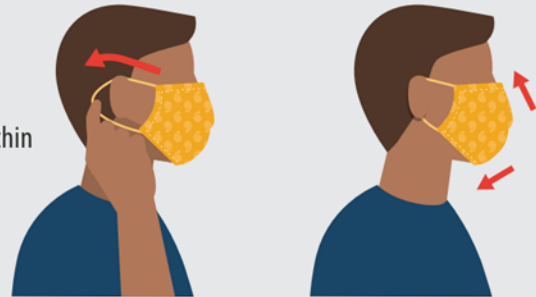
Don't forget to scrub between your fingers,
under your nails, and the top of your hands.

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water

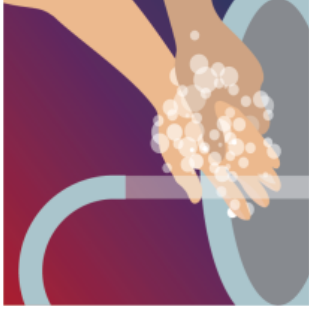


Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

How to Safely Wear Your Mask



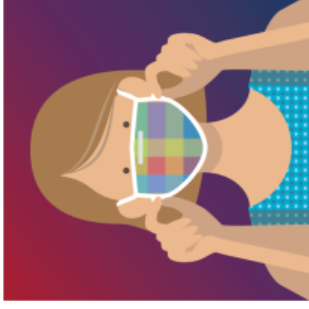
Step 1: Wash or sanitize your hands.



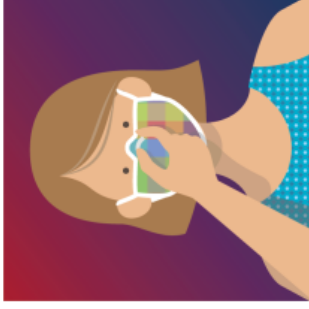
Step 2: Make sure the top of the mask is over your nose and the bottom is under your chin.



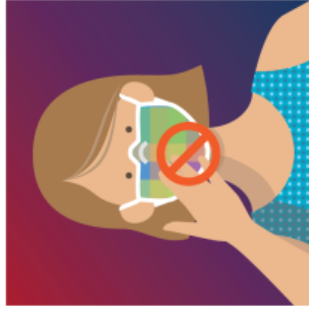
Step 3: Place the mask over your nose and mouth before you use the ear straps or tie it behind your head.



Step 4: Move the mask around so it covers nose, mouth, and chin completely.



Step 5: The tops of some masks can bend. Press your fingers on the top of the mask to make them fit tight around your nose.



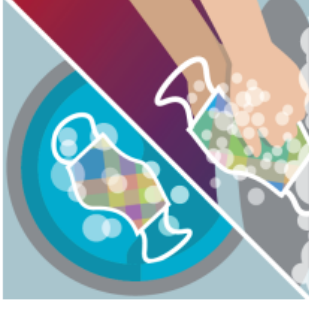
Step 6: Do not touch the mask while wearing it. Use the mask ear straps or ties if you need to make it fit better.



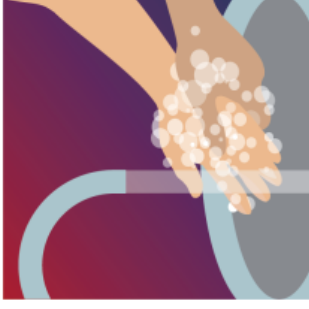
Step 7: Use the mask ear straps or ties to take it off. Do not touch the front.



Step 8: Throw away if mask is disposable.



Step 9: Wash your mask by machine or by hand before you use it again.



Step 10: Wash or sanitize your hands again.














m1 MINNESOTA

STAY SAFEMN

Is it COVID-19?

COVID-19 symptoms can include fever, cough, and shortness of breath. This may be similar to other illnesses, like the flu and common cold. Many people with COVID-19 have mild or few symptoms, and some may have no symptoms at all.

If you have symptoms of COVID-19, you should get tested. Talk to your health care provider or visit mn.gov/covid19. **For medical emergencies, such as difficulty breathing, call 911.**

SYMPTOMS	COVID-19	FLU	COLD	ALLERGIES
 Cough	Often	Often	Sometimes	Sometimes
 Fever	Often	Often	Rarely	Never
 Body aches	Sometimes	Often	Rarely	Never
 Shortness of breath	Sometimes	Sometimes	Rarely	Rarely
 Headache	Sometimes	Often	Sometimes	Sometimes
 Fatigue	Sometimes	Often	Sometimes	Sometimes
 Sore throat	Sometimes	Sometimes	Sometimes	Sometimes
 Loss of taste or smell	Sometimes	Rarely	Rarely	Rarely
 Diarrhea	Sometimes	Rarely	Never	Never
 Chest pain or pressure	Rarely	Rarely	Never	Never
 Runny nose	Rarely	Sometimes	Often	Often
 Sneezing	Rarely	Sometimes	Often	Often
 Watery eyes	Never	Never	Never	Often

This list is not all-inclusive.



VISITOR AND EMPLOYEE HEALTH SCREENING CHECKLIST



CONDUCT HEALTH SCREENING EACH TIME EMPLOYEES OR VISITORS ENTER THE FACILITY.

You may also opt to conduct temperature screening if it can be done with proper social distancing, protection, and hygiene protocols. However, temperature screening is not required.

If a worker or visitor answers “Yes” to any of the screening questions, they should be advised to go home, stay away from other people, and contact their health care provider.

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

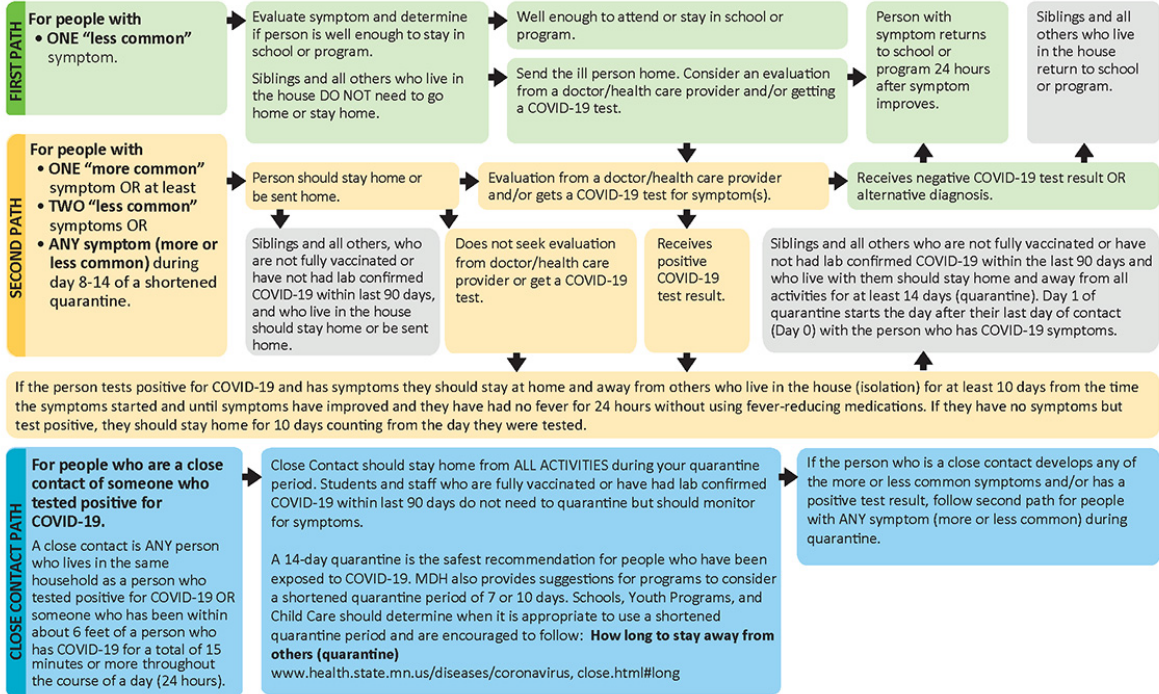
Please answer “Yes” or “No” to each question. Do you have:

- Fever or feeling feverish?
- Chills?
- A new cough?
- Shortness of breath?
- A new sore throat?
- New muscle aches?
- New headache?
- New loss of smell or taste?

Recommended COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs

Settings are encouraged to follow the appropriate path if a child, student, or staff person – regardless of vaccination status – is experiencing the following symptoms.

- **More common:** fever of 100.4 degrees Fahrenheit or higher; new cough or a cough that gets worse; difficulty/hard time breathing; new loss of taste or smell.
- **Less common:** sore throat; nausea; vomiting; diarrhea; chills; muscle pain; extreme fatigue/feeling very tired; new severe/very bad headache; new nasal congestion/stuffy or runny nose.



INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361

BOARD POLICY 524 Internet Acceptable Use and Safety Policy

Adopted: _____; *Reference*

MSBA/MASA Model Policy 524
Orig. 1996

Revised: _____; *August 2021; August 2022*

Rev. 2022~~21~~

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524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

[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. While not an exhaustive list, 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.

- c. 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 "Facebook," "Twitter," "Instagram," "Snapchat," "TikTok," "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. 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. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. 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 may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. 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 seeking technology revenue pursuant to Minnesota Statutes section 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 funding and the type of funding sought.]

ALTERNATIVE NO. 1

~~***[Note: For a school district that does not seek either state or federal funding in connection with its computer system, the following language should be adopted. It reflects a mandatory requirement under Minnesota Statutes section 125B.15.]***~~

~~All computers equipped with Internet access and available for student use at each school site will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.~~

~~***[Note: The purchase of filtering technology is not required by state law if the school site would incur more than incidental expense in making the purchase. In the absence of filtering***~~

~~technology, school sites still are required to use "other effective methods" to restrict student access to such materials.]~~

ALTERNATIVE NO. 2

~~[Note: Technology revenue is available to school districts that meet the additional condition of also restricting adult access to inappropriate materials. School districts that seek such state technology revenue may adopt or retain the following language. However, the school district is not required to do so.]~~

- ~~A. All school district computers with Internet access and available for student use will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.~~
- ~~B. All school district computers with Internet access, not just those accessible and available to students, will be equipped to restrict, by use of available software filtering technology or other effective methods, adult access to materials that are reasonably believed to be obscene or child pornography under state or federal law.~~
- ~~C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.~~

ALTERNATIVE NO. 3

[Note: School districts that 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 that 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 may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy. 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 Minnesota Statutes chapter 13 (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 Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.
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. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

A. "Technology provider" means a person who:

1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and

2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.

B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;

2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and

3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:

1. the technology provider's employees or contractors have access to educational data only if authorized; and

2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.

F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

XIV. SCHOOL-ISSUED DEVICES

A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.

B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:

1. any location-tracking feature of a school-issued device;

2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or

3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.

C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:

1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;

2. the activity is permitted under a judicial warrant;

3. the school district is notified or becomes aware that the device is missing or stolen;

4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;

5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or

6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.

D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

XV. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

XVI. 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.

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Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
[Minn. Stat. § 13.32 \(Educational Data\)](#)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
[Minn. Stat. § 124D.166 \(Limit on Screen Time for Children in Preschool and Kindergarten\)](#)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Mahanoy Area Sch. Dist. v. B.L., 594 U.S. ___, 141 S. Ct. 2038 (2021)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969)
United States v. Amer. Library Assoc., 539 U.S. 1942003
Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, 894 F.Supp.2d 1128 (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)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III 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)

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 (Title IX Sex Nondiscrimination Grievance Procedures and Process)
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)

Adopted: _____

MSBA/MASA Model Policy 902

Orig. 1995

Revised: _____

Rev. 2022~~12~~

902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

II. GENERAL STATEMENT OF POLICY

The school board encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes.

III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES

- A. The school district administration shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.
- B. Procedures for providing publicity, registration, and collection of fees shall be the responsibility of the school district administration.
- C. Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

- A. The school board may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.
- B. Requests for use of school facilities by community groups or individuals shall be made through the school district administrative office. The administration will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.
- C. The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities. A rental fee schedule, deposit or surety bond schedule, and payment procedure shall be presented for review and approval by the school board.
- D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made to find acceptable alternative meeting space.

V. USE OF SCHOOL EQUIPMENT

The administration will present a procedure to the school board for review and approval regarding the type of equipment that is available for community use, the extent to which it may be utilized, and the manner by which it may be scheduled for use and any charges to be made relating thereto. Upon approval of the school board, such procedure shall be an addendum to this policy.

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment. A certificate of insurance may be required by the school district to ensure payment for these damages and any liability for injuries.

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; [Uses For School and Nonschool Purposes; Closings](#)) ~~Access for Noncurricular Purposes~~

Cross References: MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA/MASA Model Policy 901 (Community Education)

**INTERNATIONAL FALLS PUBLIC SCHOOLS, INDEPENDENT SCHOOL
DISTRICT NOISD . #361
INTERNATIONAL FALLS, MN 56649**

**RENTAL AND USE FEE SCHEDULE S AND GUIDELINESFOR NON-SCHOOL EVENTS
Addendum to Policy 902 – Use of School District Facilities and Equipment**

It is the philosophy of ~~ISD 361~~ the School District (District) that school facilities ~~shall~~ will have as their first priority use ~~by the to provide the facility support for ISD 361 programs~~ District's programs, ~~the purpose for which they were built.~~ It is also The District ISD 361's philosophy supports that when the school facilities, ~~are when not in used~~ use by for ISD 361 District programs the school facility, ~~shall be accessible to the ISD 361 community~~ at no extra cost or liability to the District.

School facility rental and ~~use for non-ISD 361 program purposes~~ shall require payment of fees as per the fee schedule, a certificate of liability insurance as required by MS §466.04 including language the policy may not be canceled without 10 days prior written notice and names International Falls Public Schools as additional insured, users must follow all facility use rules and adhere to provisions in the Facility Agreement.

The District may enter into separate rental agreements upon request for facility rental by an individual, group or business when the event involves rental for an extended period of time. evidence of school district indemnification relative to use liability, and written authorization of use by school administration. Administrative authorization assures that appropriate fees have been collected and insurance indemnification documents are on file with school administration. Use request forms shall assure that the signatories understand and consent to all conditions of ISD 361 facility use.

The Community Education Department is responsible to administer the facility use and rental process for the school district.

FACILITY USE AND RENTAL FEE SCHEDULE:

<u>Rates are per hour:</u>			
<u>Space / Location</u>	<u>Group C</u>	<u>Group D</u>	<u>Group E</u>
<u>Classrooms</u>	<u>\$0</u>	<u>\$26</u>	<u>\$35</u>
<u>FES Library</u>	<u>\$0</u>	<u>\$26</u>	<u>\$35</u>

<u>FES Cafeteria (non kitchen)</u>	<u>\$0</u>	<u>\$26</u>	<u>\$35</u>
<u>FHS Library</u>	<u>\$0</u>	<u>\$26</u>	<u>\$35</u>
<u>FHS Cafeteria (non kitchen)</u>	<u>\$0</u>	<u>\$26</u>	<u>\$35</u>
<u>Bronco Arena (in season)</u>	<u>to be determined</u>	<u>to be determined</u>	<u>to be determined</u>
<u>Bronco Arena (off season)</u>	<u>to be determined</u>	<u>to be determined</u>	<u>to be determined</u>
<u>FES Gym</u>	<u>\$0</u>	<u>\$38</u>	<u>\$50</u>
<u>FHS Gym</u>	<u>\$0</u>	<u>\$38</u>	<u>\$50</u>
<u>Pool</u>	<u>\$25</u>	<u>\$38</u>	<u>\$50</u>
<u>FACS Room</u>	<u>\$0</u>	<u>\$26</u>	<u>\$35</u>
<u>Track</u>	<u>\$0</u>	<u>\$45</u>	<u>\$60</u>
<u>Baseball Field</u>	<u>\$0</u>	<u>\$45</u>	<u>\$60</u>
<u>Softball Field</u>	<u>\$0</u>	<u>\$45</u>	<u>\$60</u>
<u>Football Practice Field</u>	<u>\$0</u>	<u>\$45</u>	<u>\$60</u>
<u>Football Stadium</u>	<u>\$0</u>	<u>\$90</u>	<u>\$120</u>
<u>Concession Stand Baseball</u>	<u>to be determined</u>	<u>to be determined</u>	<u>to be determined</u>
<u>Concession Stand Track</u>	<u>to be determined</u>	<u>to be determined</u>	<u>to be determined</u>
<u>Concession Stand Football</u>	<u>to be determined</u>	<u>to be determined</u>	<u>to be determined</u>
<u>Concession Stand Arena</u>	<u>to be determined</u>	<u>to be determined</u>	<u>to be determined</u>

Additional costs for custodial, technical, food service and supervision support will be assessed based on the amount of time and services required. The facility agreement will provide an estimate of costs then an invoice will be sent after the event with actual costs.

— U S E R F E E S

_____ Non-profit state/Federal _____ For-profit groups and
 _____ Recognized youth groups. _____ Individuals
 _____ Civic groups

Classrooms _____ \$0 + event specific costs _____ \$15 + event specific costs

Cafeteria (non-kitchen) _____ \$20/hr + event specific costs _____ \$35/hr + event specific costs

Gymnasium _____ \$30/hr + event specific costs _____ \$45/hr + event specific costs

Arena (non-ice) _____ \$35/hr + event specific costs _____ \$55/hr + event specific costs

Arena (ice) _____ \$45/hr + event specific costs _____ \$75/hr + event specific costs

Pool _____ \$25/hr + \$15/hr for each _____ \$50/hr + \$15/hr for each

_____ lifeguard @ 25:1 ratio _____ lifeguard @ 25:1 ratio

All facility use, both non-profit youth and civic, and for-profit individuals or groups, shall be responsible for any and all event specific costs over and above the facility use fee. These specific costs in terms of personnel costs, maintenance and operation costs, etc. will be charged by the ~~school-d~~District on an ~~strict~~ expenditure re-capture basis.

~~All facility use requests, approvals, scheduling and fee collections shall be conducted by the Community Education Department.~~

Effective February 1, 2007

PAYMENT POLICY:

Payment is due within 15 days of invoice date.

A late fee of \$25 will be charged for invoices past due at 45 days. Unpaid invoices will be turned over to collections and the user/group will be denied future facility rental requests.

Charges for additional fees ~~charged will be charged~~ by the hour, setup/clean up fees or fees for damages will be billed after the event and are due within 15 days of invoice date.

REFUND POLICY:

Cancellation requests provided no less than 5 working days prior to the event will be refunded less a \$10 processing fee. Failure to provide this advance notice will result in a charge rate of \$25 plus any scheduling fees.

CANCELLATION POLICY:

~~Cancellation requests provided no less than 5 days prior to the event will be refunded less a \$10 processing fee.~~

An approved rental agreement is shall not be considered by the holder as a lease. The District reserves the right to cancel or revoke any permit at any time with or without cause. In the event of such a cancellation or revocation, there shall be no claim or right to damages or compensation of any loss, damage or expense whatsoever.

Class cancellations by the District due to weather, staffing or building emergency that cannot be rescheduled will be fully refunded to the requestor.

GROUP CATEGORIES:

Priority Groups for Facility Use. The following are the group categories in order of priority for use of school facilities. All District programs take priority over facility rental and use by outside groups.

<u>CATEGORY</u>	<u>DESCRIPTION</u>	<u>FEE BASE</u>	<u>INSURANCE</u>	<u>HOLD HARMLESS</u>
<u>Group A - has highest priority when scheduling facilities</u>	<u>All District school related activities outside of school hours such as conferences, musical events, athletic/extra-curricular events, staff and committee meetings, staff development activities, workshops, and Recreation Commission sponsored activities</u>	<u>No charge for facility, except possibly for staff support if required after regular work hours.</u>	<u>Covered by District insurance</u>	<u>Hold harmless agreements is required for school sponsored activities where risk of injury is a potential.</u>
<u>Group B - has second highest priority over scheduling facilities</u>	<u>Community Education directed classes and activities</u>	<u>No charge for facility, except possibly for staff support if required during non-work days or beyond regular scheduled hours.</u>	<u>Comm.Ed classes are covered by District insurance, except for those provided through an independent contractor.</u> <u>Classes taught by an independent contractor will require the independent contractor to provide the District with certificate of insurance in accordance with MS 466.04.</u>	<u>Hold harmless agreements is required for school sponsored activities where risk of injury is a potential.</u>

<p><u>Group C</u></p>	<p><u>Includes all athletic associations (excluding Recreation Commission), city or county, political groups, special interest groups, booster clubs and governmental agencies serving primarily school district residents.</u></p>	<p><u>Facility charge will be assessed according to fee schedule, and additional charges may apply for supervision, custodial and technical support which is needed exclusively for the event will be assessed</u></p>	<p><u>Certificate of Insurance in accordance with MS 466.04 covering facility rental time period; May waive insurance for booster clubs if they are using meeting space only for club/parent meeting or athletic team & parent event.</u></p>	<p><u>Hold harmless agreement is not necessary if school district is not the sponsor of the activity.</u></p>
	<p><u>Parent teacher organizations, Falls Education Foundation and employee unions</u></p>	<p><u>No charge for facility if during regular building hours, and no setup or additional services needed.</u></p>	<p><u>Insurance certificate covering facility rental time period when holding a community event.</u></p>	
<p><u>Group D</u></p>	<p><u>For profit and/or private groups which provide educational, civic, recreational or charitable activities. Includes religious organizations, colleges and universities, nonprofit 501(c)(3) groups not comprised of the majority of school district residents, volunteers coaching athletic teams not sanctioned by area athletic associations and includes volunteers coaching teams in which the team is not solely comprised of school district participants.</u></p>	<p><u>Facility charge will be assessed according to fee schedule, and additional charges may apply.</u></p>	<p><u>Certificate of Insurance covering facility rental time period.</u></p>	<p><u>No</u></p>

Group E	<u>Activities offered by individuals, private agencies, federal agencies, companies and vendors that use school district facilities for commercial purposes, training or profit purposes.</u>	<u>Facility charge will be assessed according to fee schedule, and additional charges may apply.</u>	<u>Certificate of Insurance covering facility rental time period.</u>	<u>No</u>

ISD 361 SCHOOL DISTRICT FACILITY USE RULES

1. A Certificate of Liability Insurance is required to be provided to Community Education) in accordance with MN State Statute §466.04. The certificate of insurance is to include language the policy may not be canceled without 10 days prior written notice and names International Falls Public Schools as additional insured.
2. Custodial services required beyond the regular schedule will be assigned and charged at the hourly custodial rate to the user.
3. All accidents/incidents must be reported to Community Education within 24 hours.
4. Any person or organization requesting use of school facilities shall not advertise the event until receiving an approved permit from the school district.
5. Any changes to the proposed use after a permit is issued must be submitted to the Community Education Office for review and approval.
6. Rental agreements are non-transferable. Users are expected to adhere to the stated hours and intended use as stated on the permit. Subletting is not permitted.
7. Superintendent may reject any application or rescind any agreement for facilities use when the activity is inconsistent with the educational goals of the District or when the activity is likely to cause bodily harm or property damage.
8. The District complies with all federal, state, and local equal opportunity laws and regulations prohibiting discrimination in the use of school facilities. Users of District facilities agree that the user will not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, and familial status, status with regard to public assistance, sexual orientation, or disability.
9. All groups are required to provide adult supervision for all activities. The person(s) supervising activities must be in the facilities with the group at all times. The group leader is responsible for both participants and spectators. All children must be under direct parent/leader supervision.
10. School kitchen facilities may not be used without prior written approval from the Food Service Director, and agreement for payment of the appropriate additional fees. A District food service employee must be present when school kitchen facilities are used. Cost of the food service employee will be charged to the user at the food service hourly rate.
11. Users agree to comply with the Facility Use Agreement's provisions regarding alterations and decorations in school district facilities.

12. Users are responsible for and agree to pay for injury to persons or damage to school facilities or equipment arising out of user's use of school facilities as set forth in the Facility Use Agreement.
13. Users agree to comply with and abide by the insurance and indemnification provisions in the Facility Use Agreement.
14. User will be responsible for any and all costs associated with false fire alarm operation.
15. In accordance with School Board Policy 418 – Drug Free Workplace Drug Free School, alcoholic beverages or liquor are not permitted on District property.
16. In accordance with School Board Policy 419 – Tobacco Free Environment all District facilities are smoking, tobacco or vaping free. Use of these products on District property is prohibited.
17. In accordance with School Board Policy 501 – School Weapons Policy, Weapons may not be brought onto school property except as permitted under federal and state law and school district policies.
18. In accordance with School Board Policy 535 – Service Animals in School, service animals are permitted in or on District facilities or grounds. No other animals are permitted without the school district's written permission. The Americans with Disabilities Act (ADA) and Minnesota law allow service animals to accompany persons with disabilities in or on ISD facility or grounds.
19. Flammable substances may not be used in or on District buildings or grounds.
20. No food or beverage including water will be allowed in the gymnasiums.
21. All areas are to be left in the same order and condition in which they were found.
22. Do not open any windows or prop open any entry doors to the building.
23. All food service concessions or potlucks on school district grounds are required to be compliant with the Minnesota Department of Health Food Service Code. At home prepared food or baked items may not be sold.
24. Users renting the FACS room 130 must also adhere to the FACS Room Use Guidelines
25. Reference School Board Policy 902 – Use of School District Facilities and Equipment

INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361

BOARD POLICY 418
Drug-Free Workplace/Drug-Free School

Adopted: _____: *By reference*

MSBA/MASA Model Policy 418

Orig. 1995

Revised: _____: *June 2018; August 2022*

Rev. ~~2015~~2022

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418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of ~~alcohol, controlled substances,~~ toxic substances, medical cannabis, ~~nonintoxicating cannabinoids (including edible cannabinoid products), and controlled substances~~ before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, ~~controlled substances,~~ or medical cannabis, ~~nonintoxicating cannabinoids (including edible cannabinoid products), or controlled substances~~ in any school location.
- 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 member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage ~~containing more than one-half of one percent alcohol by volume, malt beverage, fortified wine, or other intoxicating liquor.~~
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section ~~U.S.C. §~~ 812, including analogues and look-alike drugs.
- C. ~~"Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.~~
- D. ~~"Nonintoxicating cannabinoid" means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by any route of~~

administration.

- ~~EE.~~ "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; ~~or~~ (4) combustion with use of dried raw cannabis; or (5) any other method, excluding smoking, approved by the commissioner.
- ~~F.~~ "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- G. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.
- ~~HD.~~ "Toxic substances" includes: (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the commissioner of health, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- ~~IE.~~ "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids (including edible cannabinoid products), and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of ~~Minnesota Statutes, section~~ §624.701, ~~Subdivision~~ 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, must comply with the school district's student medication policy.

[Note: School districts are required by ~~Minnesota Statutes, section~~

121A.22 to develop procedures for the administration of drugs and medicine. If the school district does not have a student medication policy such as MSBA/MASA Model Policy 516, this Paragraph A. can be modified to provide: "Students who have a prescription from a physician for medical treatment with a controlled substance must provide a copy of the prescription and the medication to the school nurse, principal, or other designated staff member. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer the prescribed medication in accordance with school district procedures."]

- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

[Note: The Drug-Free Workplace Act requires that school district employees be notified by a published statement of the prohibition of the use of controlled substances and actions that will be taken against employees for violations of such prohibition. 41 ~~United States Code section 4.5.6-~~ § 8103; 34 ~~C.F.R. Code of Federal Regulations~~ Part 84. An acknowledgment will document satisfaction by the school district of this federal requirement.]

- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minn-~~esota~~ Stat-~~utes~~ ~~§~~section 624.701, ~~S~~ubd-~~vision~~ 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. ENFORCEMENT

A. Students

1. Students may be required to participate in programs and activities that provide education ~~against the use of alcohol, tobacco, marijuana, smokeless tobacco products, and electronic cigarettes, and nonintoxicating cannabinoids~~

~~(including edible cannabinoid products).~~

~~2. Students may be referred to drug or alcohol assistance or rehabilitation programs: school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counselling service, which may be provide by school based mental health services providers; and/or referral to law enforcement officials when appropriate.~~

~~3. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.~~

~~2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.~~

B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References: Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
~~Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)~~
~~Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)~~
Minn. Stat. § 152.22, subd. 6 (~~Medical Cannabis~~ Definitions; Medical)

Cannabis)

Minn. Stat. § 152.23 (~~Medical Cannabis~~; Limitations: Medical Cannabis)

Minn. Stat. § 340A.101 (Definitions: Alcoholic Beverage)

Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)

Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)

Minn. Stat. § 609.684 (~~Sale of Toxic Substances to Children~~; Abuse of Toxic Substances)

Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)

20 U.S.C. § 7101-71~~65~~22 (~~Safe and Drug-Free Schools and Communities~~

~~Act~~Student Support and Academic Enrichment Grants)

21 U.S.C. § 812 (Schedules of Controlled Substances)

41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)

21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)

34 C.F.R. Part 84 (Government-~~w~~Wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment: Possession and use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices: Vaping Awareness and Prevention Instruction)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 516 (Student Medication)

INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361

BOARD POLICY 416 Drug and Alcohol Testing

Adopted: _____

MSBA/MASA Model Policy 416

Orig. 1995

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416 DRUG AND ALCOHOL TESTING

[Note: Drug and ~~a~~Alcohol ~~t~~Testing of school bus drivers and applicants is mandatory under federal law. The mandatory testing is described under Part III. of the policy. Testing of other employees or testing of school bus drivers beyond that mandated by federal law is optional ~~but~~ and can be done under state law only if a policy containing provisions, such as the provisions of Part IV. of this policy, are adopted. To preserve the right to request or require school district employees who are not bus drivers and applicants to undergo drug and/or alcohol testing or to require bus drivers to submit to testing that is not federally mandated, a school district should adopt Part IV. as part of its drug and alcohol testing policy.]

I. PURPOSE

- A. The school board recognizes the significant problems created by drug and alcohol use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. The school board believes that a work environment free of drug and alcohol use will be not only safer, healthier, and more productive but also more conducive to effective learning. ~~Therefore, t~~To provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in federal law and ~~Minn. Stat. §§~~ Minnesota Statutes, sections 181.950-181.957.

II. GENERAL STATEMENT OF POLICY

- A. All school district employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in ~~Minn. Stat. §§~~ Minnesota Statutes, sections 181.950-181.957.
- B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in ~~Minn. Stat. §§~~ Minnesota Statutes, sections 181.950-181.957.
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed, including medical cannabis, ~~regardless of whether~~ or not it has been prescribed for the employee, is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at

any school-sponsored program or event. Use of drugs ~~which-that~~ are not medically prescribed, including medical cannabis, ~~regardless of~~ whether or not it has been prescribed for the employee, is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs ~~which-that~~ are not medically prescribed are prohibited from entering or remaining on school district property.

- D. The use, possession, sale, purchase, transfer, or dispensing of alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol are prohibited from entering or remaining on school district property.
- E. Any employee who violates this section shall be subject to discipline ~~which-that~~ includes, but is not limited to, immediate suspension without pay and immediate discharge.

III. FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

A. General Statement of Policy

All persons subject to commercial driver's license requirements shall be tested for alcohol, marijuana (including medical cannabis), cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.

B. Definitions

1. "Actual Knowledge" means actual knowledge by the school district that a driver has used alcohol or controlled substances based on: (a) direct observation of the employee's use (not observation of behavior sufficient to warrant reasonable suspicion testing); (b) information provided by a previous employer; (c) a traffic citation; or (d) an employee's admission, except when made in connection with a qualified employee self-admission program.
2. "Alcohol Screening Device" (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.
3. "Breath Alcohol Technician" (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the EBT.
4. "Commercial Motor Vehicle" (CMV) includes a vehicle ~~which-that~~ is designed to transport 16 or more passengers, including the driver.
5. "Designated Employer Representative" (DER) means an employee authorized by the school district a designated school district representative authorized to take immediate action to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation process, and to ~~The DER receives~~ test results and other communications for the school district.

6. "Department of Transportation" (DOT) means United States Department of Transportation.
7. "Direct Observation" means observation of alcohol or controlled substances use and does not include observation of employee behavior or physical characteristics sufficient to warrant reasonable suspicion testing.
8. "Driver" is any person who operates a CMV, including full-time, regularly employed drivers, casual, intermittent, or occasional drivers, leased drivers, and independent owner-operator contractors.
9. "Evidential Breath Testing Device" (EBT) means a device approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.
10. "Licensed Medical Practitioner" means a person who is licensed, certified, and/or registered, in accordance with applicable Federal, State, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.
11. "Medical Review Officer" (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district's drug testing program and for evaluating medical explanations for certain drug tests.
12. "Refusal to Submit" (to an alcohol or controlled substances test) means that a driver: (a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so; (b) fails to remain at the testing site until the testing process is complete; (c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test; (d) fails to permit the observation or monitoring of the driver's provision of a specimen in the case of a directly observed or monitored collection in a drug test; (e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and a determination has been made that no adequate medical explanation for the failure exists; (f) fails or declines to take an additional test as directed by the school district or the collector; (g) fails to undergo a medical examination or evaluation, as directed by the MRO or the DER; (h) fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector, fails to sign the certification on the forms); (i) fails to follow the observer's instructions, in an observed collection, to raise the driver's clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process; (j) possesses or wears a prosthetic or other device that could be used to interfere with the collection process; (k) admits to the collector or MRO that the driver adulterated or substituted the specimen; or (l) is reported by the MRO as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing.
13. "Safety-Sensitive Functions" are on-duty functions from the time the driver

begins work or is required to be in readiness to work until relieved from work and all responsibility for performing work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.

14. "Screening Test Technician" (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ASD.
15. "Stand Down" means the practice of temporarily removing an employee from performing safety-sensitive functions after based only upon a laboratory report to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test result but before the MRO completes the verification process.
16. "Substance Abuse Professional" (SAP) means a qualified person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

C. Policy and Educational Materials

[Note: ~~The~~ federal regulations require that school districts provide materials to bus drivers explaining the school district's policies and procedures and the federal requirements with respect to the mandatory drug and alcohol testing of bus drivers. 49 Code of Federal Regulations section ~~C.F.R.~~ § 382.601. ~~Almost~~ ~~##~~ ~~Most~~ of the required information is contained within this model policy. Additional materials to be provided to employees are described in Paragraph 2. of ~~this~~ Section C.]

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a CMV.
2. The school district shall provide to each driver information required under Title 49 of the Code of Federal Regulations, including information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or drug-controlled substance problem (the driver's or a coworker's); and available methods of intervening when an alcohol or drug-controlled substance problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.
3. The school district shall provide written notice to representatives of employee organizations that the information described above is available.
4. The school district shall require each driver to sign a statement certifying that the driver ~~he or she~~ has received a copy of the policy and materials. This statement should be in the form of Attachment A to this policy. The school district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

[Note: ~~The~~ federal regulations require a school district to obtain a signed statement from each driver certifying that he or she ~~has~~ received a copy of

these materials. [49 Code of Federal Regulations section C.F.R. § 382.601\(d\)](#). The original signed certificate must be maintained by the school district and a copy may be provided to the driver.]

D. Alcohol and Controlled Substances Testing Program Manager

[Note: School districts are required by ~~the~~ federal regulations to designate a person to answer driver questions about the policy and the education materials described in Section C. above and to notify the drivers of the designation. [49 Code of Federal Regulations section C.F.R. § 382.601\(b\)\(1\)](#).]

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.
2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers

[Note: The specific prohibitions for drivers are contained, in large part, in [49 Code of Federal Regulations sections C.F.R. §§ 382.201-382.215](#).]

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.
2. Alcohol Possession. No driver shall be on duty or operate a CMV while the driver possesses alcohol.
3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until ~~the driver~~~~he or she~~ undergoes a post-accident alcohol test, whichever occurs first.
6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.
7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have been presented to the school district) from a licensed ~~physician~~~~medical practitioner~~ who is familiar with the driver's medical history and has advised the

driver that the substance does not adversely affect the driver's ability to safely operate a CMV. Controlled substance includes medical cannabis, regardless of whether the driver is enrolled in the state registry program.

8. Positive, Adulterated, or Substituted Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances, including medical cannabis, or has adulterated or substituted a test specimen for controlled substances.
9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district ~~which that~~ prohibit ~~the~~ possession, transfer, sale, exchange, reporting to work under the influence of drugs or alcohol, and consumption of drugs or alcohol while at work or while on school district premises or operating any school district vehicle, machinery, or equipment.

F. Other Alcohol-Related Conduct

[Note: Consequences for drivers engaging in alcohol-related conduct are described in the federal regulations. 49 Code of Federal Regulations section C.F.R. § 382.505.]

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least twenty-four (24) hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test results showing an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and [the policies](#) of the school district.

G. Prescription Drugs/Cannabinoid Products

A driver shall inform ~~the driver's~~ ~~his or her~~ supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV. Use of medical cannabis is prohibited notwithstanding the driver's enrollment in the patient registry. [Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for marijuana. MROs will verify a drug test confirmed as positive, even if a driver claims to have only used nonintoxicating cannabinoids or edible cannabinoid product.](#)

H. Testing Requirements

[Note: School districts must utilize the U.S. DOT Drug & Alcohol Clearinghouse ("Clearinghouse") to conduct pre-employment queries, annual queries, and reports regarding CDL holders who operate CMVs on public roads (including school bus drivers) and who are covered by the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Testing Program. In addition to utilizing the Clearinghouse, school districts must continue to comply with the alcohol and controlled substance testing required under Title 49 of the Federal Regulations.]

1. Pre-Employment Testing

[Note: 49 Code of Federal Regulations section C.F.R. § 382.301 details

the requirements for pre-employment testing.]

- a. A driver applicant shall undergo testing for [alcohol and] controlled substances, including medical cannabis, before the first time the driver performs safety-sensitive functions for the school district.

[Note: A school district is permitted, but not required, to conduct pre-employment testing for the use of alcohol. If a school district elects to require pre-employment testing for alcohol, it should include the bracketed text in Subparagraph a., above, and test all applicants uniformly.]

- b. Tests shall be conducted only after the applicant has received a conditional offer of employment.
- c. ~~In order to~~ To be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or higher, or verified positive results for controlled substances, including medical cannabis, or refusals to be tested (including verified adulterated or substituted drug test results), or any other violations of DOT agency drug and alcohol testing regulations, or, if the applicant violated the testing regulations, documentation of the applicant's successful completion of DOT return-to-duty requirements (including follow-up tests), within the preceding two (2) years.

[Note: ~~The~~ Federal regulations require school districts to inquire about, obtain, and review alcohol and controlled substances information from prior employers pursuant to a driver's written authorization, prior to the time a driver performs safety-sensitive functions, if feasible. 49 Code of Federal Regulations section ~~C.F.R. § 382.413~~ and 49 Code of Federal Regulations section ~~C.F.R. § 40.25~~. If not feasible, school districts must not permit the employee to perform safety-sensitive functions for more than thirty (30) days from the date a safety-sensitive function was performed unless the school districts make good faith efforts to obtain the information and to make a record of those efforts to be retained in the driver's qualification file.]

- d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.
- e. Before employing a driver subject to controlled substances and alcohol testing, the school district must conduct a full pre-employment query of the federal Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse ("Clearinghouse") to obtain information about whether the driver (1) has a verified positive, adulterated, or substituted controlled substances test result; (2) has an alcohol confirmation test with a concentration of 0.04 or higher; (3) has refused to submit to a test in violation of federal law; or (4) that an employer has reported actual knowledge that the driver used alcohol on duty, before duty, or following an accident in violation of federal law or used a controlled

substance in violation of federal law. The applicant must give specific written or electronic consent for the school district to conduct the Clearinghouse full query. The school district shall retain the consent for three (3) years from the date of the query.

32. Post-Accident Testing

[Note: 49 Code of Federal Regulations section ~~C.F.R. § 382.303~~ governs post-accident testing of drivers.]

- a. As soon as practicable following an accident involving a CMV, the school district shall test the driver for alcohol and controlled substances, including medical cannabis, if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.
- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.
- c. Drivers should be tested for controlled substances, including medical cannabis, no later than thirty-two (32) hours after the accident.
- d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
- e. If a post-accident alcohol test is not administered within two (2) hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.
- f. If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.

g. The school district shall report drug and alcohol program violations to the Clearinghouse as required under federal law.

43. Random Testing

[Note: 49 Code of Federal Regulations section ~~C.F.R. § 382.305~~ governs random testing of drivers.]

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.

[Note: The Federal Highway Administration (FHWA) ~~lowered~~ has set the random alcohol selection and testing rate ~~from~~ at ~~1025%~~ 1025% of the average number of driver positions ~~to 10% in 1998~~ and evaluates this minimum percentage each year. School districts can elect to stay at the

1998 level of 25% (or a higher percentage) if they do not want to monitor the minimum annual percentage rate set by the FHWA. The random controlled substances selection and testing rate has remained at 50% each year and has not been lowered to 25% as is possible under the regulations.]

- b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, including medical cannabis, at a minimum annual percentage of 50%.
- c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made. Each driver selected for testing shall be tested during the selection period.
- d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
- e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible.

54. Reasonable Suspicion Testing

[Note: 49 Code of Federal Regulations section ~~C.F.R. §~~ 382.307 governs reasonable suspicion testing of drivers.]

- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances, including medical cannabis, test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances, including medical cannabis, on duty ~~or~~ within four (4) hours before coming on duty or just after the period of the work day. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.
- b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.
- c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of

reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.

- d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

[Note: ~~49 Code of Federal Regulations sections~~C.F.R. ~~§§ 382.309, 40.23(d), and 40.305 govern return-to-duty testing.]~~

- 65.*** Return-To-Duty Testing. A driver found to have violated this policy shall not return to work until an SAP has determined the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances. The school district is not required to return a driver to safety-sensitive duties because the driver has met these conditions; this is a personnel decision subject to collective bargaining agreements or other legal requirements.

[Note: ~~49 Code of Federal Regulations sections~~C.F.R. ~~§§ 382.311, 40.307, and 40.309 govern follow-up testing.]~~

- 76.*** Follow-Up Testing. When an SAP has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.

- 87.*** Refusal to Submit and Attendant Consequences

[Note: Consequences for refusals to submit to required drug and alcohol tests are addressed generally in 49 Code of Federal Regulations sectionsC.F.R. §§ 40.191, 40.261, and 382.211. They are more specifically addressed in 49 Code of Federal Regulations sectionsC.F.R. §§ 382.501-382.507 and in 49 United States Code sectionU.S.C. § 521(b).]

- a. A driver or driver applicant may refuse to submit to drug and alcohol testing.
- b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 United States Code sectionU.S.C. § 521(b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would test positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.
- c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.
- d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate

and subject to disciplinary action, up to and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by an SAP and must submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.

- e. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment C to this policy.

I. Testing Procedures

1. Drug Testing

[Note: The Federal Drug Testing Custody and Control Form (CCF) must be used to document every urine collection required by the DOT drug testing program. 49 Code of Federal Regulations section C-F-R-§ 40.45.]

- a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the sample into two sample bottles, labeled "primary" and "split," seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.
- b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The DER shall refer the donor for a medical evaluation to determine if the donor's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.
- c. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the donor's expense. No split specimen testing is done for an invalid result.
- d. If the donor requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a confirmed positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Services – SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO

information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that a legitimate explanation for the donor's failure to contact him/her within seventy-two (72) hours exists, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether an acceptable medical reason for the positive result exists. The MRO shall confirm and report a positive test result to the DER and the employee when no legitimate medical reason for a positive test result as received from the testing laboratory exists.

- e. If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must contact the DER who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
- f. The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
 - (1) The donor expressly declines the opportunity to discuss the test results;
 - (2) The donor has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the DER; or
 - (3) The MRO and the DER, after making and documenting all reasonable efforts, have not been able to contact the donor within ten (10) days of the date the confirmed test result was received from the laboratory.

2. Alcohol Testing

[Note: The DOT Alcohol Testing Form (ATF) must be used for every DOT alcohol test. 49 Code of Federal Regulations section ~~C.F.R. §~~ 40.225.]

- a. The federal alcohol testing regulations require testing to be administered by a BAT using an EBT or an STT using an ASD. EBTs and ASDs can be used for screening tests but only EBTs can be used for confirmation tests.
- b. Any test result less than 0.02 alcohol concentration is considered a "negative" test.
- c. If the donor is unable to provide sufficient saliva for an ASD, the DER will immediately arrange to use an EBT. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor's inability to provide a breath sample is genuine or constitutes a refusal to test.
- d. If the screening test results show alcohol concentration of 0.02 or

higher, a confirmatory test conducted on an EBT will be required to be performed between fifteen (15) and thirty (30) minutes after the completion of the screening test.

- e. Alcohol tests are reported directly to the DER.

J. Driver/Driver Applicant Rights

1. All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver's or driver applicant's expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.

[Note: The limitation on discharge in Paragraph 2., below, is contained solely in Minnesota law. State law is preempted by federal laws and regulations as it relates to drivers of commercial motor vehicles (such as bus drivers). See [Minnesota Statutes section Minn. Stat. § 221.031, Subd. 10](#). Nevertheless, school districts may decide to comply with the state law requirements for various reasons (such as to treat all school district employees equally since employees subject to testing only under state law are accorded these additional rights). Consultation with the school district's legal counsel is recommended.]

2. The school district will not discharge a driver who, for the first time, receives a confirmed positive drug or alcohol test UNLESS:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with the SAP; and
 - b. The employee refuses to participate in the recommended program, or fails to successfully complete the program as evidenced by withdrawal before its completion or by a positive test result on a confirmatory test after completion of the program.
 - c. This limitation on employee discharge does not bar discharge of an employee for reasons independent of the first confirmed positive test result.

K. Testing Laboratory

The testing laboratory for controlled substances will be [Medtox, 402 W County Rd D, St. Paul, MN 55112; phone 651-636-7466](#)~~[name, address, telephone number]~~, which is a laboratory certified by the Department of Health and Human Services – SAMHSA to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and

private data on individuals as that phrase is defined in Minnesota Statutes, Chapter 13. Any information concerning the individual's test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

M. Recordkeeping Requirements and Retention of Records

1. The school district shall keep and maintain records in accordance with the federal regulations in a secure location with controlled access.

[Note: The federal recordkeeping requirements for school districts are detailed in the federal regulations, 49 Code of Federal Regulations sections F-R, §§ 382.401 et seq. and 40.331. The DOT publishes a guide to the recordkeeping requirements of mandatory drug and alcohol testing for persons with a commercial driver's license as part of its Alcohol & Drugs: DOT Compliance Manual.]

2. The required records shall be retained for the following minimum periods:

Basic records 5 years

"Basic records" includes records of: (a) alcohol test results with concentration of 0.02 or greater; (b) verified positive drug test results; (c) refusals to submit to required tests (including substituted or adulterated drug test results); (d) SAP reports; (e) all follow-up tests and schedules for follow-up tests; (f) calibration documentation; (g) administration of the testing programs; and (h) each annual calendar year summary.

Information obtained from previous employers 3 years

~~Collection records~~ Alcohol and controlled substance collection procedures 2 years

Negative and cancelled ~~drug~~ controlled substance tests 1 year

Alcohol tests with less than 0.02 concentration 1 year

Education and training records indefinite

"Education and training records" must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform those functions.

3. Personal Information

Personal information about all individuals who undergo any required testing under this policy will be shared with the U.S. DOT Drug & Alcohol Clearinghouse ("Clearinghouse) as required under federal law, including:

- a. The name of the person tested;
- b. Any verified positive, adulterated, or substituted drug test result;
- c. Any alcohol confirmation test with a BAC concentration of 0.04 or higher;
- d. Any refusal to submit to any test required hereunder;

e. Any report by a supervisor of actual knowledge of use as follows

i. Any on-duty alcohol use;

ii. Any pre-duty alcohol use;

iii. Any alcohol use following an accident; and

iv. Any controlled substance use.

f. Any report from a substance abuse professional certifying successful completion of the return-to-work process;

g. Any negative return-to-duty test; and

h. Any employer's report of completion of follow-up testing.

N. Training

The school district shall ensure all persons designated to supervise drivers receive training. The designated employees shall receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and performance indicators of probable misuse of alcohol and use of controlled substances. The training will be used by the supervisors to make determinations of reasonable suspicion.

O. Consequences of Prohibited Conduct and Enforcement

1. Removal. The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions. A driver shall not be permitted to return to safety-sensitive functions until and unless the return-to-duty requirements of federal DOT regulations have been completed.

2. Referral, Evaluation, and Treatment

a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of SAPs readily available to the driver or applicant and acceptable to the school district.

[Note: Subparagraphs b. and c., below, are based on the provisions of 49 Code of Federal Regulations section ~~C.F.R.~~ § 40.289.]

b. If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by an SAP and the driver is required to successfully comply with the SAP's evaluation recommendations (education, treatment, follow-up evaluation(s), and/or ongoing services). The school district is not required to provide an SAP evaluation or any subsequent recommended education or treatment.

[Note: School districts are not required to comply with state law governing drug and alcohol testing when the individuals are subject to the federal laws and regulations (i.e., bus drivers). If a school district, after consultation with legal counsel, chooses to comply voluntarily with these requirements, Subparagraph b., above, can be modified as follows:

~~b. The school district will offer a driver an opportunity to return to a DOT safety-sensitive duty following an employee's first positive test result on a confirmatory test if no reasons independent of the first test result for discharge exist. Otherwise, the school district may choose, but is not required, to provide an SAP evaluation or any subsequent recommended education or treatment.]~~

- c. Drivers are responsible for payment for SAP evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.
- d. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements.

3. Disciplinary Action

- a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies.

P. Other Testing

The school district may request or require that drivers submit to drug and alcohol testing other than that required by federal law. For example, drivers may be requested or required to undergo drug and alcohol testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be conducted only in accordance with the provisions of this policy and as provided in Minnesota Statutes, §§sections 181.950-181.957. For purposes of such additional, non-mandatory testing, drivers fall within the definition of "other employees" covered by Section IV. of this policy.

[Note: When the testing of drivers complies with federal testing requirements and procedures, school districts clearly are exempt from the state drug and alcohol testing requirements in Minnesota Statutes, §§sections 181.950-181.957. See Minnesota Statutes section Minn. Stat. § 221.031, subdivision Subd. 10. When testing beyond the federally mandated requirements, however, school districts still must comply with state law.]

Q. Report to Clearinghouse

The school district shall promptly submit to the Clearinghouse any record generated of an individual who refuses to take an alcohol or controlled substance test required under Title 49, Code of Federal Regulations, tests positive for alcohol or a controlled substance in violation of federal regulations, or violates subpart B of Part 382 of Title 49, Code of Federal Regulations (or any subsequent corresponding regulations).

R. Annual Clearinghouse Query

1. The school district must conduct a query of the Clearinghouse record at least once per year for information for all employees subject to controlled substance and alcohol testing related to CMV operation to determine whether information exists in the Clearinghouse about those employees. In lieu of a full query, the school district may obtain the individual driver's consent to conduct a limited query to satisfy the annual query requirement. The limited query will tell the employer whether there is information about the driver in the Clearinghouse but will not release that information to the employer. If the limited query shows that information exists in the Clearinghouse about the driver, the school district must conduct a full query within twenty-four (24) hours or must not allow the driver to continue to perform any safety-sensitive function until the employee conducts the full query and the results confirm the driver's Clearinghouse record contains no prohibitions showing the driver has a verified positive, adulterated or substitute controlled substance test, no alcohol confirmation test with a concentration of 0.04 or higher, refuses to submit to a test, or was reported to have used alcohol on duty, before duty, following an accident or otherwise used a controlled substance in violation of the regulations except where the driver completed the SAP evaluation, referral and education/treatment process as required by the regulations. The school district shall comply with the query requirements set forth in 49 Code of Federal Regulations § 382.701.
2. The school district may not access an individual's Clearinghouse record unless the school district (1) obtains the individual's prior written or electronic consent for access to the record; and (2) submits proof of the individual's consent to the Clearinghouse. The school district must retain the consent for three (3) years from the date of the last query. The school district shall retain for three (3) years a record of each request for records from the Clearinghouse and the information received pursuant to the request.
3. The school district shall protect the individual's privacy and confidentiality of each Clearinghouse record it receives. The school district shall ensure that information contained in a Clearinghouse record is not divulged to a person or entity not directly involved in assessing and evaluating whether a prohibition applies with respect to the individual to operate a CMV for the school district.
4. The school district may use an individual's Clearinghouse record only to assess and evaluate whether a prohibition applies with respect to the individual to operate a CMV for the school district.

IV. DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES

The school district may request or require drug and alcohol testing for other school district personnel, i.e., employees who are not school bus drivers, or job applicants for such positions. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing as authorized in this policy, except for school bus drivers and other drivers of CMVs who are subject to federally mandated testing. (See Section III. of

this policy.) If a school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV. of this policy will be applicable to such testing.

A. Circumstances Under Which Drug or Alcohol Testing May Be Requested or Required:

1. General Limitations

- a. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, unless the testing is done pursuant to this drug and alcohol testing policy; and is conducted by a testing laboratory ~~which participates in one of the programs that meets one of the criteria~~ listed in ~~Minnesota Statutes, Section~~ 181.953, ~~Subdivision~~ 1.
- b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing on an arbitrary and capricious basis.

2. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer ~~which that~~ is contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

3. Random Testing

The school district may request or require employees to undergo drug and alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.

4. Reasonable Suspicion Testing

The school district may request or require any employee to undergo drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a. is under the influence of drugs or alcohol;
- b. has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the school district's premises or operating the school district's vehicles, machinery, or equipment;
- c. has sustained a personal injury, as that term is defined in ~~Minnesota Statutes, section- §~~ 176.011, ~~Subdivision-~~ 16, or has caused another employee to sustain a personal injury; or

- d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

5. Treatment Program Testing

The school district may request or require any employee to undergo drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

6. Routine Physical Examination Testing

The school district may request or require any employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

B. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

C. Definitions

1. "Drug" means a controlled substance as defined in Minnesota Statutes, including medical cannabis, regardless of enrollment in the state registry program.
2. "Drug and Alcohol Testing," "Drug or Alcohol Testing," and "Drug or Alcohol Test" mean analysis of a body component sample ~~according to the standards established under one of the programs by a testing laboratory that meets one of the criteria~~ listed in ~~Minnesota Statutes, § section~~ 181.953, ~~Subdivision~~ 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.
3. "Other Employees" means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver's license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver's license are primarily governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver's license is not mandated by federal law and regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of "other employees."
4. "Job Applicant" means a person, independent contractor, or person working for

an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver's license, and includes a person who has received a job offer made contingent on the person's passing drug or alcohol testing. Job applicants for positions requiring a commercial driver's license are governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.).

5. "Positive ~~I~~test ~~R~~esult" means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in ~~Minnesota Statutes, Section~~ 181.953, ~~Subdivision~~ 1.
6. "Random ~~S~~election ~~B~~asis" means a mechanism for selection of employees that:
 - a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
 - b. does not give the school district discretion to waive the selection of any employee selected under the mechanism.
7. "Reasonable ~~S~~suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
8. "Safety-~~S~~sensitive ~~P~~osition" means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.

D. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal

1. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing

Any employee or job applicant whose position does not require a commercial driver's license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2. and 3. of ~~this~~ Section IV.D.
2. Consequences of an Employee's Refusal to Undergo Drug and Alcohol Testing

Any employee in a position that does not require a commercial driver's license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.
3. Consequences of a Job Applicant's Refusal to Undergo Drug and Alcohol Testing

Any job applicant for a position which does not require a commercial driver's license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

E. Reliability and Fairness Safeguards

1. Pretest Notice

Before requesting an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, the school district shall provide the employee or job applicant with a Pretest Notice in the form of Attachment D to this policy on which to acknowledge that the employee or job applicant has received the school district's drug and alcohol testing policy.

2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing an employee or job applicant who has undergone drug or alcohol testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test.

4. Notice of and Right to Explain Positive Test Result

a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide ~~him or her~~ [the individual](#) with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information.

b. The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.

c. The employee may present verification of enrollment in the medical cannabis patient registry as part of the employee's explanation.

~~d. Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for marijuana. MROs will verify a drug test confirmed as positive, even if an employee claims to have only used nonintoxicating cannabinoids or edible cannabinoid product.~~

~~e.~~ Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide ~~him or her~~ [the](#)

[individual](#) with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.

- b. An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minnesota Statutes, Section 181.953, Subdivision 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform ~~him or her~~ [the individual](#) of other rights provided under Sections F. or G., below, whichever is applicable.

Attachments E and F to this policy provide the Notices described in Paragraphs 2. through 6. of this Section E.

F. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and

- b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
- 4. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
- 5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information or the employee's status as a patient enrolled in the medical cannabis registry program revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire, or failing to do so would violate federal law or regulations or cause the school district to lose money or licensing-related benefit under federal law or regulations.
- 6. The school district may not discriminate against any employee in termination, discharge, or any term of condition of employment or otherwise penalize an employee based upon an employee registered patient's positive drug test for cannabis components or metabolites, unless the employee used, possessed, or was impaired by medical cannabis on school district property during the hours of employment.
- 7. An employee must be given access to information in ~~his or her~~ the individual's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

G. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require a Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

H. Chain-of-Custody Procedures

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

- 1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;

2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;
3. A sample must be accompanied by a written chain-of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

I. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in [Minnesota Statutes Chapter 13](#), and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding Paragraphs 1. and 2., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under [Minnesota Statutes Chapter 43A](#) or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

J. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug and alcohol testing policy to all affected employees upon adoption of the policy, to a previously non-affected employee upon transfer to an affected position under the policy, and to a job applicant upon hire and before any testing of the applicant if the job offer is made contingent on the applicant's passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment G to this policy.

V. POSTING

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

- Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 43A (State Personnel Management)
[Minn. Stat. § 151.72 \(Sale of Certain Cannabinoid Products\)](#)
[Minn. Stat. § 152.01 \(Definitions\)](#)
Minn. Stat. § 152.22 (~~Definitions: Medical Cannabis~~)
Minn. Stat. § 152.23 (~~Limitations: Medical Cannabis~~)
Minn. Stat. § 152.32 (Protections for Registry Program Participation)
[Minn. Stat. § 176.011, subd. 16 \(Definitions: Personal Injury\)](#)
Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)
Minn. Stat. § 221.031 (Motor Carrier Rules)
49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)
[49 U.S.C. 31306a \(National Clearinghouse for Controlled Substance and Alcohol Test Results of Commercial Motor Vehicle Operators\)](#)
49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)
49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)
- 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 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

BA-1 at 1.00 FTE – Social Studies Teacher

TEACHER CONTRACT FOR MINNESOTA PUBLIC SCHOOL DISTRICTS

The School Board of Independent School District No. 361 of the State of Minnesota, International Falls, Minnesota, enters into this Contract, pursuant to M.S. 122A.40, as amended, with Nicholas Kaviuk, a legally qualified licensed teacher who agrees to teach in the public schools of said District as Social Studies Teacher for the school year 2022 to 2023.

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

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

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

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

7. In consideration thereof, the School Board agrees to pay said teacher the following annual salary:
 \$ 43,413.00 For basic services*
 \$ _____ For additional services as set forth in paragraph 6.
 \$ 43,413.00 Total salary, exclusive of fringe benefits

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

IN WITNESS WHEREOF, I have subscribed
my signature this _____ day of
_____, 20____.

IN WITNESS WHEREOF, we have subscribed
our signatures this _____ day of
_____, 20____.

Teacher

School Board Chair

School Board Clerk

*FALLS HIGH SCHOOL
STUDENT HANDBOOK
2022-2023*



INDEX

Absences	7	Intimacy	12
Academic Excellence Award	19	Leaving School Grounds.....	15
Activities	19	Lock Down Drills	14
Alcohol & Drugs	10	Lockers.....	14
Annual Staff	20	Lunch Detention.....	8
Assault.....	9	MCA Refusal to Participate.....	23
Assemblies	15	MCA Refusal to Part. Form.....	25
Attendance	7	Media Center.....	18
Attendance (Extra-Cir.).....	7	Medication	18
Background Check	17	MN Honor Society	20
Behavior Contract	13	M.S.H.S.L	20
Books & Fines.....	18	Music.....	20
Bullying and Harassment.....	9	Obscenity	9
Bullying Prohibition Policy.....	31	Officers.....	21
Bus Policy	22	One Act Play.....	20
Cafeteria	15	Open Study Hall.....	13
Canine Detection Services	13	Out of Town Trips.....	14
Cheerleading	20	Parent/Teacher Conferences.....	16
Class Schedule	17	Parking Regulations	14
Closed Noon Hour	15	PBIS.....	8
Daily Announcement.....	16	Pre-Excused Absence.....	8
Dances	16	Preface.....	3
Data Privacy Act	7	Prom	20
Detention.....	8	Physical Education Class.....	18
Directory Information	21	Race/Religious/Sexual Harass	21
Disciplinary Actions	12	Removal From Class.....	8
Disciplinary Guidelines.....	9	School Calendar	5
Disorderly Conduct.....	9	Searches.....	14
Distribution of Lit./Posters.....	17	Speech	20
Distribution of Non-School Material..	40	Student Council.....	17
District Harassment/Violence Policy..	26	Student on School Board.....	16
Dress Code	12	Suspension	8
Dropping Classes	13	Tardy Regulations	8
Early Dismissal Schedule.....	6	Technology/WIFI Use.....	17
Electronic Devices.....	11	Terroristic Threat	11
Emergency Contact.....	16	Testing Plan & Procedures.....	51
Extension List.....	4	Tobacco Violations	10
Fees	18	Transportation Safety Policy.....	43
Fire & Tornado Drills.....	14	Truancy	9
Fundraising.....	17	Unpaid Meal Charges Policy.....	37
Grading System.....	19	Vandalism & Theft.....	10
Grad. Requirements	18	Visitors	16
Hall Passes	16	Weapons.....	11
Hazing	16	Weather Policy	22
Health Service	18	Weighted Grades.....	19
Homebound Instruction.....	18	Welcome	3
Honor Policy.....	13		
Honor Roll.....	19		

WELCOME TO FALLS HIGH SCHOOL

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

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

Superintendent
Kevin Grover

Falls High School Principal
Tim Everson

Dean of Students
Lisa West / Lisa Simon

Counselor
Thane Grewatz

Athletic Director
Bill Mason

Police Liaison
Josh Belleijo



PREFACE

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

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

An overall rule and operational procedure is to be in the right place, at the right time, doing the best you can of what is expected. When you are uncertain or do not understand a rule/procedure, politely ask questions. If you have questions regarding Falls High School procedures and practices, please feel free to contact an administrator by calling 283-2571.

ISD #361 Phone Extension List / Room Assignment 2022-2023

All Extensions Dial: (218) 283-2571

EXT	NAME	ROOM	EXT	NAME	ROOM	EXT	NAME	ROOM
1107	Anderson, Charlie	FHS 218	1194	Grover, Stacy	FHS 122	1239	Pavleck, Molly	FES 110
1282	Auran, Lisa	FES 106	1123	Hall Monitor	FHS 206A	1231	Pederson, Randi	NURSE FES/FHS
1153	Awe, Will	FHS 210	1164	Hamers, Katie	FHS 217	1242	Peterson, Paul	FES 112
1231	Bacon, Leah - NURSE	FHS/FES	1267	Hamilton, Jody	FES 4	1135	Peterson, Sarah	FHS 140
1147	Baron, Mandi	FHS 102	1168	Harnit, Nate	FHS 205	1126	Rolando, Don	FHS 119
1119	Blesi, Mike	FHS 221	1257	Hayward, Laura	FES 100	1152	Rudolph, Jeanna	FHS 209
1172	Boelk, Michelle	FHS 241	1169	Health Room	FHS 226	1120	Sandberg, John	FHS 113
1175	Boiler Room	FHS 141	1100	Heiss, Vicki	FHS Ofc	1234	Schmidt, Kyle	FES Gym
1312	Boyle, Jay	FHS 200	1279	Hemstad, Chris	FHS 107	1263	Schwartz, Angie	FES 2
1251	Boyle, Karli	FHS 203	1230	Hell, Jamie	FES Ofc	1125	Beth Shermoen	FHS 202
1103	Bright, Jordan	FES 108B	1185	Holt, Tom	FHS Ofc	1127	Simon, Lisa	FHS 120
1139	CADD Room	FHS 147	1181	Hopkins, Michelle	FHS 156A	1189	Smith, Cory	FHS Equip
1246	Casareto, Jenessa	FES 3	1182	Horne, Jennifer	FHS 122	1176	Slatinski, Bethanne	FHS 118
1122	Casareto, Tony	FHS 115/116	1275	Humbert, Laurie	FES Ofc	1148	Staples, Sarah	FHS 224
1271	Christianson, Ginger	FES 108A	1128	Jaksa, Carol	FHS 121	1151	Stenberg, Casey	FHS 221
1161	Christianson, Rosa	FHS 213	1183	Johnson, Barb	FHS Ofc	1124	Study Hall	FHS 206A
1233	Christianson, Rosa	FESgymofc	1236	Johnson, Shawn	FES 108	1302	Sullivan, Anne	ALC
1129	Com Ed Activity Rm	FHS 204	1254	Katrin, Jill	FES 206	1272	Swanson, Elsa	FES 104
1201	Conf Room FES	FES Ofc	1266	Kitchen FES	FES Caf	1170	Swanson, Elsa	FHS 229
1001	Conf Room FHS	FHS Ofc	1133	Kitchen FHS	FHS 135	1264	Talmage, Julie	FES 107
1121	Copy Room FHS	FHS 133A	1140	Koenig, Josh	FHS 150A	1232	Tate, Melissa	FES Ofc
1178	Copy Room WEE	FHS 100	1101	LaVigne, Kristie	FHS 106	1268	Taylor, Jenny	FES 1
1167	Cowman, Maria	FHS222	1160	Library-FHS	FHS LMC	1150	Telepresence Room	FHS 207
1265	Custodians FES	FES Cust	1237	Library-FES	FES LMC	1191	Thompson, Heidi	FHS 101
1134	Custodians FHS	FHS 137	1132	Line, Karla	FHS 130	1105	Toninato, Josie	FHS Ofc
1193	Dowty, Derek	FHS 114	1247	Little, Jeanne	FES 200	1163	Vang, Brandon	FHS 219
1260	Ebel, Heather	FES 103	1154	Mannausau, Alex	FHS 212	1113	Vollom, Tom	FHS 214
1262	Eldien, Brittany	FES 105	1138	Mason, Bill-AD	FHS Ofc	1108	Walls, Missy	FHS 104
1102	Erickson, Jen	FHS Ofc	1258	Mason, Terry	FES 101	1240	Wenberg, Jen	FES 111
1248	Erickson, Kevin	FES 201	1142	McDonald, George	FHS 155	1244	Wendt, Sara	FES 114
1269	Ettestad, Seth	FES 208B	1245	McDonald, Kim	FES 115	1157	West, Lisa	FHS 211
1158	Ettestad, Seth	FHS 100A	1166	McDonald, Michele	FHS 208	1243	Winkel, Katie	FES 113
1104	Everson, Tim	FHS Ofc	1186	McGonigle, Daniel	CE 157	1249	Wood, Nicci	FES 202
1280	Faculty Lounge FES	FES Ofc	1259	Morrison, Jill	FES 102	1144	Wood, Norman	FHS 201
1156	Faculty Lounge FHS	FHS 216	1238	Moss, Sasha	FES 203	1288	Youso, Laurie	FHS 112
1118	Forsythe, Val	FHS 215	1273	Nault, Tylyn	FES #116	1255	Zahradka, Ariana	FES 207
1271	Forsythe, Val	FESgymofc	1270	Nelson, Rebecca	FES208A	1252	Zika, Luke	FES 204
1110	Glowack, Marc	FHS Ofc	1253	Nemec, Marci	FES 205			
1106	Grewatz, Thane	FHS Ofc	1137	Olson, David	FHS 149			
1112	Grover, Kevin	FHS Ofc	1283	OT/PT	FES108			updated 8/25/21

Bronco Arena 283-2424 or 283-2571 ext. 1301
 ALC/Backus 283-5141 or 283-2571 ext. 1302
 Bus Garage 283-2050 or 283-2571 ext. 1300
 Falls Elementary Fax 218-283-3133
 Falls High School Fax 218-283-2384
 Central Office Fax 218-283-8104

INDEPENDENT SCHOOL DISTRICT NO. 361
INTERNATIONAL FALLS, MINNESOTA
2022-23 FALLS HIGH SCHOOL CALENDAR

TUESDAY	AUGUST 30	TEACHER IN-SERVICE/WORK DAY
WEDNESDAY	AUGUST 31	TEACHER IN-SERVICE/WORK DAY
WEDNESDAY	AUGUST 31	FHS 6 th Grade Orientation, 5:00-5:30PM
WEDNESDAY	AUGUST 31	FHS Meet the Teacher Night 6 th -12 th Grade, 5:30-7:30PM
THURSDAY	SEPTEMBER 1	TEACHER IN-SERVICE/WORK DAY
TUESDAY	SEPTEMBER 6	FIRST DAY OF CLASSES
MONDAY	OCTOBER 3	NO CLASSES – TEACHER WORK DAY
WEDNESDAY	OCTOBER 5	FHS MID-TERM REPORTS, 1 st Quarter
MONDAY	OCTOBER	FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.)
WEDNESDAY	OCTOBER	FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.)
THURSDAY	OCTOBER 20	NO CLASSES-EDUCATION MINNESOTA BREAK
FRIDAY	OCTOBER 21	NO CLASSES-EDUCATION MINNESOTA BREAK
MONDAY	NOVEMBER 7	NO CLASSES
FRIDAY	NOVEMBER 9	END OF FIRST QUARTER
THURSDAY	NOVEMBER 24	NO CLASSES-THANKSGIVING RECESS
FRIDAY	NOVEMBER 25	NO CLASSES-THANKSGIVING RECESS
MONDAY	DECEMBER 12	FHS MID-TERM REPORTS, 2 nd Quarter
WEDNESDAY	DECEMBER	FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.)
THURSDAY	DECEMBER 23	LAST DAY OF CLASSES BEFORE WINTER BREAK
TUESDAY	JANUARY 3	SCHOOL REOPENS
MONDAY	JANUARY 16	NO CLASSES - TEACHER IN SERVICE
MONDAY	JANUARY 23	END OF SECOND QUARTER/END OF FIRST SEMESTER
MONDAY	FEBRUARY 20	NO CLASSES - PRESIDENT'S DAY
WEDNESDAY	FEBRUARY 22	FHS MID-TERM REPORTS, 3 rd Quarter
TUESDAY	MARCH	FHS PARENT-TEACHER CONFERENCES (5:00-8:00 p.m.)
THURSDAY	MARCH 16	NO CLASSES – EXCHANGE DAY FOR CONFERENCES
FRIDAY	MARCH 17	NO CLASSES – EXCHANGE DAY FOR CONFERENCES
TUESDAY	MARCH 28	END OF THIRD QUARTER
FRIDAY	APRIL 7	NO CLASSES - GOOD FRIDAY
MONDAY	APRIL 10	NO CLASSES - SPRING BREAK
MONDAY	MAY 1	FHS MID-TERM REPORTS, 4 th Quarter
FRIDAY	MAY 26	LAST DAY FOR SENIORS
MONDAY	MAY 29	NO CLASSES - MEMORIAL DAY
THURSDAY	JUNE 1	LAST DAY OF CLASSES, END OF FOURTH QUARTER
FRIDAY	JUNE 2	TEACHER WORK DAY, LAST DAY FOR TEACHERS
SUNDAY	JUNE 4	2022 GRADUATION–3:00 PM

WEDNESDAY EARLY DISMISSAL SCHEDULE

Falls Elementary & West End Elementary Schools

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

Falls High School

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

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

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

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

ATTENDANCE

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

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

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

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

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

Attendance-Extracurricular Activities

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

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

Absences

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

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

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

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

Tardy Regulations

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

PBIS-Positive Behavioral Intervention Supports

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

Suspension

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

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

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

Detention

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

Lunch Detention

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

Removal from Class

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

The following is the procedure for the removal from class:

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

- time that the student will be removed from class.
- c. The student shall be returned to the class upon completion of the terms of re-admittance established at the informational administrative conference including, but not limited to, completion of any makeup work and/or a behavior contract.
 - d. Per direction of the classroom teacher, the student is to report directly to the office or ISS room, when sent out of class. Failure to do so could result in further disciplinary action. Students sent to ISS may be assigned classroom work by the teacher or work to help them pass their MCA tests and achieve the school academic goal.

Disciplinary Guidelines

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

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

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

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

First Offense:

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

Second Offense:

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

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

First Offense:

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

Second Offense:

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

Third Offense:

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

- V. **Truancy:**

First Offense:

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

Second Offense:

 - A. One hour of detention per hour skipped, up to three (3) hours.

- B. One day of ISS per four (4) to seven (7) hours of truancy.
- C. Parent/guardian notification

Third and Subsequent Offenses:

- A. One hour of detention per hour skipped, up to three (3) hours.
- B. One day of ISS per four (4) to seven (7) hours of truancy.
- C. Informational letter sent home regarding Koochiching County Truancy Program.
- D. Parent/guardian notification.

NOTE: If parents/guardians fail to clear a student's pending absence within three (3) school days, the absence will be recorded as truant. Please clear absences, immediately, by calling the FHS office 283-2571. (Absent on Monday – must be cleared by the end of the day on Wednesday). Please leave a detailed message anytime with the following information: day of absence, student's first and last name, grade, reason for absence, and parent/guardian's first and last name.

VI. Vandalism and Theft:

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

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

First Offense:

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

Second Offense:

- A. Two days of ISS
- B. Referral to the juvenile officer
- C. Parent conference
- D. Student athlete will lose eligibility for the next 6 consecutive games or 3 weeks (21 calendar days), whichever is greater from extracurricular events whether participating or a spectator when offense occurs outside the school day at a district function

Third and Subsequent Offenses:

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

Tobacco offenses accumulate for school career

VIII. Alcoholic Beverages and Drugs:

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

IX. Weapons and Articles:

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

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

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

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

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

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

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

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

XII. Electronic Devices:

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

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

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

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

Sixth and Subsequent Offenses: The electronic device will be kept for one (1) week **OR** two (2) days of ISS, parent/guardian

must come to the school to pick up the device.

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

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

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

XII. Dress Code:

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

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

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

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

XIII. Intimacy:

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

First Offense:

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

Second Offense:

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

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

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

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

Disciplinary Actions

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

LEVEL 1

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

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

Failure to comply, subjects the student to Level 2.

LEVEL 2

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

Failure to comply, subjects the student to Level 3.

LEVEL 3

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

Failure to comply, subjects the student to Level 4.

LEVEL 4

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

Canine Detection Services

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

Honor Policy

Any student guilty of any form of cheating, including plagiarism and assisting another student to cheat, will receive no credit for the work involved. **Such conduct will require the notification of an administrator and the student's parent/guardian.** Repeated violation may result in loss of credit for the class. "What is plagiarism? Plagiarism is the act of taking someone else's ideas, thoughts, or writings and claiming them for one's own. This may occur either through ignorance, carelessness, or laziness. Most typically, the student will copy from a source (book, magazine, pamphlet, encyclopedia, or Internet) word for word and neglect to give any source credit for the materials. Whether this happens accidentally or deliberately, it is an illegal and unacceptable practice."

Open Study Hall

Open Study Hall is a privilege that allows juniors and seniors the option of leaving school or reporting to designated areas during their open hour. A student who has been approved for open study hall and receives ISS or OSS will lose their open study hall privilege; 1st offense 2 weeks and 2nd offense the remainder of the semester. If a student exhibits poor or unsafe behavior(s) during open study hall, is failing a class, **or is not credit competent for his/her academic year**, administration reserves the right to revoke the open study hall privilege until deemed appropriate to reinstitute. Open Study Hall Applications may be picked up in the high school office the first week of school. Parents must stop in the FHS office to complete the form or a student may take the form with them to be notarized and returned to the office. The student must meet with Mr. Glowack to go over the form before open study hall is granted.

Dropping Classes (Electives)

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

Behavior Contract

A behavior contract is a **disciplinary** agreement between a student and a teacher. The agreement specifies the conditions that must be

met to remain in class or participate in a school field trip. **Failure to follow the conditions will result in removal from the class and/or trip and the grade will be recorded as “NC”, No Credit.** Students removed from class or a trip will be assigned to ISS and may be provided classroom assignments or work to strengthen their ability on the MCA tests and school academic goal.

Fire and Tornado Drills

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

Lock Down Drills

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

Lockers

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

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

Searches

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

Out of Town Trips

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

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

Parking Regulations

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

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

Assemblies

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

Closed Noon Hour/Leaving School Grounds

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

Cafeteria

Students who enroll in the District will be issued a food service account. Each student is assigned a unique four digit pin number along with a finger id using a touchpad finger reader. Do not share your pin number with other students. The student pin number needs to remain confidential as it allows the student to purchase food in the FHS Cafeteria. The finger id is a unique secure code to help ensure purchases are only made by the student assigned to the account. Anyone attempting to use an account number not their own will be subject to disciplinary measures. If you suspect your account privacy has been jeopardized, please contact the office to obtain a new pin number.

Students can check their food service account balance and purchases via Student Access in Skyward. Parents can view their student's food service account balance and purchases using Family Access in Skyward. District contact information for the Food Service Department is on the Districts website under Food Service.

Depositing Funds to Food Service Account:

Funds may be put on a student(s) meal account electronically via credit/debit or e-check through Family Access or the District's web store. Cash or check will be accepted in the FHS office Monday – Friday 8:00 am – 3:45 pm. Payments are posted and available to student accounts each day at 7:00 am, 11:00 am, 12:00 pm, 2:00 pm and 5:00 pm. Refer to the School Board Policy – 534 Unpaid Meal Charges for information regarding account balances, notifications and collections. This policy is located on the Districts Website under School Board – Policies - Students.

Ala Carte:

To purchase ala carte items a student must have a money available in their meal account. Purchases for ala carte items will be refused by the cashier when there is not enough money in the student(s) account to pay for the entire ala carte purchase. Ala carte items are considered to be beverages including a second milk, snacks, a 2nd entrée or a 2nd meal purchase. Students who do not have access to Student Access online may inquire about their account balance in the FHS office or with the cashier before making an ala carte purchase.

Breakfast & Lunch:

Parents, families or guardians who feel they may qualify for meal benefits need to complete a meal benefit application for the 2022-2023 school year. This form is required to be completed each year. The District receives assistance from the state and federal grants based on the number of qualifying meal applications on file. This funding is very important for the District as it enables additional funding for educational programs like the Title I program.

Breakfast is served from 8:00 am – 8:25 am at the high school each school day; Lunch times vary depending on class schedule.

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

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

- A. No pushing, shoving or getting ahead in line.
- B. Keep the condiment cart clean and dispose of wrappers.
- C. Students are responsible for keeping the area where they sit clean and for removing all lunch items from the table.
- D. Do not throw trays in the garbage.
- E. No throwing of food is allowed.
- F. Food is to be eaten in the cafeteria.
- G. Students must remain in the cafeteria, lobby, front entrance, or library during lunch.
- H. Students are allowed to purchase food and drinks from the cafeteria between classes. All wrappers and bottles must be disposed of properly. If wrappers, bottles, and other garbage are left in the hallways, students will not be allowed to purchase food items between classes.

- I. Ala carte purchases will be permitted for students with positive balances in their meal accounts.
- J. Students are not allowed to order food to be delivered to the school for lunch.
- K. Be respectful to cafeteria staff.

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

Emergency Contacts (listed in Skyward)

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

Parent-Teacher Conferences

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

Visitors

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

Hazing Prohibition

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

Daily FHS Announcements

Daily announcements will be electronically available on the school webpage. The bulletin contains information pertinent to students and staff. Notices intended for the bulletin should be written, approved by Principal Everson, and given to Jen Erickson. Daily live announcements can be viewed on the Falls High Journalism YouTube page.

Hall Passes

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

Dances

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

Student Council

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

Student on the School Board

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

2022-2023 Class Schedule

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

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

Class Schedule (Wednesday only)

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

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

2022-2023 STUDENT COUNCIL MEMBERS

Advisor: Brandon Vang

EXECUTIVE BOARD MEMBERS:

President: Mitchell Erickson Treasurer: Kelby Anderson
 Vice President: Lila Wood Historian: Karsen Korpi Secretary: Jillian Bilben

~2021-22 Falls High Student Council Members~					
7 TH GRADE	8 TH GRADE	9 TH GRADE <i>Freshmen</i>	10 TH GRADE <i>Sophomores</i>	11 TH GRADE <i>Juniors</i>	12 TH GRADE <i>Seniors</i>
Leah Boe	Max Youso	Cheznee Skrien	Lila Wood	Mitchell Erickson	Ellen Windels
Aubrey Eide	Andy Davenport	Lachlan Reiners	Landan Snyder	Jillian Bilben	Emma Saxton
Tenley Thompson	Linnaea Yount	Olivia Spry	Macy Zika	Kelby Anderson	Rebecca Drift
Wesley Weyrauch	Alyana Koenig			Kimberly Schutt	
Rena Gedde	Karlyann Bennett			Karsen Korpi	
Mackenzie Minnick				Adley Deedrick	
Savannah Lane				Wyatt Randal	

Fundraising Activities

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

Background Check/Criminal History

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

Technology/WIFI Use

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

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

Distribution of Literature/Posters

There will be no distribution of non-school printed materials on school property without permission of the school principal or his/her designee. All posters must be cleared by an administrator. Posters are to be displayed only in the stairwells and lobby areas. The complete version of this policy 505 Distribution of Non-school sponsored materials on school premises by students and employees is posted on the website. Full policy is on page 38.

Books and Fines

Students who lose or damage textbooks or other school property must compensate the school for the loss or damage. Willful acts of vandalism to school property will result in charges being filed with law enforcement officials. Conflicts regarding fines and fees will be settled in conciliation court. Non-payment of a fine or fee will result in referral to Collection Agency. The school will charge an appropriate replacement fee for textbooks, workbooks, or library books lost or destroyed by students.

Fees

Fees are charged in certain classes to cover costs that are above and beyond the allowed costs of materials for student projects. Classroom projects will not be allowed to leave the classroom until all fees have been paid. A fee is charged for each extra-curricular activity a student participates in. A maximum out-of-pocket expense for each family is intended to reduce the financial burden on any one family. Students should not be discouraged from participating in school activities because of cost, as the school district can help students and parents/guardians find alternate sources to help pay fees. Contact the Activities Director at 283-2571 ext.1138 for information on activity fees.

Physical Education Class

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

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

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

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

Media Center

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

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

PRINT MATERIALS include magazines, books and newspapers.

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

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

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

Medication

Medication is given to students at school, or they are allowed to self-administer it per policy, only when their health or learning would be jeopardized without it. Written consent from parents and a health care provider are always required for staff to give medication to students at school. Parents need to contact the school nurse before any medication can be given at school. It must be checked out by the nurse first. All medication must be supplied in a properly labeled bottle. Please contact the nurse (283-2571 ext. 1131) if you feel your student requires medicine at school or stop in the school. *School personnel are not allowed to dispense over-the-counter medication to students from their personal supply, students must supply their own.* The school nurse will assist students who must take prescribed medication regularly during school hours. A consent form signed by a health care provider and parent is needed for prescribed medication.

Health Service

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

Homebound Instruction

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

Graduation Requirement 24 Credits

Students begin earning credits in ninth grade. Included in these credits must be four (4) English, four (4) social studies, three (3) sciences, and three (3) math. In addition, one (1) Music/Art, and one (1) Technology/FACS credits are required. Health/PE is

required in ninth grade and a .5 PE credit is required in grades 10-12. 6.5 additional credits are needed to meet academic rigor and graduation requirements. A course description and registration booklet is given to students. Students must have earned the required number of credits to receive a diploma and participate in the graduation ceremony. Extenuating circumstances may be appealed to the Principal. A student must have a minimum of two credits per semester to be considered for the honor roll.

Honor Roll

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

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

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

An honor roll is issued following each marking period.

Semester 1
Semester 2

Grading System

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

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

Bonus GPA Grading System

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

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

Weighted Grades

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

Academic Excellence Award

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

Activities

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

I. Athletics

• Boys' Sports:	Fall	Winter	Spring
	Football	Basketball	Track
	Cross-Country	Hockey	Baseball
	Trap	Swimming	Golf
			Trap
• Girls' Sports:	Fall	Winter	Spring
	Volleyball	Basketball	Track
	Cross-Country	Hockey	Softball
	Swimming		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. **Tenth grade students can attend prom but only if asked by a FHS junior or senior student; the 10th grader must be the date of a 11th or 12th grade student.** 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 a 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.

VIII. One Act Play

The One Act Play provides a drama opportunity for students under the guidance of an advisor. Students will be involved in acting/performing, stage set up, lighting and costume design.

Minnesota State High School League

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

School Colors
Purple and Gold

School Mascot
Bronco

School Song

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

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

Sportsmanship

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

Religious, Racial and Sexual Harassment

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

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

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

INDEPENDENT SCHOOL DISTRICT #361

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

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

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

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

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

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

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

Directory Information

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

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

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

Bus Policy

District 361 Transportation Department

Bus Garage: 283-2050

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

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

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

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

First Offense:

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

Second Offense:

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

Third Offense:

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

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

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

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

Weather Policy

Closing Schools Due to Inclement Weather

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

ISD 361 administration employs a three-part system to determine school closings due to weather: (1) road surface conditions, (2) visibility, and (3) actual air temperature. Common sense dictates that if the roads are iced over and with little opportunity to gravel and

salt on the bus routes, school closes regardless of temperature and visibility. By the same token, if the roads are clear and dry, but visibility is under a quarter of mile in a sustained manner, we would close school regardless of temperature.

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

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

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

Minnesota Comprehensive Assessments (MCA) Refusal to Participate

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

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

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

Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.



(education.mn.gov >
Students and Families >
Programs and Initiatives >
Statewide Testing)

Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20__ to 20__ school year.)



Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: ____/____/____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

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

MCA/MTAS Reading

MCA/MTAS Science

MCA/MTAS Mathematics

ACCESS/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

Updated April 21, 2022 - Page 2 of 2

INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361

BOARD POLICY 413

SERIES: 400

SUBJECT: DISTRICT HARASSMENT AND VIOLENCE

ADOPTED: By reference

REVISED: 1999, Revised 2010

Page 1 of 7

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

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

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

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

d. Protected Classifications; Definitions

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

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

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

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

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

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

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

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

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

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

e. Sexual Harassment; Definition

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

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

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

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

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

F. Sexual Violence: Definition

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

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

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

G. Violence: Definition

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

IV. REPORTING PROCEDURES

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

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

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

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

V. INVESTIGATION

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

VI. SCHOOL DISTRICT ACTION

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

VII. REPRISAL

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

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

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

X. DISSEMINATION OF POLICY AND TRAINING

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

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

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

Cross References:

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

INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361

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

A. PURPOSE

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

B. GENERAL STATEMENT OF POLICY

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

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

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

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

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

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

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

C. DEFINITIONS

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

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

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

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

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

D. REPORTING PROCEDURE

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

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

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

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

E. SCHOOL DISTRICT ACTION

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

F. REPRISAL

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

G. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. §122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. The incidence and nature of cyberbullying; and
 - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct. .
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The school district is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

- 1. Engage all students in creating a safe and supportive school environment;
- 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
- 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
- 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
- 5. Teach students to advocate for themselves and others;

6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

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

H. NOTICE

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

I. POLICY REVIEW

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

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

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

INTERNATIONAL FALLS PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #361

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. 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 505

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

Revised June 2018

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

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

IV. GUIDELINES

- A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, non-school-sponsored material.
- B. Requests for distribution of non-school-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
 - 1. is obscene to minors;
 - 2. is libelous or slanderous;
 - 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 - 4. advertises or promotes any product or service not permitted to minors by law;
 - 5. advocates violence or other illegal conduct;

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

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

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

VI. PROCEDURES

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

VII. DISCIPLINARY ACTION

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

- B. Distribution by any employee of non-school-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

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

IX. IMPLEMENTATION

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

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

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

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

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

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

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

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

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

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

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

MSBA/MASA Model Policy 506 (Student Discipline)

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

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

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

Revised June 2018

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

I. PURPOSE

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

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

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

B. Student Training

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

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

2. All students in grades pre-K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the

school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades pre-K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.

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

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

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

In the interest of the safety and comfort of bus students, ISD #361 has a student management and bus suspension policy that is fair to all students. When a student breaks a ridership rule the driver will enter the infraction on the student management system. It will then be determined if the infraction deserves a warning or if points need to be given to the student. The bus driver may consult the building principal on the severity of the infraction, but the building principal will have final say on the allocation of points and/or other disciplinary actions. The point system is as follows

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

15 points = 3 day suspension

30 points = 5 day suspension

45 points = 10 day suspension

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

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

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

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

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

5. Other Discipline

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

6. Records

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

7. Vandalism/Bus Damage

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

8. Notice

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

9. Criminal Conduct

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

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

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

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

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

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

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

VI. SCHOOL BUS DRIVER TRAINING

- A. Training
1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.
- [Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]*
2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.
- B. Evaluation
- School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:
1. Safely operate the type of school bus the driver will be driving;
 2. Understand student behavior, including issues relating to students with disabilities;
 3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
 5. Handle emergency situations; and
 6. Safely load and unload students.

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

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

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

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

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

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

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

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

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

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

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

B. Type III Vehicles

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

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

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

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

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

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

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

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

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

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

a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver’s compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.

b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver’s compartment and must be marked to indicate their identity and location.

- c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.

11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.

12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.

13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

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

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

- i. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minn. Stat. § 123B.90, Subd. 2 (See Section II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
- 2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. § 169.451.
 - 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d (physical examination) and VII.C.1.e (drug testing), above.

D. Type A-I “Activity” Buses Driven by Employees with a Driver’s License Without a School Bus Endorsement

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

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call “911” or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III “Crash & Emergency Preparedness” of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).

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

- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within 1 month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
 - 1. the student’s name and address;
 - 2. the nature of the student’s disabilities;
 - 3. emergency health care information; and
 - 4. the names and telephone numbers of the student’s physician, parents, guardians, or custodians, and some person other than the student’s parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district’s record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

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

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

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

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

49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)

49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)

49 C.F.R. § 383.5 (Transportation Definitions)

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

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

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

A. Superintendent

1. Responsibilities before testing.

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

2. Responsibilities after testing.

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

B. District Assessment Coordinator

1. Responsibilities before testing.

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

2) Responsibilities on testing day(s).

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

3) Responsibilities after testing.

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

C. School Principal

1) Responsibilities before testing.

- a) Designate a school assessment coordinator and technology coordinator for the building.
- b) Be knowledgeable about proper test administration and test security as outlined in manuals and directions.
- c) Read and complete the *Assurance of Test Security and Non-Disclosure*.
- d) Communicate the importance of test security and expectation that staff will keep test content secure and act with honesty and integrity during test administration.

- e) Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to the service provider or securely disposed of.
- f) Ensure adequate computers and/or devices are available and rooms appropriately set up for online testing.
- g) Verify that all test monitors and test administrators receive proper training for test administration.
- h) Ensure students taking specified tests have opportunity to become familiar with test format, item types, and tools prior to test administration.
- i) Include the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form in the student handbook.

2) Responsibilities on testing day(s).

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

3) Responsibilities after testing.

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

D. School Assessment Coordinator

1) Responsibilities before testing.

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

2) Responsibilities on testing day(s).

- a) Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.
- b) Ensure *Test Monitor and Student Directions* and *Test Administrator Scripts* are followed and answer questions regarding same.
- c) Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.
- d) Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.
- e) Report testing irregularities to district assessment coordinator using the *Test Administration Report*. [Note: This form is included in the 614 Form file of the Policy Reference Manual.]

- f) Report security breaches to the district assessment coordinator as soon as possible.
- g) Responsibilities after testing.
- h) Ensure that all paper test materials are kept locked and secure and security checklists completed.
- i) Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
- j) Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
- k) Return secure test materials as outlined in applicable manuals and resources.
- l) Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.
- m) Ensure requirements for embargoed final assessment results are followed.

E. Technology Coordinator

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

F. Test Monitor

1) Responsibilities before testing.

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

2) Responsibilities on testing day(s).

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

- 11) Report any possible security breaches as soon as possible.
- c) After test.
 - 1) Follow directions and scripts exactly.
 - 2) Collect all materials and keep secure after each session. Upon completion return to the school assessment coordinator.
 - 3) Immediately report any missing test materials to the school assessment coordinator.

G. MTAS Test Administrator

1) Responsibilities before testing.

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

2) Responsibility on testing day(s).

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

H. MARSS Coordinator

1) Responsibilities before testing.

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

2) Responsibilities after testing.

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

I. Any Person with Access to Test Materials

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

IV. TEST SECURITY

- A. Test Security Procedures will be adopted by school district administration.

[Note: A sample procedure that has been approved by MDE is included in the 614 Form file of the Policy Reference manual.]
- B. Students will be informed of the following:
 - 1) The importance of test security;
 - 2) Expectation that students will keep test content secure;
 - 3) Expectation that students will act with honesty and integrity during test administration;
 - 4) Expectation that students will not access cell phones, wearable technology (e.g., smart watches, fitness trackers), or other devices that can electronically send or receive information. The test of a student who wears a device during testing must be invalidated. If a student completes testing and then accesses a cell phone or other prohibited device

(including wearable technology), the school district must take further action to determine if the test should be invalidated, rather than automatically invalidating the test.

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

V. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

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

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

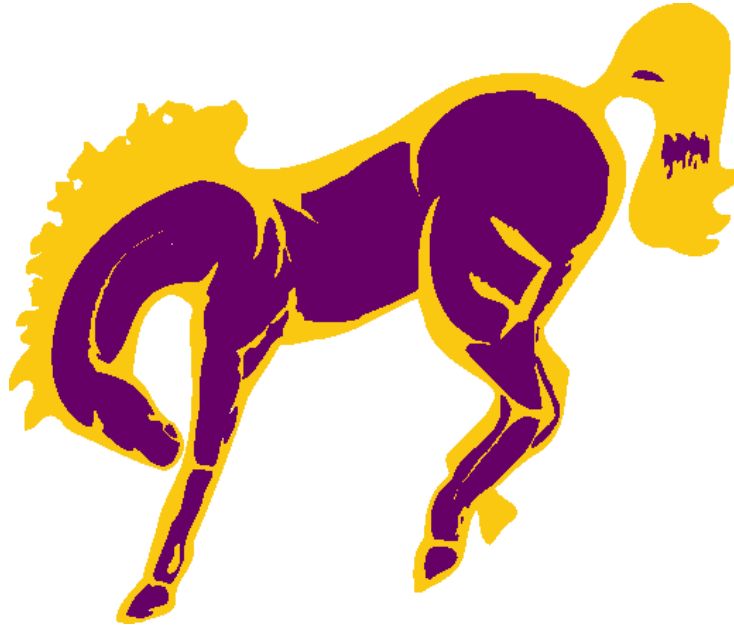
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.36, Subd. 2 (Adequate Yearly Progress)
Minn. Rules Parts 3501.0010 - 3501.0180 (Graduation Standards - Mathematics and Reading) (repealed Minn. L. 2013, Ch. 116, Art. 2, §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

Cross References:

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

**INDEPENDENT SCHOOL
DISTRICT 361**

INTERNATIONAL FALLS HIGH SCHOOL



**2022 – 2023
BRONCO ACTIVITIES
HANDBOOK**

Bronco Activities Handbook

Table of Contents

I.	THE ADMINISTRATION OF INTERSCHOLASTIC ATHLETES	1-2
	Statement of Philosophy	1
	Objectives	1
	Administrative Organization	1
	Affiliations	2
II.	TITLE IX (ELIMINATION OF SEX DISCRIMINATION IN ACTIVITIES PROGRAMS)	2-5
	Intramural, Club, and Interscholastic Activities	2-4
	Codes of Conduct (including dress codes) and Other Regulations Governing the Students	4
	Honors and Awards	4
	Employment	4-5
III.	STAFF RESPONSIBILITIES	5-13
	Superintendent	5
	High School Principal	5
	Activities Director	5-7
	Requirements for Coaching	7-8
	Coaching Expectations and Responsibilities	8-11
	End of Seasonal Obligations	11
	Coaches Area of Responsibility	11-12
	Evaluations	13
IV.	BUSINESS POLICIES PURSUANT TO ACTIVITIES	13-21
	Annual Equipment Budgets	13
	Purchasing	14
	Medical Policy	14
	Injury Insurance Protection	14
	Transportation of Player Personnel	14-15
	Transportation of Spectators	15
	Inclement Weather Policy/Athletics	15-16
	Use of School Vehicles	16
	Tournament Play	16
	Ticket Information	16
	Awards Programs	17
	The School Letter - Varsity Competition	17-19
	Activity Practices and Games	19
	Cost for Activity Meals and Lodging	19
	Scheduling of Events	20
	Officials Hiring Practice	20
	Behavioral Expectations of Athletes	20
	Suspension Procedure	20
	Use of Activity Facilities	20-21
	Coach's Annual Report	21
	Coach's State Tournament Policy with a Team or Individual Athletes Qualifying	21
	School Attendance of Athletes	21-22

	Letter Jacket Policy	22
	Academic Lettering Policy	22
V.	NON-ATHLETIC ACTIVITIES	22-28
	Cheerleaders	22-24
	Band, Pep Band	24
	Junior/Senior Prom	25
	Figure Skating	25
	Rules of Rental of School Facilities for Dances by Outside Groups	25-26
	Speech	26-27
	Student Council	27
	Knowledge Bowl	27-28
	Minnesota Honor Society	28
	One Act Play	28
VI.	MEDIA POLICY	28-29
	Newspaper	29
	Radio	29
	Television	29
VII.	WEIGHT ROOM AND WHIRLPOOL POLICY	29
VIII.	CHAPERONE DUTIES	30
IX.	SCHOOL POLICY REGARDING STUDENT COMPETITION AT THE NATIONAL LEVEL	30
X.	ACTIVITY FEE SCHEDULE	30-31
XI.	EXTRA-CURRICULAR SALARIES	31
XII.	EXTRA-CURRICULAR AND CO-CURRICULAR ACADEMIC ELIGIBILITY POLICY	32
XIII.	DIRECTORY OF ACTIVITIES AND PERSONNEL	32-33
XIV.	SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY	33-34
	General Statements of Policy	33
	Sexual Harassment/Sexual Violence Defined	33-34
	Reporting Procedures	34

BRONCO ACTIVITIES HANDBOOK

I. THE ADMINISTRATION OF INTERSCHOLASTIC ATHLETICS

A. *Statement of Philosophy*

The Athletic Department's aim is to provide a well-balanced competitive sports program, to create a wide range of opportunities for all, to aid in the enrichment of the lives of the athletes through sacrifices striving toward maximum effort and performance, and to seek the realization of individual and group achievements of worth accomplished through the athlete's own efforts.

B. *Objectives*

1. To provide the athletes with a program in which they are coached by qualified personnel whenever and wherever possible.
2. To expose athletes to an environment in which their health and welfare are always of primary concern.
3. To develop total fitness through a planned conditioning program for efficient and effective performance.
4. To develop an understanding of the theory of play, a thorough knowledge of the rules of the game, mastery of skills, and mental alertness to enable athletes to perform successfully.
5. To learn to exercise self-control and self-discipline and to accept responsibility regardless of the quality of their performances or that of their opponents, creating good sportsmanship.
6. To demand the total involvement of all aspects of individuals -- physically, intellectually, socially, and emotionally -- in an integrated effort toward reaching the goal.
7. To win -- but with the understanding that the value of winning is dependent upon the many sacrifices and the satisfaction derived by the players in successfully meeting the many challenges which competitive situations offer.

C. *Administrative Organization*

BOARD OF EDUCATION

SUPERINTENDENT

DIRECTOR OF MAINTENANCE

SENIOR HIGH PRINCIPAL

BUILDING CUSTODIANS
(Fall under Director of Maintenance)

OTHER PRINCIPALS AND/OR
ADMINISTRATIVE DESIGNEE

DIRECTOR OF ATHLETICS/ACTIVITIES

ATHLETIC Administrative Assistant

ARENA MAINTENANCE AND CUSTODIANS

EQUIPMENT MANAGERS

GROUNDS KEEPER

COACHES 1, 2, 3, 4, ETC.

ASSISTANT COACHES

D. *Affiliations*

1. Minnesota State High School League (MSHSL)
2. Sea Range conference ~ Football only
3. Iron Range Conference
4. Arrowhead Conference

II. TITLE IX – ELIMINATION OF SEX DISCRIMINATION IN ACTIVITIES PROGRAMS

The Federal Government states: "No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance."

A. *Intramural, Club, and Interscholastic Activities (Subpart D, Section 86.41)*

1. Basic Principles

- a. With two exceptions, athletic programs may not be conducted separately on the basis of sex. These exceptions are:
 - (1) Teams in contact sports; football, basketball, wrestling, boxing, ice hockey, rugby, or other sports whose purpose or major activity involves bodily contact. Note that this definition does not apply to baseball and softball. For other sports, a determination must be made as to whether their purpose or major activity involves bodily contact. If a decision cannot be reached, submit the information to the athletic director and request a decision.
 - (2) Teams in sports where selection is based upon competitive skill.
- b. A recipient is permitted, but not required, to conduct teams in which the above two exceptions apply separately unless operation of teams is necessary for effective accommodation of the interests and abilities of members of both sexes.
- c. Where a recipient operates or sponsors a team in a non-contact sport for members of one sex and operates or sponsors no team in that sport for members of the other sex, members of the excluded sex must be allowed to try out for that team if overall athletic opportunities for members of the excluded sex have previously been limited. The fact that there have been no tennis teams for female students does not automatically mean that they must be allowed to try out for the "male" tennis team. They must be permitted to try out for it, however, if opportunities to participate in competitive athletics generally (not just tennis) have previously been more limited for females than for males.
- d. Persons may not be excluded on the basis of sex from participation in a sports offered at the intramural, club, or interscholastic team level, even though it may be a contact sport or the basis for team selection is competitive skill, if sufficient interest exists among members of the sex that would otherwise be excluded from a separate team and if there are fewer opportunities for members of that sex to participate in athletics at the level of competition in question.
- e. A recipient may operate unitary teams (i.e. teams composed of members of both sexes) for which selection based upon competitive skill only if, in doing so, the interest and abilities of members of both sexes are effectively accommodated. In other words, where a school decides that anyone regardless of sex, may try out for a team, and there is a substantial interest on the part of females in that sport, but very few members of that sex have skill

- sufficient to be selected, the sponsorship of the unitary team would be sufficient to meet the interests and abilities of both sexes.
- f. Teams' (usually intramural) in non-contact sports, for which selection is based on interest rather than skill, may not limit membership to students of one sex.
 - g. Equal opportunity to participate in activities must be provided to members of both sexes. Factors to be considered in assessing equality of opportunity include, but are not limited to:
 - (1) Effective accommodations of the interests and abilities of members of both sexes in sports and levels of competition offered.
 - (2) Equipment and supplies provided.
 - (3) Travel and per diem allowance provisions.
 - (4) Opportunities to receive coaching and academic tutoring.
 - (5) Access to locker rooms, practice, and competitive facilities.
 - (6) Access to medical and training facilities and services.
 - (7) Access to housing and dining facilities and services.
 - (8) Efforts to provide publicity.
 - h. Neither equal aggregate nor equal per capita expenditures for male and female teams are required. However, whether necessary funds are provided may be considered in assessing equality of opportunity for members of one sex. Weighing the items listed under PART II: A. g. is more important in determining equality of opportunity than a detailed analysis of the athletic budget.
 - i. Teams composed primarily or exclusively of members of one sex may not be subject to limitations or regulations (not game rules), particularly with respect to scheduling and supervision, that are different from those to which teams composed exclusively or primarily of members of the other sex are subject. Thus, for example, the criteria for eligibility, including medical examination and scholastic average, may not differ on the basis of sex.
 - j. Students may not be denied coaching, instructions, training, or other supervision (except in locker rooms) by a person of the opposite sex nor, conversely, under the regulations relating to employment, may a person be prevented from coaching, instructing, training, or otherwise supervising students of the opposite sex.
 - k. While the length of a season, including the number of opportunities to compete, may not differ on the basis of sex, a school may schedule competitive events in the same sport different times for girls' and boys' teams. For example, the girls' golf team may compete in the fall while the boys' golf team competes in the spring, or girls' basketball may be scheduled on Friday night and boys' on Saturday morning. Opportunities to compete before an audience, however, should be comparable.
 - l. A recipient is required to provide equal opportunities to members of both sexes in athletics as expeditiously as possible, but may have up to one year to do so for elementary school students (in grade 6 and below) and up to three years to do so for students in grade 7 or above. As with physical education, these are not automatic waiting periods. Such an adjustment period may only be justified by the recipient demonstrating:
 - (1) There are real barriers to achieving immediate parity for students of both sexes. (Lack of a female coach to supervise the locker room for female students is not a justification for a delay.)
 - (2) Steps are being taken, with a specific timetable for their implementation, to overcome the barriers so identified.

Note -- Persons conducting compliance reviews should be mindful of the fact that the focus of the activity section is on equal opportunity and not on equality of expenditures. Clearly, the cost of running a male football team will far exceed the costs of running a female field hockey team due to differences in equipment, numbers of team participants, etc.

The Department has eschewed any standards or administrative enforcement methods which make compliance depend upon financial analyses, detailed reviews of activity budgets, the flow or earmarking of funds and determinations of the equality of fund distribution, per se, between women's and men's activity programs.

B. *Codes of Conduct (Including Dress Codes) and other regulations governing the students (Subpart D, Section 86.31 (b) (4-6).*

1. Basic principles – A recipient may not, on the basis of sex:
 - a. Subject any person to separate rules of behavior or other treatment.
 - b. Apply different standards for determining compliance with such rules.
 - c. Make out different punishments or penalties for violations.
 - d. Apply different rules of appearance, including different regulations governing length of hair. In addition, regulations prohibiting beards or moustaches, as they basically only apply to males, are prohibited. In reviewing dress codes, apply a rule of reason. While recipients should be encouraged to adopt dress codes that are not gender specific, i.e., "neat," "clean," "appropriate," the regulation should not be followed so strictly so that to apply it specifically would be disruptive to the educational process. Thus a regulation requiring male students to wear either skirts or slacks would not be a violation.

C. *Honors and Awards (Subpart D, Section 86.31 (b) (1-3)*

1. Basic Principle -- An LEA may not:
 - a. Differentiate on the basis of sex in bestowing awards -- for example, award letters to outstanding male athletes and certificates to outstanding female activities.
 - b. Sponsor activities or clubs that limit membership to one sex -- for example, separate letter clubs or honor societies for girls and boys.
 - c. Bestow awards on the basis of sex -- for example, outstanding boys and outstanding girls. It may give awards to outstanding students, some or all of whom may be male or female. For such honors as Homecoming Royalty, Winter Sports Week Royalty, Prom Royalty, etc. the overall opportunities for males and females to be selected should be comparable.
 - d. Have different criteria on the basis of sex for selection -- for example, a higher grade point average for members of one sex than for the other for eligibility for membership in an honor society.

D. *Employment (Board of Education, Superintendent, Principals, Activities Director, or any other person employing someone.)*

1. The policy regarding the specific implications of Title IX for school employment (or employment related practice and procedures) will be as follows:
 - a. All recommendations/decisions relating to employment selection, compensation, and/or promotion, are made on the basis of nondiscriminatory criteria as specified by the central administration and apply without regard to sex.
 - b. All recommendations/decisions regarding the assignment and compensation of staff for

extra-duty functions are made on the basis of nondiscriminatory criteria as specified by the central administration and apply without regard to sex.

- c. All recommendations/decisions regarding leave privileges are made on the basis of nondiscriminatory criteria as specified by the central administration and apply without regard to sex.
- d. All decisions regarding room assignment, access to and use of facilities and supplementary materials are made on the basis of specific criteria and without regard to sex.

III. STAFF RESPONSIBILITIES

A. *The Superintendent is in charge of the School District with general supervision of the activity department.*

B. *The High School Principal*

- 1. Assists in planning the program
- 2. Advises in the allocation of financial and physical resources.
- 3. Coordinates the activity program within the total co-curricular context of the school.
- 4. Assists in the evaluation of the activity program.
- 5. Represents the athletic "family" at faculty functions and favorably influences decisions relative to the activity program.

C. *The Activities Director*

- 1. Gives overall supervision to boys' and girls' activities.
- 2. Schedules all athletic events, gymnasiums, swimming pools, athletic fields, and other facilities.
- 3. Any funds and accounts will be overseen by the Business Office.
- 4. Schedules transportation for activity events in cooperation with the Transportation Director.
- 5. Develops and administers the activity budgets.
- 6. Makes all personnel arrangements for a activity events, including contracts, facilities, transportation, officials, ticket sellers, ticket takers, custodians, police supervisors, timers, scorers, coordination with opponent, etc.
- 7. Supervises all coaches and employees working with activities.
- 8. Supervises the care and maintains an inventory of all activity equipment.
- 9. Interprets and administers all Minnesota State High School League events for activities.
- 10. Administers all public information for activities.
- 11. Administers any activities insurance plans.
- 12. Completes such reports as needed for the activities program.
- 13. Advises the Administration and Board of Education on activity matters.
- 14. Advises the Superintendent and Principal on staffing needs.
- 15. Performs such duties as may be assigned by the High School Principal and Superintendent and to perform such duties as to insure a smoothly functioning activity program.
- 16. Is responsible for evaluating all new candidates for original appointments and shall be a member of the selection committee which includes: an administrator, coach in the field, coach at large, parent, and school board member. The committee shall recommend a candidate to the Activity Director who shall recommend that candidate to the Principal and Superintendent to bring to the Board of Education.
- 17. Resolves conflicts that may develop from time to time within the ranks of the activities

department.

18. Seeks and finds ways for supporting and financing the activity programs.
19. Receives equipment requests from authorized coaches, evaluates such requests and approves appropriate orders.
20. Attends all home activity contests and/or arranges for proper supervision of home activity contests by administrative personnel.
21. Acts as tournament manager for all league and tournament playoff activities that are assigned to the school district.
22. Sends reminders of upcoming events to schools and officials.
23. Maintains a permanent file of players, medical examinations, insurance forms, records, parent consent forms, payments, etc.
24. Maintains permanent records for each sport, such as wins and losses, outstanding records, letter persons, etc.
25. Maintains a file of all activity suspensions and expulsions from teams in regard to giving each student "due process."
26. Responsible for determining scholastic eligibility of all candidates for activity teams on a weekly/grading period/semester basis and for certifying their eligibility on the proper state forms. Rule on eligibility questions in cooperation with the Principal. Notify coaches/directors of ineligible students.
27. Coordinates with the administration attendance at clinics, state tournaments.
28. Works with the principal, cheerleading advisors and coaches involved in scheduling all activity assemblies and pep rallies.
29. Coordinates the use of all activity facilities with the respective building principals by groups outside the school.
30. Responsible for game management at all home inter-scholastic contests and, when admission is charged, is responsible for the safekeeping and deposit of gate receipts.
31. Arrange for appropriate medical personnel at athletic activities.
32. Promotes publicity for all interscholastic sports, such as sports brochures, press, and radio for all schools and shall assist the booster club in the organization of the game programs.
33. Manages activity facilities and controls the use of same by band, football team, track squad, etc. Hires or makes necessary arrangements to provide ushers, parking, security and other services required by the activity operation.
34. Assumes responsibility for assignment of keys to activity facilities and gymnasium, including physical education facilities.
35. Represents the school in all activity business at league, conference and state meetings.
36. Works out a reasonable and equitable program for the utilization of the concession stand.
37. Responsible for the operation and organization of the press box.
38. Is the liaison person between the coaches and the activity booster clubs.
39. Assists the administration in the preparation and the distribution of complimentary passes for the school district.
40. Maintains an active program that promotes sportsmanship and welcomes the competing teams and guests.
41. Responsible for the annual review of the athletic policy and staff handbook.
42. Constantly evaluates the program, always seeking ways of improving interscholastic activities.
43. Presents recommendations for changes in activity policies to the superintendent. These recommendations shall be acted upon by the Board of Education.

44. Recommend new sports and changes in old ones.
45. Approve half-time performances.
46. Develop an Activity Handbook.
47. Represent the school and activity department in public forums.
48. Handle discipline problems resulting from activity contests in cooperation with the Principal.
49. Orient new coaches and officials.
50. Authorize coach's travel.

D. *Requirements for Coaching*

1. Certification -- The Board of Education believes that each activity coaching assignment normally should be under the supervision of a qualified and duly-appointed certified faculty member. However, there may be situations in which certified and qualified faculty members are not available to supervise/coach the activity. After an effort has been made to secure the services of a qualified and certified faculty member, a qualified non-faculty individual may be employed, and if such an individual is not available, a qualified non-certified individual may be employed.
2. Coaching qualifications - To qualify for employment as a coach, the applicant should adhere to Minnesota State Statutes and the Minnesota State High School League regarding coaching requirements. The school district may employ as a head varsity coach of an interscholastic sport at its secondary school a person who does not have a license as head varsity coach of interscholastic sports and who does not have a bachelor's degree if:
 - a. in the judgment of the school board, the person has the knowledge and experience necessary to coach the sport;
 - b. can verify completion of six quarter credits, or the equivalent, or 60 clock hours of instruction in first aid and the care and prevention of athletic injuries; and
 - c. can verify completion of a coaching methods or theory course.
3. Coaching assignment procedures -- The following regulations will be in force when coaching vacancies arise:
 - a. The Activity Director shall survey the coaching staff in the Spring of each year to determine coaches intentions for the following year.
 - b. At a Board of Education meeting, recommendations for coaching assignments will be made.
 - c. When vacancies develop or new positions are added to the coaching staff, the following actions shall be taken:
 - (1) The Activity Director shall post the position to determine whether or not any present staff members have interest in the position.
 - (2) Once interested candidates are identified, the activity director, in consultation with the principal and head coach (when hiring assistant coaches) shall determine whether or not the interested persons possess the minimum qualifications.
 - (3) The Activity Director shall then notify interested candidates concerning whether or not further consideration will be extended.
 - d. The interview committee shall then recommend the best qualified coaching candidates to the superintendent.
4. Terms of coaching contract -- All coaching assignments shall be for one school year. A supplemental contract shall be executed according to the adopted salary schedule. Subject to requirements of law, the Board of Education has final authority for employing or discontinuing

employment of coaching personnel.

5. Non-faculty (walk-on) Coaches Guidelines

- a. Coaching positions filled with a person that is not a certified faculty member of the Int'l. Falls School District presents some unique problems in the administration of the activity program:
 - (1) Recruiting, selecting, orienting, and supervising non-faculty coaches.
 - (2) Communications between the Activity Director and the coach.
 - (3) Limited school day and interpersonal relationships between the player and the coach.
 - (4) Philosophical difference concerning academics, program goals, bench decorum, and public relations with parents and fans.
 - (5) Time conflicts between the coach's occupation and coaching responsibilities.
 - (6) Filing reports with the activity office and collecting, care and storage of equipment may not be a priority of the non-faculty coach.
- b. Therefore, the non-faculty coach needs to place special emphasis on becoming more familiar with the philosophies, goals and objectives of the department of activities by:
 - (1) Meeting the coaching qualifications required of all coaches.
 - (2) Meeting with the Activity Director prior to the start of the season for indoctrination in the athletic policies and regulations found in the activity handbook. (All non-faculty coaches must attend this meeting prior to the start of their sport season.)
 - (3) Calling the activity office or stopping by on a regular basis.
 - (4) Attending all program staff meetings or holding periodic conferences with the head coach.
 - (5) Following all procedures found in the respective coach's job description.
 - (6) Setting aside time before or after practices to meet individually with team members.
 - (7) Conferring with the activity director during last week of season to discuss the awards banquet, end of season reports, and the collection and storage of equipment.
 - (8) Being loyal to the school, its tradition, and supporting all of the programs by attending as many activity contests as possible.

E. *Coaching Expectations and Responsibilities*

1. Coaches' Professional and Personal Relationships and Expectations -- The need for precise job description specifications is becoming obvious with the stronger emphasis on credibility and accountability in coaching. There is a definite need for precise criteria to measure coaching accomplishments within the framework of the Int'l. Falls School District objectives for their activity programs. These major performance areas stand out above others.
 - a. Rapport ~ A coach must be able to develop a good rapport with any number of individuals and groups; team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as a whole, spectators, officials, fellow coaches in the conference, media representatives and the parents of his/her players. Good rapport and an image of competency are invaluable for the coach.
 - b. Cooperation ~ the district expects a maximum of cheerful give and take between all individuals associated in any degree with the comprehensive program. Coaches must work hand in hand with their activity director, principal and other members of their staff.
 - c. Leadership ~ Diligence, enthusiasm, honesty and a love for the game are all part of a professional pride that should be exhibited by any coach. Personal appearance, dress, physical condition -- all should be exemplary. Dressing appropriately for practice,

- following practice schedules and building positive attitudes are very important.
- d. Discipline ~ every facet of discipline is the coach's responsibility. Individually, the coach becomes a model of all that the program represents -- observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season -- at home and away, and the conduct of the crowd -- especially where the student body is concerned. Desire to do well, to win well, and to lose well should be emphasized. Staff, players and spectators should be motivated toward established goals.
 - e. Improvement ~ A coach must constantly take advantage of opportunities presented for self-improvement. Attendance at district meetings, rules clinics, coaches meetings, special workshops and clinics in specific fields and similar in-service training programs is a must. Membership should be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and fuller performance. Keeping abreast of current literature in professional journals, newspapers and magazines, and utilizing enrichment material available in other media forms is also expected.
2. Coaching Techniques
- a. Use sound and acceptable teaching practices.
 - b. Run well-organized practice sessions.
 - c. Complete pre-season planning well in advance of starting date.
 - d. Adhere to a highly efficient and technically sound program of injury prevention. When injuries do occur, follow a prescribed routine and maintain good communications with patient, trainer, doctor and parents.
 - e. Construct a well-organized game plan.
 - f. Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning and replacement. All purchasing should be accomplished through the allocated budget.
 - g. Keep assistant coaches, student managers and statisticians well informed as to what is expected. Cooperate fully with maintenance staff, transportation people and others similarly involved in the overall program.
3. Coach-Player Relationships
- a. To the players on the team ~ the main reason for having activity teams with the school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest extent. Development of positive attitudes is an important means to accomplishing this aim. We must promote and teach only clean, aggressive and fair play, while stressing good sportsmanship at all times. The coach must be the leader and set the example. The coach should be fair and unprejudiced with players, considering their individual differences, needs, interests, temperaments, aptitudes, and environments. Players have a right to expect coaches to have a genuine and up-to-date knowledge of that which they propose to teach. The safety and welfare of players should always be uppermost in the coaches' minds. The coach's primary responsibility is to the individual boy or girl. The activities family must not be ignored, however, since consideration must be given to the family and to their requests.
 - b. To the school district ~ as a coach, you are a frequent topic of conversation at various community locations -- the home, the work place and at the meetings of many civic organizations. Your profession, as well as your reputation as a coach, is constantly under

- scrutiny. Your actions and statements should always reflect confidence and respect for the Int'l. Falls School District. Much can be done by the coach in public contacts to build and maintain a high level of confidence in the activity program and the school district.
- c. To the school ~ a coach owes his/her school his/her efforts and loyalty at all times. He/she must constantly strive for excellence in all areas of his/her school. To be effective, a coach must be respected. To be respected, good habits and neat appearance are important; but most important are the examples set by the coach. Being respected is much more important than being well liked. Treat the faculty, the players, and the general students with the same honor and respect that you desire to be shown to you. Private, firm, fair and constant discipline must be maintained. The work of the coach must be an integral part of the educational program of the school. The coach should show mastery of the principles of education and consequent improvement in teaching and coaching. The coach should give support to all endorsed activities of the school. At every opportunity, the coach should urge the student body to be polite, courteous and fair to the visiting team.
 - d. To the profession ~ A coach in the Int'l. Falls School District should continue professional growth in both the academic teaching area and the activity coaching area. To best accomplish this, a coach should belong to the various coaching associations open to the profession.
 - e. To fellow coaches ~ The makeup of a coaching staff is basically a quasi-autocratic society. The head coach must always be in command. Despite this position of authority, the wise head coach will encourage independent thought on the part of the staff. An important factor is human relations skills which provide for an open exchange of ideas in a courteous, thoughtful manner.

A wise head coach will praise the assistants and award recognition whenever possible. Misunderstandings between coaches should be discussed as soon as possible and in an appropriate location away from the athletes and other people not concerned with the program.

The head coach expects all staff to contribute a full measure of time, effort, thought and energy to the program. The assistant coaches must be willing and able to do things that they may not wish to do, or even like to do. They must fulfill the responsibility to the head coach, the boys and girls, and the sport itself.

It is most difficult to be a good assistant coach; however, the success of the school, the team and the coaching staff is dependent upon the quality and effort of the assistant coaches.

- f. To other coaches in your school ~ One must always bear in mind that his/her sport is not the only sport; it is only part of the total activity educational program of the school. Therefore, it is important to support, promote and cooperate with all the other coaches and activity sponsors for the well-being of the total program.

A coach should support and serve fellow coaches whenever possible. All remarks should reflect confidence in one's fellow coaches. A strong, harmonious, interpersonal relationship must exist among coaches and other faculty members.

- g. To faculty members ~ A coach is responsible for cooperating with every faculty member on the staff. If the coach cooperates with the teachers of academic subjects by allowing an athlete to make up a test on practice time, he/she can be certain that cooperation and help will be returned twofold in efforts by other faculty members to keep the athlete eligible and to get that extra helping hand when the going gets tough.
- h. Physical plant ~ Each coach is responsible for the following:
 - (1) Keeping practice areas and locker rooms in order.
 - (2) Storing equipment neatly and using equipment properly. Pride in the equipment and facilities are of primary importance to all athletes and coaches.
 - (3) Keeping storage areas locked.

F. *End of Seasonal Obligations*

- 1. Policy ~ All coaches in School District 361 must complete certain end of the season responsibilities in order to consider their coaching assignment finalized. Failure to comply may affect future assignments and, in some cases, final coaching stipend payment.
- 2. Annual Sports Report ~ In an attempt to keep the Board of Education informed about the accomplishments and problems of our programs, all varsity, junior varsity and freshman coaches must submit an annual sports report. These reports should be completed within a 15-day period after your season is over. This report will include the following:
 - a. A brief summary of the season and suggestions for improving your program.
 - b. Complete inventory of all equipment and supplies.
 - c. Names of squad members -- indicate letter winners, captains, managers, etc.
 - d. Schedule played with results of games, meets or matches.
 - e. Special honors received by team members.
 - f. New records set for the season, such as individual performance, team scoring, etc.
 - g. Budget request for the next season listing all items in priority order.

G. *Coaches Area of Responsibility*

- 1. Failure to Teach ~ Coaches can be sued for failure to teach fundamentals in their particular sports and protective skills.
 - a. Teach athlete to protect himself.
 - b. Teach proper fundamentals.
 - c. If athlete is praised or encouraged for doing something improperly it will come back to haunt you.
 - d. Negligent entrustment (entrusting authority/activity that is not qualified to carry out that particular authority/activity).
 - (1) Assistant coaches
 - (2) Volunteer coaches
- 2. Failure to Properly Supervise
 - a. If you are not there, you will be liable.
 - b. The more hazardous or the more contact, all the more closely the activity must be supervised. (Senior captain must never supervise any drill.)
 - c. You must be at least immediately accessible to all aspects of practice or activity.
- 3. School Policy ~ Coaches must know school policy in every situation.

- a. If no school policy, go to the Board/Superintendent.
 - b. If you fulfill school policy, you automatically fulfill your duty as a reasonably prudent administrator or coach.
 - c. Know if you have school policy and do not deviate from it.
 - d. Adopt the policy rules of the superior administrative agencies.
4. Equipment ~ Once injury does take place:
 - a. Keep the equipment, label it, get evidence of purchase and sequester it.
 - b. If on film, study film and keep it.
 - c. Get witnesses immediately.
 5. Reasons for Coach and Administrator Liability
 - a. Failure to supervise an activity.
 - b. Negligently entrusting a duty to an under-qualified individual.
 - c. Failing to teach proper skills.
 - d. Failing to teach protective skills.
 - e. Failing to provide and maintain a safe coaching and playing environment.
 - f. Failing to inspect, repair, and recondition equipment properly.
 - g. Failing to teach athletes to inspect their own equipment.
 - h. Failing to provide proper effective equipment.
 - i. Failing to create and set policies and procedures.
 - j. Failing to follow and enforce policies and procedures.
 - k. Failing to adopt safety standards of pertinent administrative organization.
 - l. Failing to match or equate athletes.
 - m. Failing to properly administer first-aid.
 - n. Failure to warn of inherent dangers of the activity
 - o. Failing to assess an injury or incapacity in an athlete.
 - p. Failing to keep adequate and accurate records.
 6. Duties of a Coach
 - a. Provide safe environments.
 - b. Properly plan an activity.
 - c. Evaluate their athletes or students for injury.
 - d. Match or equate athletes.
 - e. Provide or maintain proper effective equipment.
 - f. Warn of inherent risks of a sport.
 - g. Supervise closely.
 - h. Know and use emergency procedures and first-aid.
 - i. Keep adequate records.
 - j. Know, document, post and adhere to school policies.
 7. Professional meetings
 - a. Board Policy ~ During the course of the year, the Board of Education, Superintendent, Principal or Activities Director may call a meeting of a professional nature.
 - b. Meetings of the coaching staff may be called by the Activities Director when he feels there is a need for a meeting. Should any member of the coaching staff feel that there is something important enough for a meeting, s/he should discuss it with the Activities Director.
 - c. All head coaches are required to attend the State Association-Sponsored Rules Interpretation Meetings and are expected to attend either conference or district meetings where business concerning their sport will be discussed.

H. *Evaluations*

1. There is much more to coaching on the interscholastic level than winning. A successful coach needs a broad spectrum of competencies that are, in most situations, not taken into account whenever s/he is evaluated. "Not everyone fits the model of the successful coach and the successful coach is not always the one who wins the game."
2. There is much to be understood if one is to be a capable coach. Coaches need to understand growth and development patterns, strength development, stress factors, fatigue levels, psychological readiness, maturation rates, learning curves, modern training techniques and proper sequential development of various skills. This list should be much longer, but the important factor to remember is that it takes knowledge and command of many competencies to be a coach.
3. Without goals and objectives in the program and competencies desired in personnel identified, it is impossible to assess whether goals are being met, or personnel possess the desired competencies.
4. To implement a broad comprehensive evaluation of the coaching staff in your school, it will be necessary to incorporate a multi-step process. It should include: 1) a thorough job description, 2) a plan for self-evaluation by the coach, 3) a method for in-season assessment, 4) procedures for evaluation, 5) comprehensive written end-of-season evaluation, and 6) a statement on coach's rebuttal.

IV. BUSINESS POLICIES PURSUANT TO ACTIVITIES

A. *Annual Equipment Budgets*

1. Equipment budget requests for each sport are to be written by the coaches at the conclusion of their respective seasons, giving all the specific data for ordering. The following items will be purchased by the school:
 - a. Game uniforms
 - b. Any protective equipment not listed below.
2. The following practice equipment is required to be purchased by the athlete. The following are examples:
 - a. Baseball caps
 - b. Baseball gloves
 - c. Footwear for games, meets, and matches
 - d. Golf clubs
 - e. Golf gloves
 - f. Hockey skates
 - g. Hockey sticks
 - h. Practice jerseys
 - i. Practice socks
 - j. Practice uniforms or suits
 - k. Supporters
 - l. Sweat suits
 - m. Game socks
3. The coach and Activities Director will go over each item as to the need and cost.
4. No coach shall order equipment! This should be done through the Activities Office.

B. *Purchasing*

1. The Superintendent and Activities Director then review each budget. If the price is satisfactory, then a purchase is made.
2. The method of selection followed in purchasing is to be set up by the Superintendent with the Activities Director.

C. *Medical Policy*

1. Policy of Minnesota State High School League.
 - a. Any student who intends to participate in High School interscholastic activities and cheerleading activities must have on file in the school, a record of a physical examination performed by a physician within the previous three years.
 - b. A Health Questionnaire will be provided by the Minnesota State High School League and shall be completed annually. The Health Questionnaire will include:
 - (1) A statement by the parent or guardian that the student has no known existing physical condition which would preclude participation, and
 - (2) The signature of the parent or guardian which approves participation in athletic or cheerleading activities.
 - c. After major surgery or serious illness or injury, the attending physician must certify in writing, the student's readiness for participation.
2. Generally, if a student has a doctor's excuse from participation in physical education, it also means the student can't take part in athletics. Special cases may be reviewed by the Principal and/or Activity Director.

D. *Injury Insurance Protection*

1. The Policy of the Minnesota State High School league provides assistance to students injured in Minnesota State High School League activity programs.
2. Students who do not have adequate insurance protection may purchase various plans, (details may be obtained in the Activity Office).

E. *Transportation of Player Personnel*

1. All athletes will be transported by school buses, vans, or cars.
 - a. All athletes are to travel to the destination and home with the team except in emergency cases. If the athlete is not traveling with the team, he/she is to bring a written permit from parent or guardian and present it to the Activities Director and coach for approval before trip departure.
 - b. In some cases, the parents will request permission from the coach to take their child home or to some other destination at the site of the contest. This request should be pre-approved.
 - c. If a situation ever arises in which a private car is used to transport athletes, the school and private car owner should be sure s/he understands the public-utility and public-liability laws of the state.
 - d. At no time will athletes travel by private cars driven by students.
 - e. When cheerleaders attend contests, they will travel with the team if there is room. If room is not available on the team bus, cheerleaders will not attend.
 - f. Occasionally, a request will be received to allow a student to be transported to some other

destination after a game with someone other than his/her own parents. In this case, the parent should consult with the Principal, Activity director, or administrative designee prior to departure to review the case and a decision will be made on an individual basis.

- g. Other transportation arrangements may be made for cheerleaders when teams are involved in tournament play.

2. Master Transportation Schedule

- a. A transportation schedule is drawn up by the Activities Director, along with the coaches and transportation director, with regards to uses of school buses, vans or cars.
- b. This schedule gives date, sport, time leaving, destination, and time of event.

F. *Transportation of Spectators*

1. Policy of Board of Education is that only school personnel shall be transported by school-owned vehicles.

- a. Exceptions to the above rule (with AD approval)

- (1) During the chaperoning of school functions, a wife or husband may accompany the one chaperoning.
- (2) Wives/husbands may travel with their husband/wife on certain occasions.
- (3) Persons attending an activity rules meeting to become qualified officials may travel with the coaches attending their respective sport's rules meeting.
- (4) The school policy regarding members of the media riding player buses to out-of-town games, meets, etc. is as follows:

- (a) Use of player bus for rides would be an occasional or emergency situation rather than a normal or every-games situation.
- (b) Permission would be granted by the Activities Director as far in advance of the trip as possible if (1) the coach gives permission, and (2) if there is room. The decision of the Activities Director is final.
- (c) Members of the media are not to request permission from the coach or bus driver.
- (d) Members of the media are not to bring friends.
- (e) The ride may be cancelled on short notice.
- (f) The school will not provide meals.
- (g) The reporter is not to report conversations or happenings on the bus or interfere in any way.
- (h) Media are encouraged to serve as statisticians when possible.

G. *Inclement Weather Policy/Athletics*

In the event that school is closed or classes are cancelled due to inclement weather, all practices and/or events will also be cancelled or postponed until a later date. However, at the coach's discretion and with consideration for parent concerns regarding the weather, practices may be held on those days that school is cancelled or postponed if the following condition are met:

1. No practices will be allowed before noon. This provides time for snow removal from school grounds or for the temperature to rise in the case of cold weather.
2. Practices should be held at their regularly scheduled times after school unless the coaches of

those teams that share facilities communicate with each other and agree upon earlier start times.

3. If practices are to be held at their regularly scheduled time after school, the following schedule should be used:
 - a. If a team was scheduled to be out of town and that trip is postponed, that team will be placed into the second practice time slot, unless coaches of the teams involved mutually agree on a schedule change. (Example: Boys basketball was scheduled out of town but the game was postponed. Girls' basketball would practice first. Boys basketball would follow.)
 - b. If a team is scheduled for a home game and the game is postponed, that team will practice in the second practice time slot, unless coaches of the teams involved mutually agree on a schedule change. (Example: Boys basketball was scheduled for a home game but the game was postponed. Girls' basketball would practice first. Boys basketball practice would follow.)
 - c. If both teams (boys/girls basketball, for example) were scheduled to be out of town and those games are postponed, the teams would practice according to their regular practice schedule, unless coaches of the teams involved mutually agree on a schedule change.
4. All practices will be voluntary.
5. There will be no consequences for those students who miss practice because of weather conditions.
6. Coaches are responsible for contacting **ALL** players about practice times

On days that school is closed or classes are cancelled, travel to an out of town event may be allowed, provided the opposing school is in session.

In the event that the weather should decline while in transit to or from a contest, it is the responsibility of the bus driver to determine if travel can be completed in a safe manner.

On those days that school is optional for students, student-athletes must be in attendance for at least ½ day in order to participate in practice or contest that evening.

H. *Use of School Vehicles*

1. No coach shall schedule the use of school vehicles.
2. The Activities Director schedules the use through the Director of Transportation.
3. Movies on the bus must be approved by the coach. Movies must be PG-13 or under with coach's discretion.

I. *Tournament Play*

1. Is the responsibility of Minnesota State High School League, Region or Sub-Region.
2. Is the responsibility of participating schools.

J. *Ticket Information*

1. Admission charges are determined by the Board of Education. Complimentary tickets are available at the discretion of the Activities Director.
2. Gate receipts are counted and deposited in the District Funds.
3. Monies received from the sale of tickets must be balanced against ticket numbers. Any long or short amounts are to be noted.

K. *Awards Programs are to be determined by individual activities*

L. *The school Letter – Varsity Competition*

1. Criteria for lettering in athletics are listed below. Along with these criteria athletes must have completed the sports season as members of their respective squads and have recommendations from their coaches.
 - a. BASEBALL: The athlete must play in at least one-third of the total innings played during the regular season or 50% of regular season games. Pitchers are exempt from the above because some don't play in every game. In these cases, it becomes a coach's decision.
 - b. BASKETBALL (BOYS AND GIRLS): The athlete must play in at least $\frac{1}{4}$ of the total halves played during the regular season. (Exceptions may be made if a team wins its' conference, section or qualifies for State competition.)
 - c. CLAY TARGET LEAGUE (BOYS AND GIRLS):
 - (1) Athlete must average 20 or more points per round in competition play at season end
 - (2) Athlete must have a valid score for every week of competition
 - (3) Lettering will be left to the discretion of the coach
 - d. CROSS-COUNTRY: Letters will be given to the top nine (9) runners on both teams. (If they make the Section Team, sometimes it ends up being ten (10) depending on how tight it is.)
 - e. FOOTBALL: The athlete must have played in at least twelve quarters of all games played during the regular season.
 - f. GOLF:
 - (1) The athlete must qualify through local weekly competition and participate in at least $\frac{3}{4}$ of the total matches played during the regular season.
 - (2) The athlete qualifies to play in the regional golf match.
 - g. HOCKEY (BOYS AND GIRLS): The Athlete must have played in at least $\frac{1}{3}$ of the total periods played during the regular season.
 - h. SOFTBALL: Play in at least $\frac{1}{3}$ the total innings played during regular season. Pitchers are exempt and they become a coach's decision.
 - i. SWIMMING/DIVE (BOYS AND GIRLS):

BOYS:

 - (1) Score 100 points or more in a season
 - (2) Be a senior athlete and have shown improvement throughout the season
 - (3) Swim only ~ Place top 18 (or swim equivalent time) at Section 6A Preliminary Finals
 - (4) Diving only ~ Place in the top 8 at Section 6A Finals

GIRLS:

 - (1) Score 70 points or more in a season
 - (2) Finish in the Top 18 at Section 7A Finals

- (3) A senior swimmer who has participated fully throughout the season and shown Improvement

j. TRACK (BOYS):

- (1) The athlete must score one or more points in the IRC meet or qualify for the Region 7 meet.
 (2) The athlete must average at least two points per meet for all varsity meets completed during the season. (In both 1 & 2, relay points will be divided among all relay team members.)
 (3) Any senior who has completed three consecutive seasons shall be awarded a letter, subject to the coach's approval.
 (4) The athlete meets one of the standards listed below in a varsity track meet:

100	11.7	110 H.H.	17
200	24.2	Shot Put	45'
400	54.0	Discus	130'
800	2:10	Pole Vault	11'
1600	4:50	High Jump	5'8"
3200	10:40	Long Jump	19'
I.M.	44.5	Triple Jump	38'

k. TRACK (GIRLS):

- (1) The athlete must score one or more points in the IRC meet or qualify for the Region 7 meet.
 (2) The athlete has averaged at least two points per meet for all varsity meets completed during the season. (In both 2 & 3, relay points will be given to all relay team members.)
 (3) Any senior who has completed three consecutive seasons shall be awarded a letter, subject to the coach's approval.
 (4) The athlete who meets one of the standards listed below in a varsity track meet:

100	13.5	300 Hurdles	54.0
200	27.5	Shot Put	32'
400	64.0	Discus	100'
800	2:35	High Jump	4'8"
1600	5:50	Long Jump	15'
3200	13:00	Triple Jump	28'
100 Hurdles	17.4	Pole Vault	8'

l. VOLLEYBALL:

- (1) The athlete must play in at least ½ of the total matches played during the regular season.
 (2) Or discretion of coach with the final decision to be made by the coach.

m. STUDENT MANAGERS AND STATISTICIANS: The coach's decision determines letter winners.

2. Coaches may decide to award letters to athletes under the following circumstances:
 a. An athlete is injured during the season.
 b. An athlete has faithfully participated in the sport for two or more years, one year being the

senior year.

- c. An entire team qualifies for the state tournament. An example would be a spare goalie who did not qualify under the hockey criteria.
- d. An athlete may be short a few quarters, innings, periods, or points, but as been a valuable member of the squad.

M. *Activity Practices and Games*

1. There shall be no activity practices scheduled on Sunday or on any other legal holiday observed by the School District – unless approved by Principal or Activities Director.
2. There shall be no athletic practices or games scheduled after 7:00 p.m. on Wednesday, (Family night) during the period of time school is in session.
3. There shall be no school sponsored events held between 6:00 p.m. and 8:00 p.m. on the day that an election is held.
4. Games, meets, or contests are not to be scheduled on Precinct Caucus Day.
5. The guidelines of the Minnesota State High School League should be followed in starting practice sessions.
6. Practice sessions should be pre-planned with the head coach supervising assistant coaches in this area.
7. Practice sessions should not be unreasonable in their duration.
8. Coaches should make use of every possible practice opportunity and not call off practices without due cause. A few examples are listed.
 - a. Example #1 – During boys' home track meets, girls' track practice should be conducted in available areas and facilities.
 - b. Example #2 – On boys' track trips out-of-town where a full squad is not involved and does not require all coaches, arrangements should be made to conduct practices for those athletes remaining home.
9. All head and assistant coaches are expected to begin their coaching duties on the official date established by the Minnesota State High School League for the opening of practice and to coach until the close of their season. Any exception should be approved by the Activities Director.
10. All coaches, head and assistants, should be coaching high school students and middle school students participating on a high school varsity/B team.
11. Coaches should report to practice sessions promptly.
12. Coaches should be in charge of supervision of player personnel while under their jurisdiction. This includes locker room supervision before and after games and practices, during bus trips, and overnight trips involving athletes staying in motels or hotels. Coaches are responsible for locking and unlocking locker rooms.
13. Coaches should not drink or smoke in the presence of athletes under their supervision.

N. *Cost for Activity Meals and Lodging*

1. No provision for athletes' meals and lodging is made except when reimbursed for State competition.
2. Events requiring overnight lodging should not be scheduled; however, special arrangements should be made if it becomes necessary.
3. Activity teams contemplating eating meals enroot to an event should incorporate the time

needed into their departure and game site arrival times. Eating a team meal in town prior to departure is not allowed. If a coach feels there are special circumstances making this necessary, permission must be received from the High School Principal.

O. *Scheduling of Events*

1. All contests are scheduled and contracted by the Activities Director. If a coach schedules a contest, it must be with the approval of the Activities Director.
2. Minnesota State High School League Rules, regulations and sanctioning must be taken into consideration.

P. *Officials Hiring Practices*

1. All officials are contracted by the Activities Director.
2. Officials must meet the Minnesota State High School League requirements, and if they don't the Activities Director should get the right to use the ones from the Minnesota State High School League.
3. Fees paid officials are arranged by the Iron Range Officials Association with the approval of the Iron Range Conference Executive Committee.

Q. *Behavioral Expectations of Athletes*

1. Minnesota State High School League Eligibility Information Bulletin will be followed.
2. Individual coach's expectations
3. LOCKER ROOMS: Cell phones, cameras, PDA's with camera capability and similar devices are not permitted to be used in the locker rooms or bathrooms of ISD 361 at any time. Use of such items in the locker room or bathroom will result in disciplinary action.
4. TOILET PAPERING – Any student/athlete caught or involved in toilet papering property will be suspended as follows: 1st offense=1 week/1 game (greater amount); 2nd offense=3 weeks/3 games (greater amount); 3rd or more=determined by school administration. (Total papering penalty will be accumulative throughout the student's school career.)

R. *Suspension Procedure*

1. Minnesota State High School League suspension rules will be followed:
2. Coach and Activities Director will notify offender, giving them a chance to explain his/her situation.
3. Practice while ineligible:
 - a. The Minnesota State High School League rule applies only to competition against another team in a game or meet. The question of whether to allow an athlete to practice when ineligible is one of local determination.
 - b. School Policy is that the athlete is required to practice with the team during suspension in order to return for competition in that sport.
 - c. A student serving a penalty for a Category I violation may participate in another Category I activity. Participation must commence with opening date of practice to the season's completion to satisfy any penalty previously imposed.

S. *Use of Activity Facilities*

1. Policy of Board of Education:

- a. Any school activity has first rights to the facilities.
- b. Recreation activities are free of charge and second choice after school activities.
- c. Fees are set by the Board of Education
 - (1) Arena
 - (a) College
 - (b) Individual groups or organizations
 - (2) High School and Falls Elementary gyms.
 - (3) High School Pool
 - (4) Track
 - (5) Football Field
 - (6) Weight Room
 - (7) Baseball and Softball Fields

T. *Coach's Annual Report*

- 1. Each head coach is to prepare a written report at the conclusion of his/her season, and schedule a meeting with the Activities Director to review the report. The report should summarize the season from the Coach's perspective, and include any recommendations to improve his/her activity.

U. *Coach's State Tournament Policy with a Team or Individual Athletes Qualifying*

- 1. Only varsity coaches will travel with the team with school time off. Their expenses, plus the team or individual athletes' will be the allotment allowed by the MSHSL, or a plan established by the Superintendent, Principal, and Activities Director.
- 2. Junior Varsity or any other coach paid by the school district may be allowed time off from school and/or any other expenses to attend the state tournament if he/she has specific assigned responsibilities approved by the Superintendent, Principal, and Activities Director.
- 3. If a "B" coach is the only other person working with the varsity coach, he/she will serve as the assistant coach.
- 4. Verification of all expenses must be turned into the Activities Department!!
- 5. Staff Development Funds may be applied for by coaches to attend clinics.

V. *School Attendance of Athletes*

- 1. Students are required to be in attendance at school for at least ½ day to be eligible on the day they will participate in an interscholastic game or practice.
- 2. If a student has an excused absence for Friday and there is competition on Saturday, it then becomes the coach's decision whether the student should participate or not.
- 3. Allowing students to "sleep in" for a couple of hours the morning after an out-of-town game will NOT be permitted. The exception to this would be tournament play where we are required to participate in two or three out-of-town games in a given week. Another exception would be returning from a long distance (Example: Fergus Falls). Head coaches should check with the Activities Director, who in turn will notify the administration on the day preceding the contest if this becomes necessary. Student athletes who fail to comply with this regulation will be rendered ineligible for the next out-of-town game.
- 4. There will be no excuses granted to athletes to leave school on game day unless there is administrative approval.
- 5. Athletes who are excused early from school to play out-of-town games, meets, etc., are not to

leave the school grounds without permission.

W. *Letter Jacket Policy* ~ Students who letter in either a boys' sport or girls' sport are entitled to purchase the same letter jacket.

X. *Academic Lettering Policy*

1. Eligibility

- a. Students will be eligible to apply for the letter after completion of Grade 9. Spring (fourth quarter) and the first three quarters of the following school year will be used to determine point totals.
- b. Application forms will be available in the office and must be filled out by students.
- c. A total of 300 points are needed to earn an academic letter.

2. Point Criteria

- a. A cumulative grade point average of 3 or higher is necessary. Those making the principal's list will get 200 points, the "A" honor roll is worth 150 points, and the "B" honor roll is worth 100 points.
- b. Points for attendance are as follows: Zero absences equals 50 points, three or fewer absences equals 25 points. If a student is never tardy, he or she will get another 25 points.
- c. Students will get 50 points for no disciplinary referrals. If a student has any disciplinary referrals, no points will be awarded.
- d. Students will get 50 points for membership in school or community groups with a maximum of 150 points allowed. Students must be active in these groups; their involvement will be verified with a letter from a representative of the group.
- e. Points will be cumulative for the school year but do not carry over. Points must be verified by school officials.
- f. Students will be eligible to purchase a letter jacket. Besides getting a letter, students will also receive a Greek symbol patch that represents academics.

V. NON ATHLETIC ACTIVITIES

A. *Cheerleaders*

1. Cheerleader Squad Composition

- a. Each of the following "A" squad sports will have "A" squad cheerleaders:
 - (1) Football
 - (2) Boys Basketball
 - (3) Boys Hockey
- b. Squads will consist of the following maximum numbers including the mascot:
Football=9 maximum **Basketball**=9 maximum **Hockey**=9 maximum
- c. The "A" and "B" squads will consist of students in grades 9, 10, 11, 12.

2. Cheerleader Practice and Game Policies

- a. Practice days and times will be set by the advisors.
- b. Football cheerleader practice starts three weeks before the first game or scrimmage. Fall sports participants are not required to attend winter sport practice until their season is complete.

- c. Practice may be cancelled by the advisor only.
 - d. If a cheerleader misses the last practice before a game, s/he will not cheer at the next game.
 - e. The captain is responsible to relay all messages to other cheerleaders in the event practice is changed, times are changed, etc.
 - f. Cheerleaders will wear their official uniforms to school the day of a game or other “Bronco” gear as specified by their advisor.
 - g. The Minnesota State High School League Rules govern the participant’s use of alcohol, drugs, and tobacco.
 - h. Any cheerleader caught skipping school will not cheer at the next event and may be removed from the squad.
 - i. Any foul or abusive language or unsportsmanlike actions during a game will result in not cheering at the next game.
3. Cheerleader Advisor Procedures
- a. Responsibilities for tryouts:
 - (1) All squads will try out in the spring.
 - (2) Three practices should be set up for students trying out-
 - (3) Have a demonstration (usually a graduating senior from the squad) to teach the candidates the jumps and cheers
 - (4) Obtain judges if possible (out-of-town college cheerleaders or previous advisors or cheerleaders).
 - (5) Have judging sheets run off.
 - (6) Each Category is a score 1 to 5, 1 being the worst and 5 being the best.

8 count – Execution of Motion	Cheer- Execution of Motion	Chant Execution of Motion	Jump 1 – Execution of Motion
8 Count – Rhythms	Cheer- Rhythms	Chant Rhythms	Jump 1 – Height
8 Count – Memory	Cheer – Difficulty	Chant Voice	Jump 2 – Execution of Motion
8 Count – Spirit	Cheer – Voice	Chant Spirit	Jump 2 – Height
Appearance	Cheer - Spirit	Chant- Memory	Interview

- b. Practice, game, and other responsibilities
 - (1) After cheerleaders are chosen, have squads elect captains.
 - (2) Be sure each cheerleader has filled out the necessary forms and paid his/her fee to the Activities Office.
 - (3) Hand out and collect uniforms.
 - (4) Advisor or approved representative is required to be at all practices on school property.
 - (5) During Winter Sports Week all squads will cheer at all home games.
 - (6) If an advisor from one group cannot make it to a practice, the other advisor may take his/her group.
 - (7) Cheerleaders must be in uniform for the whole game and stay for the duration of the game.

- (8) The advisor must schedule a conference with the Activities Director to review their season.
 - (9) Any payments required out of the Area Association Fund must be approved by the cheerleading advisors and an administrator of the school.
4. School policy on tournaments for cheerleaders
 - a. Squads for Football, Boys Basketball and Boys Hockey will go to all tournament games in their respective sports and do not pay for bus fare or tickets.
 - b. Cheerleaders are not allowed to "sleep in" the morning after a game. If a cheerleader is not at school the day following a game, the cheerleader will not cheer at the next event.
 - c. When a band bus is provided for tournament games, cheerleaders go with them.
 5. School policy on out-of-town games:
 - a. Cheerleaders should be ready to go when picked up at departure site.
 - b. Cheerleaders must ride home with their advisor unless the Principal's office has received a written note from a parent prior to trip departure.
 - c. They cannot go to sites of games on their own and wear their uniforms.
 - d. The School Board requires cheerleaders to travel on the team bus if space is available.
 - e. After the game, all cheerleaders will be returned to the school. Rides home will have to be arranged from there.
 6. School policy under which cheerleaders may represent International Falls High School at certain out-of-town games.
 - a. Present policy allows the cheerleaders to go with the team they represent anytime there is room on the bus, excluding overnight games.
 7. Cheerleader lettering policy
 - a. The cheerleader must cheer in at least 90% of the practices and games.
 - b. Habitual tardiness in both practices and games will be viewed as an absence.
 - c. All lettering criteria are at the discretion of the advisor.
 - d. Dismissal from a squad is at the discretion of the advisor in consultation with administration.

B. Band and Pep Band

1. Concert band (grades 9–12) lettering: To letter in concert band, a student must earn a superior rating at the Section/State level of competition in a solo event or in an ensemble.
2. Pep Band (grades 7–12) will play for an equal number of games for each sport: football, volleyball, boys and girls basketball, boys and girls hockey. The total number of regular season games shall not exceed 18, unless agreed upon by the band director and administration.
3. All students in the junior high and senior high bands are members of the pep band. Students not signed up for band during the school day will be accepted in the pep band upon the consent of the director.
4. The pep band will travel out of town for tournament games as decided upon by the band director and administration.
5. Weather may be a factor in canceling a performance.
6. The pep band will play for pep fests during the school day.
7. Depending on the number of participants for a particular game, the pep band will play pre-game music, "The Star-Spangled Banner", and provide music at half-time and/or between periods.
8. The pep band will play for a maximum of two events in the same week.

9. The pep band will be supervised by the band director or a person approved by administration.
10. Pep Band lettering: a student will letter in pep band after participating in at least 50% of all scheduled events. Students will be given credit towards lettering for playing “The Star-Spangled Banner” for an unscheduled game.

C. Junior-Senior Prom

1. Date and times of the prom.
 - a. Prom date is scheduled each year, dates may vary.
 - b. The Grand March will be at Falls High School.
 - c. Prom may be held at a local business site.
2. Financing the Prom
 - a. Tickets are sold to cover any costs not covered by the fund raiser.
 - b. Tickets are sold in advance in the high school ticket booth.
 - c. Admission is charged for the Grand March (fundraiser).
3. The following committees are formed:
 - a. Decoration of the site
 - (1) Decorating of the site is started prior to the dance and involves the advisors and members of the prom committee.
 - (2) Theme and decoration plans are formulated by the advisors and prom committee members in January and February and orders are sent by the middle of March.
 - b. Tickets
 - (1) The prom committee is responsible for collecting monies for Grand March Admission.
4. Grand March
 - a. The grand march is directed by the prom committee.
5. Chaperones at the prom are adults coordinated by the prom committee and approved by administration. A chaperone list will be provided to administration for approval prior to the event.

D. Figure Skating

1. Policies and procedures are under the direction of the recreation department.

E. Rules for Rental of School Facilities for Dances by Outside Groups

1. All school activities take precedent over non-school activities.
2. Recreation or quasi-school groups take precedent over non-student groups.
3. All youth groups take precedent over commercial or other groups.
4. Dances which are open to the teenage public, at which tickets are sold, must have a City Permit (this includes a paid police officer.) School sponsored dances, those limited strictly to School District #361 students and their dates, such as Prom and Snowball, do not need a City Permit. It is suggested, however, that all dances purchase a City Permit.
5. All dances should be cleared through the High School Principal, Activity Director, and the person in charge of the building where the dance is scheduled.
6. Fees for custodial services for dances:
 - a. If a dance is being sponsored by a student group or a student support group as a service to students without the intention of making a profit, the group will not be charged for using the cafeteria. Any profits made from the dance will be paid to the unreserved general fund. Any loss will be borne by the sponsoring group.

- b. If the dance is sponsored by a group as a fund raiser, the group will pay the rate of \$75.
- c. For any dance scheduled on a Saturday sponsored by a group as a fund raiser, that group will pay an hourly rate. The exception to this would be the Prom and Snowball.
- 7. Dates will be scheduled on a first come first serve basis; however, one group will not be allowed to dominate all dates unless there is no demand from other groups. Dates should be booked no more than three months in advance.
- 8. Dates may be cancelled with proper notification if the date conflicts with school activities.
- 9. The sponsoring organization is responsible for any damage.
- 10. Students should not be allowed to re-enter once they have left the dance.
- 11. Smoking, drinking, or using controlled substances are not allowed on school property. Students who have been using drugs or alcohol are not to be admitted to the dance. Students found using during the dance should be turned over to the police officer on duty.
- 12. Misbehavior should not be tolerated.
- 13. Dances should not be scheduled more frequently than every two weeks unless there are unusual circumstances.
- 14. Organizations which do a poor job of control or management may not be allowed to rent the facilities again in the future.
- 15. All public funds must be handled according to School District Policy and State Law.
- 16. All dances must be well chaperoned:
 - a. The sponsoring organization supplies at least two or more ticket takers and at least six chaperones for girls' and boys' toilets, front hallways, back door, and inside the dance. All chaperones should change jobs and circulate for best effect.
 - b. Chaperones should arrive at least 15 minutes before the doors are to open.
 - c. Chaperones must monitor the bathrooms on a regular basis watching for smoking and drinking.
 - d. At the end of the dance, allow students to leave only by the southwest exit.
 - e. Chaperones are asked to police pop cans on the dance floor, on the outside grounds, and close any open lockers in the hallways.
 - f. At least one chaperone couple should stay until all students have vacated the school premises.
- 17. All monies received by school or quasi-school sponsors must be deposited with the Activity Director's secretary before any monies are dispersed. Monies dispersed are to be dispersed by voucher according to School Board policy from the Area Association account.
- 18. Custodian's services will be paid for by check made payable to: School District #361 and given to the accounts Receivable bookkeeper after the custodian's wages have been determined by her. These funds will be dispersed by voucher from the Area Association account.

F. Speech

- 1. Expectations and responsibilities for students participating in Speech.
 - a. Practices (meetings)
 - (1) Practice (meeting) times will be set by the coach or advisor.
 - (2) Students are to be on time for each practice (meeting) and are expected to be able to stay for the *entire* practice (meeting).
 - (3) During practice (meetings), students are to be respectful of the coach/advisor and team members. When critiquing a team member, it must be done in a positive and productive manner

- (4) If a student misses or knows they will be gone for a practice (meeting), they must notify the coach/advisor. Failure to do this could result in an unexcused absence.
 - (5) Participation in a meeting **cannot** be made up; however, the student needs to make arrangements with coach/advisor about making up practice time.
 - (6) If a student needs to leave a practice (meeting) early, they need to discuss this with the coach/advisor prior to the practice (meeting) **NOT** during the practice (meeting) or as they get up to leave. Failure to do this could result in that practice (meeting) attendance not being counted.
- b. Commitment to a Speech Meets and Tournaments
- (1) The coach/advisor will have the final decision on each student's selection and the cutting of the selection. This is to meet the Community Standard requirement from the MSHSL. Profanity is **NOT** allowed in the selection.
 - (2) Students will receive a schedule of the Speech Meets and Tournaments. These start in January and end in April. Students are **expected** to participate in **ALL** scheduled meets. It is the student's responsibility to give this information to their parents or guardians so they are also aware of these dates and can plan accordingly.
 - (3) Proper attire will be required at **ALL** times! **EVERYONE** will remain in their competition clothes for the awards (competition clothes are business attire, in some cases casual business attire). Students do not travel in competition clothes, so that they wear to and from each meet should be appropriate to be in public.
 - (4) Students must compete in 80% of Speech meets to compete in subsections or sections. The coach/advisor may waiver this with extenuating circumstances; however, the student must meet the coach/advisor if a waiver is needed.
 - (5) Prior to a student competing in subsections they need to make sure they do not have a conflict with the date of sections and state. If a student advances, they are expected to compete.
 - (6) While traveling to and from a Speech meet and while competing, students are expected to be a good representation of Falls High School.

2. Awards

- a. If any award program is held, it will be held after the last competition.
- b. Varsity lettering policy is as follows:
 - (1) Comply with the Rules and Guidelines as outlined by ISD 361 and MN State High School League
 - (2) Must be a student in good standing with ISD 361
 - (3) Full attendance at 80% of practices (meetings)
 - (4) Compete in 80% of Speech meets (if a student is registered for a meet and the meet is canceled by the coach/advisor or the host school, that meet will count toward the 80% requirement).
- c. Compete in subsections or sections
- d. Maintain a positive attitude, be a good role model to others and be a good representative of Falls High School.
- e. The coach/advisor may waiver part of these requirements if prior arrangements are made and/or due to extenuating circumstances. However, it is the student's responsibility to meet with the coach/advisor if a waiver is needed.

G. Student Council

H. Knowledge Bowl

1. Expectations and responsibilities for students participating in Knowledge Bowl.
 - a. Practices (meetings)
 - (1) Practice (meeting) times will be set by the coach or advisor.

- (2) Students are to be on time for each practice (meeting) and are expected to be able to stay for the entire practice (meeting).
 - (3) During practice (meetings), students are to be respectful of the coach/advisor and team members.
 - (4) If a student misses or knows they will be gone for a practice (meeting), they must notify the coach/advisor. Failure to do this could result in an unexcused absence and may limit participation in future meets.
 - (6) If a student needs to leave a practice (meeting) early, they need to discuss this with the coach/advisor prior to the practice (meeting) **NOT** during the practice (meeting) or as they get up to leave. Failure to do this could result in that practice (meeting) attendance not being counted.
- b. Commitment to a Speech Meets and Tournaments
- (1) The coach/advisor will have the final decision on who will attend meets.
 - (2) Students will receive a schedule of the Speech Meets and Tournaments. For senior high, these start in January and end in April. Students are **expected** to participate in **ALL** scheduled meets. It is the student's responsibility to give this information to their parents or guardians so they are also aware of these dates and can plan accordingly.
 - (3) Dress code for meets is either a business casual outfit or Bronco attire. Team attire is preferred. All clothing must be clean, free of profanity or vulgarity and school appropriate in regards to fit. Students should consider they are representing Falls High School and dress appropriately.
 - (4) Students must compete in all three regular season meets to compete in subsections or sections. The coach/advisor may waiver this with extenuating circumstances; however, the student must meet the coach/advisor if a waiver is needed.
 - (5) Prior to a student competing in subsections they need to make sure they do not have a conflict with the date of sections and state. If a student advances, they are expected to compete.
 - (6) While traveling to and from a Speech meet and while competing, students are expected to be a good representation of Falls High School.

2. Awards

- a. If any award program is held, it will be held after the last competition.
- b. Varsity lettering policy is as follows:
 - (1) Comply with the Rules and Guidelines as outlined by ISD 361 and MN State High School League
 - (2) Must be a student in good standing with ISD 361
 - (3) Full attendance at 80% of practices (meetings)
 - (4) Compete in all scheduled meets.
- c. Compete in subsections or sections if applicable.
- d. Maintain a positive attitude, be a good role model to others and be a good representative of Falls High School.
- e. The coach/advisor may waiver part of these requirements if prior arrangements are made and/or due to extenuating circumstances. However, it is the student's responsibility to meet with the coach/advisor if a waiver is needed.

I. Minnesota Honor Society

G. One Act Play

VI. MEDIA POLICY

A. *The media is an important part of the School District's informational and public relations program and every effort is to be made to cooperate with the media agencies.*

1. Newspaper policies:
 - a. All print media personnel are to be admitted to all school public events without admission if they are covering the event.
 - b. School officials should cooperate with the media to make statistics and appropriate materials available for articles being written.
2. Radio
 - a. All local radio stations must have permission to broadcast any school activity live or by delayed broadcast. The broadcast rights are the exclusive property of the School District and can be used only as specified.
 - b. All stations receiving permission to broadcast school events must, at their own expense, provide for their own equipment, phone hookups, and special facilities. Special installations must be approved by the School District.
 - c. Broadcasts by out of town radio stations are allowed if they request permission and if space is available. All equipment, phone hookups and special arrangements are to be made at the radio stations own expense.
3. Television
 - a. The School District reserves all rights to the complete televising of all school events and may be done only upon written request of the station televising.
 - b. The partial televising of school events is encouraged if done at the expense of the television station.
 - c. The School Board reserves the right to charge for the televising of any school activity.
 - d. The television station shall be responsible for all expenses connected with the producing and televising of the event.
 - e. Recorded school events may be used for delayed broadcast on cable television with permission from the School District.
 - f. If adequate space is not available for those agencies who wish to televise an event, the person in charge of the event shall make the decisions as to who shall have the opportunity to televise the event.
 - g. The School District will cooperate with the Minnesota State High School League in the broadcasting of their events and will comply with their policies.

VII. WEIGHT ROOM AND WHIRLPOOL POLICY

- A. The weight room and the whirlpool must be supervised at all times.
- B. Never is a teacher/coach who is supervising to leave those areas without a qualified person in charge.
- C. Never leave the weight room without being sure it is locked.
- D. A student may supervise if under the direct supervision of a qualified adult.
- E. Do not make arrangements for other persons to use these facilities; an example might be a college student or a friend.
- F. Do not open the weight room unless you intend to stay in the room and supervise.
- G. Do not assign any students to the use of the weight room or the whirlpool unless you have knowledge that they will be properly supervised.

VIII. CHAPERONE DUTIES

- A. The bus driver has the final responsibility to determine safe conditions of a trip.
- B. The chaperone is charged with responsibility to assure student safety and behavior.
- C. The chaperone should use the following guidelines to implement a safe and timely trip:
 - 1. Before bus loading, have a written roster of all adults and students. Upon each loading, the student attendance must be checked.
 - 2. At each bus loading, personally greet each rider and assess whether any drugs/alcohol have been used. Do not allow any student to board the bus at International Falls if you determine that they have been using drugs or alcohol.
 - 3. Immediately after loading, outline the rules of ridership, courtesy, noise, school reputation, use of drugs, tobacco, or alcohol.
 - 4. Never hesitate to stop the bus and assign seats, discipline students, or in fact, turn the bus around and abort the trip for serious bus-wide breach of behavior.
 - 5. Outline what stops you intend to make for meals and bathroom; then do your best to follow the plan.
 - 6. Upon loading the bus for return trip home, it is required that you wait a reasonable length of time (approximately 30 minutes) for all students to board. Notify the local law enforcement of any students who are left in a visiting town. Also, notify parents, if possible, upon returning to International Falls.
- D. The bus clean-up should be expedited by the chaperone asking all students to clean their seats and area before student discharge at each bus stop and at destination points.
- E. Any unusual circumstances or behavioral problem should be written up and given immediately to the respective building principal.
- F. The chaperone and bus driver should inspect the bus interior to determine any unusual wear to seats, windows, paint, etc., upon final student discharge.
- G. No student can be released from the bus trip without written permission from his/her parent; any release should have been approved prior to the trip by the student's principal/Athletic Director. Any written permission must be validated.
- H. Chaperones/teachers should be aware that a trip is only to its intended destination.

IX. SCHOOL POLICY REGARDING STUDENT COMPETITION AT THE NATIONAL LEVEL

- A. National competition is not authorized for students in curricular or extra-curricular activities except when a national contest is held in Minnesota or within a radius of 350 miles from International Falls.
- B. Students may attend national competition other than that stipulated in item #1 only if they are accompanied by their parents, with the parents taking all responsibility and expenses are paid by the student and/or parent. Under no circumstances will staff members be released unless at their own expense.
- C. All principals and instructors who may be working with students who potentially may qualify for national competition should notify those students prior to the start of the competition that they will be unable to participate in national competition with school support, sponsorship, or sanction.

X. ACTIVITY FEE SCHEDULE

ATHLETICS

VARSITY & "B/C/JV"

Boys' & Girls' Hockey	\$ 87.50
Boys' & Girls' Basketball	\$ 87.50
Football	\$ 87.50
Boys' & Girls' Swimming	\$ 75.00
Boys' & Girls' Cross Country	\$ 75.00
Boys' & Girls' Track	\$ 75.00
Boys' & Girls' Golf	\$ 75.00
Volleyball	\$ 75.00
Baseball	\$ 75.00
Softball	\$ 75.00
Trap Club	Determined by Trap Boosters
Bowling Club	Determined by Bowling Boosters
Managers for above sports	no cost
 NON ATHLETICS	
Cheerleaders	\$ 37.50
Speech	\$ 37.50
Knowledge Bowl Varsity- Grades 9-12	\$ 37.50
Math Team	\$ 37.50
One Act Play	\$ 37.50
Knowledge Bowl JH Grades 7-10	\$ 25.00
MHS Induction Fee	\$ 25.00

Maximum fee paid by any one family with more than one child in extra-curricular activities is limited to \$275.00.

Fees must be paid prior to the first official contest. Fees are to be paid to the Athletic/Activities Director's Secretary.

REFUNDS: Refunds will be made for the following reasons:

- (1) Injury or illness – must be substantiated by physician's statement.
- (2) Moving out of the district
- (3) Cut from the squad by the Coaches.

Full refund will be made up until the time of the first contest or public appearance. After the first contest, refunds of 50% will be made up until the mid-season for each activity. No refunds made after an activity has passed the mid-season point.

Refunds will NOT be made to those who quit or are dismissed from a squad for discipline or rules violations.

XI. EXTRA-CURRICULAR SALARIES

Salaries for extra-curricular duties, performed by contract employees, will be paid according to the contract reached with employees.

XII. EXTRA-CURRICULAR AND CO-CURRICULAR ACADEMIC ELIGIBILITY POLICY

Students will be certified eligible to represent Falls High School in Minnesota State High School League activities, all club and extra- and co-curricular activities, Grades 7 - 12, according to Article I, Section 10, of the Minnesota

State High School League rules and the following criteria:

- A. To be scholastically eligible, a student must: be passing all classes at Falls High School.
- B. Scholastic eligibility can be regained by following steps C through M below:
- C. If a student is ruled ineligible because of a failing grade, he/she may become eligible in two games or two weeks, whichever is greater, after the date that grades become official. It is the student's responsibility to show evidence of satisfactory (passing) work in the class(es) he/she failed the previous quarter to the activities director. If that class or classes are not taken during the next quarter, the student may become eligible by presenting evidence of satisfactory (passing) work in all classes in the second week of the quarter. A student who failed the previous quarter will remain on academic probation until mid-quarter. If that student has any failing grades at mid-quarter, he/she will become ineligible for the remainder of that quarter.
- D. A student who drops a course with a grade of F will be ineligible for two weeks or two contests (whichever is greater), with a minimum ineligibility of two weeks. A student shall have one week at the beginning of any course to drop that course with no penalty. A student may also drop a course within one week after the start of any semester with no penalty. A student who drops a course after the one-week period will receive a grade of F in the course and will be ineligible from the date the course is officially dropped for two weeks or two contests whichever is greater, with a minimum ineligibility of two weeks.
- E. A student who is ruled ineligible for one quarter may practice but not play, with the approval of the principal, the coach, and the activities director.
- F. Students who are assigned to SPED classes shall be eligible as long as they are making satisfactory progress towards their IEP goals.
- G. Students with disabilities (special education programs or 504 programs) may have modified rules for eligibility as determined by the coach, principal, case manager, and parent.
- H. Official school records constitute the basis for determining scholastic eligibility.
- I. Work done during summer school or other district approved activities, for the purpose of removing scholastic deficiencies, may be used in determining eligibility in athletics/activities. All deficiencies must be successfully removed prior to being certified for eligibility.
- J. Medical excuses and other emergencies will be considered on an individual basis.
- K. College courses taken for high school credit are covered by academic rules of School District #361. Any student who receives a failing grade or a no-credit for a college course taken for high school credit will be declared ineligible on the date Falls High School grades become official, with a minimum ineligibility of two weeks or two games whichever is greater.
- L. In an elective course, if at any time the teacher, student, and parent unanimously agree that the dropping of a course is desirable, there will be no eligibility penalty.
- M. A student may appeal his/her ineligibility status. The appeal will be heard by a panel of the principal, the Activities Director, and one non-involved teacher. The panel will hear from the student, the teacher involved, parents and other interested parties, and give its decision within one week. The student will remain eligible until the appeal is decided. If the appeal is denied, a five week ineligible period begins on the day the student is informed of the panel's decision.
- N. All students enrolled in approved on-line learning programs and students who are home schooled will be required to follow the same guidelines and deadlines as students enrolled at Falls High School. Students in an on-line class will be ineligible if the class is not completed at the end of the semester unless Administration deems an extenuating circumstance.

LEGAL REFERENCE:

Minnesota State High School League Rules, Article I, Section 10 (EDU 701) Revised:

XIII. DIRECTORY OF ACTIVITIES AND PERSONNEL

A. *Administration*

1. Superintendent, Kevin Grover
2. High School Principal, Tim Everson
3. Director of Activities, Bill Mason
4. High School Counselor, Thane Grewatz

5. Director of Maintenance, Tom Holt
6. Director of Transportation, Tom Holt

XIV. SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY

A. *General Statements of Policy:*

1. Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 2000, et. seq. and Minnesota Statute sub-section 363.01-.14, the Minnesota Human Rights Act. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.
2. It is the policy of Independent School District No. 361 to maintain a learning and working environment that is free from sexual harassment and sexual violence. The School District prohibits any form of sexual harassment and sexual violence.
3. It shall be a violation of this policy for any student or employee through conduct or communication of sexual nature as defined by this policy.
4. It shall be a violation of this policy for any student or employee of School District No. 361 to be sexually violent to a student or employee.
5. The School District will act to investigate all complaints, either formal or informal, verbal or written, or sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the School District.

B. *Sexual Harassment/Sexual Violence Defined*

1. Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - (a) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
 - (b) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - (c) That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating hostile or offensive employment or education environment.
2. Any sexual harassment as defined when perpetrated on any student or employee will be treated as sexual harassment under this policy.
3. Sexual harassment may include but is not limited to:
 - a. verbal harassment or abuse;
 - b. subtle pressure for sexual activity;
 - c. inappropriate patting or pinching;
 - d. intentional brushing against a student's or an employee's body;
 - e. demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
 - f. demanding sexual favors accompanied by implied or overt promises of preferential

- treatment with regard to an individual's employment or educational status.
- g. any sexually motivated unwelcome touching; or
 - h. sexual violence which is a physical act of aggression that includes a sexual act or sexual purpose.

C. Reporting Procedures

1. Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the School District, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to an appropriate School District official as designated by this policy.
2. The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office.

INDEPENDENT SCHOOL DISTRICT NO. 361

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

ISD#361
ATTENTION: School Board
1515 Eleventh Street
International Falls, MN 56649

August 10, 2022

School Board Members:

With this letter I wish to inform you that I am resigning from my position with ISD#361 as a Bus Driver effective immediately.

This was not an easy decision to make as the last 27 years have been rewarding but, for me, this is the time to move on.

Sincerely,

A handwritten signature in cursive script that reads "Kim Kopkie". The signature is written in black ink and is positioned above the printed name.

Kim Kopkie

Bronco Arena Concession Rental Agreement

This agreement is between **International Falls Public Schools, ISD #361**, hereinafter referred to as “ISD #361” and the **International Falls Recreation Hockey Association**, hereinafter referred to as the “Lessee”.

The Lessee will use ISD #361 Bronco Arena Concession stand for the events set forth in the following agreement which is agreed to by the Lessee and ISD #361.

1. **CONCESSION STAND USE AND OPERATION:** The Lessee shall have the right to operate the Bronco Arena Concession stand during ISD #361 varsity hockey games and Recreation Hockey games. The Lessee shall have the right during these events to sell food, non-alcoholic beverages, souvenirs and convenience items.

The Lessee may upon written request to the Superintendent request to operate the Bronco Arena Concession during events not covered under this agreement. Upon written approval by the Superintendent of Schools the additional events will added as “Schedule A – Additional Events” that are covered under the terms of this agreement.

The Lessee shall designate a manager who shall have responsibility for the Bronco Arena Concession stand and can act on behalf of the Lessee in all matters relating to the management of the concessions. The name of said manager will be provided in by August 1st to the Superintendent of Schools.

2. **TERM:** The term of this agreement shall be for one year from August 1, 2022 until July 31, 2023 for authorized events per section 1.
3. **RENTAL FEE:** The rental fee for Arena Concession stand will \$600.00. Payment is due upon invoice, made payable to ISD 361 and sent to the attention of Accounts Receivable at:
International Falls Public Schools, ISD 361
1515 11th Street
International Falls MN 56649
4. **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 Lessee, controlled, or organized by the Lessee, or for activities over which the Lessee has control or for which purpose the space is leased.
5. **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.

6. **INSURANCE AND INDEMNIFICATION:** Lessee agrees to assume all risk of and liability for and further agrees to defend, indemnify, and hold harmless - ISD #361 and its agents, officers, and employees, from and against any and all claims based on the vicarious liability of ISD #361 or its agents, officers, and employees, but not against claims based solely on ISD #361 comparative fault, negligence, or intentional misconduct. Lessee shall secure and keep in force during the entire term of the Event (from an insurance company, government self-insurance pool, or government self-retention fund authorized to do business in Minnesota ... singularly or collectively referred to, as the case may be, the "insurance carrier") a commercial general liability insurance policy or coverage ("policy") for any and all claims of any nature for bodily injury, property damage, personal and advertising injury, or other harm or loss arising out of or in connection with the Event(s).

The policy shall name ISD #361 (and including its agencies, officers, and employees) as an additional insured. Lessee shall furnish a certificate of insurance from the insurance carrier showing the endorsement naming ISD #361 as an additional insured to the policy with limits of liability of at least \$500,000 per person and \$1,500,000 per occurrence consistent with Minnesota Statute section 466.01, et seq. The policy must provide that the policy may not be canceled without 10 days prior written notice to ISD #361 and shall contain a "Waiver of Subrogation" (waiving any right of recovery the insurance carrier may have against ISD). The policy must provide that any fees, costs, expenses, or other charges for or related to the investigation or defense of any claim or suit shall be outside of (i.e., in addition to, without any cap or limit) any otherwise applicable limit of liability of the policy.

Lessee will deliver said certificate of insurance and endorsement to ISD #361 at least 5 days prior to the Event.

7. **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: a) No weapons on campus, b) No drugs or controlled substances on campus, c) No alcoholic beverages will be sold or consumed on campus, d) The use of tobacco substances is not allowed on campus including vaping.
8. **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.
9. **VIOLATION OF AGREEMENT:** If the Lessee violates any of the covenants of this agreement, the Superintendent of Schools, or his/her designee or the school principal, may, without notice to the Lessee, terminate the agreement and retake possession of the premises.
10. **ALTERATIONS/EQUIPMENT:** The Lessee will be provided a secure area within the Bronco Arena Concession stand area to store equipment, supplies and non-perishable food products. The Lessee may utilize all fixtures presently in the concession area. The Lessee must supply any additional equipment and supplies which they deem are needed. 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 which is not directly related to the operating of the Bronco Arena Concessions.

11. 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 the Rental Fee has been received by ISD #361. The Lessee and the Superintendent shall retain fully executed copies of this document.
12. CANCELLATION: This agreement may be cancelled by ISD #361 at their discretion. In the event of an emergency, ISD #361 may use their discretion for cancellation of events. (example, inclement weather). If the school is closed due to weather, emergency, etc., all events and rentals are canceled until the schools are officially reopened.
13. 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 ISD #361 at the expense of the Lessee. ISD #361 shall assume no responsibility for these items before, during, or after the event.
14. SECURITY: The Lessee agrees to reimburse ISD #361 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 rental fee.
15. 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.
16. ADDITIONAL REGULATIONS AND CONDITIONS OF USE: 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.
17. 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.
18. CONTROL OF FACILITY AND RIGHT OF ENTRY: In renting the identified facilities to the Lessee, it is understood that 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.

19. 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.
20. CLEANING: The Lessee shall follow all MDH food safe handling requirements and recommendation best practices to maintain a clean and food safe concession area.
21. PARKING: Parking will be permitted only in areas designated for such use. Parking will not be permitted on grassed or landscaped areas.
22. PERMITS: Lessee shall obtain, at its sole cost and expense, any additional food permits and licenses that are necessary or required for Lessee's use of the Bronco Arena Concessions.
23. KEYS: Keys to buildings shall not be issued or loaned on any occasion to the Lessee. Doors to Bronco Arena will be opened and locked by ISD facilities personnel or other ISD #361 authorized representatives. Keys to the secured concession storage area will be issued to the Lessee at the start of agreement term. Keys to the storage area will be returned at the end of the agreement term. The cost of replacement keys or keys that are not returned at the end of the agreement term will be charged to the Lessee.

By their duly authorized signatures below, the parties agree to enter into and execute this Agreement as of the date of ISD's approving authority identified below.

Independent School District #361:

School Board Chairperson, Date

School Board Clerk, Date

International Falls Recreation Hockey Association:

President, Date

SCHEDULE A – ADDITIONAL EVENTS

The following date(s) are added to the original terms and conditions of the agreement signed and dated _____:

List date of event, description and date of Superintendent written approval:

- 1) Dates: August 8, 2022 through September 15, 2022
 - a. Days of Week: Monday through Thursday
 - b. Hours of Operation: 12:00 pm to 10:00 pm

- 2) Figure Skating Show (s)

Travel – Staff

policy date: 8/21/2016; revised 8/15/22

Overview

To ensure the school district reimburses for authorized and approved travel expenses.

Policy

Requests for travel expense reimbursement will be reimbursed according to this policy. Employees are expected to read and understand the policy requirements prior to travel.

1. Travel requires approval of your Supervisor.
2. Hotel costs can be reserved on a District credit card. Credit cards are available for staff to use. These cards are managed by the building Secretary at FES and FHS. Reserve the credit card with these staff members to take with you for the dates you will be traveling.
3. Prepaid or non-refundable hotel reservations require approval of Supervisor or PDT if traveling under PDT approved application.
 - Before booking reservation with District credit card verify the cancellation policy of the booking agent. Many on line reservations are now prepaid and cannot be cancelled.
4. A copy of the approved staff development form and/or any conference registration form(s) are to be attached to your expense reimbursement requests and/or hotel room charges being reimbursed or paid for on the District credit card.
5. MEALS:

Morning Meal - is provided if the employee has to leave for a business site prior to 6:00 a.m. *Note: If you are staying overnight at a hotel that serves a continental breakfast or your training provides any meals those replace your meal allowance and are not reimbursed.*

Midday Meal - is provided if the employee has conducted approved District business during the morning hours and is scheduled to continue such business after the midday lunch period or if the employee is in authorized transit during the entire normal lunch period. This does not include leaving work at midday to travel to cities or other metro area's.

Evening Meal – is provided if the employee is scheduled to continue district business after 6:00 p.m. (i.e. after evening meal or next day), or when it is necessary for the employee to travel after work to reach their destination to be in attendance the next morning at a conference/workshop, or if the employee is in authorized transit after 6:00 p.m.

Meal Allowances: Meals are reimbursed at two different rates: 1) Within District - Itasca, Koochiching, St Louis, Aitkin, Carleton, Lake and Cook Counties; 2) Outside the District.

<u>Within the District</u>		<u>Outside the District</u>	<u>New Rates 8.15.22</u>
Breakfast	\$13.00 Maximum	\$13.00 Maximum	\$15
Lunch	\$13.00 Maximum	\$18.00 Maximum	\$20
Dinner	\$23.00 Maximum	\$28.00 Maximum	\$30

- Meal allowance is per meal and for employee only. There is not an accumulative daily total.
- A maximum tip allowance of 15% will be allowed for reimbursement on the food cost up to the maximum per meal allowance. Tip must be designated on the detailed meal receipt.
- Alcohol is not to be included in the meal receipt turned in for reimbursement. Any meal receipts turned in which includes alcohol will not be reimbursed for any tax or tip allowance.
- Meal receipts are to include the employees' meal only.
- Meal receipts that include meal charges for multiple staff members must include names of staff with receipt.
- Meal receipt must be the detailed receipt. Reimbursement will not be given for meal receipts with totals only. Do not include any alcohol on receipt being submitted for reimbursement.

6. MILEAGE: Employees can choose to drive their own personal vehicle. The district will reimburse for mileage at the federal rate minus 15.5 cents. When two or more employees are traveling to the same place, i.e. conference, you must ride together or transportation will be at your own expense.

7. HOTELS:

- Always ask for a State or Government Hotel Rate.
- No hotel is provided the night before for Range cities and Bemidji.
- When traveling to Duluth area or 200 miles, a hotel the night before may be provided if the meeting starts before 10:00 a.m., and with Supervisor approval.
- When traveling over 300 miles and if meeting starts before 12:00 pm a hotel the night before can be requested. (Example: Twin cities or Suburb area meeting that starts before 12 pm).
- If two people of the same gender are traveling together it's recommended to share a room.
- The cost of a separate room will not be provide for staff requesting to bring their significant other, spouse or family member. An employee choosing to bring a significant other, spouse or family member shall notify their Supervisor.
- The original detailed hotel folio is to be turned into the Business Office when you return from travel.
- The following is the hotel room rate per night guideline. Room costs for conferences held at a specific hotel in excess of the allowance will be waived within reason.

Federal Travel Rates:

Destination	County	TRAVEL MONTHS		
		Jan 2022 – May 2022	June 2022 - Sept 2022	TBD
Standard Rate	All	\$96	\$96	
Duluth	St. Louis	\$121	\$165	
Twin Cities Area		\$148	\$148	
Rochester	Olmsted	\$133	\$133	

8. Requests for travel expense reimbursement require the original detail receipts (meal and hotel folio (room) receipt) and approval of immediate Supervisor. A request for reimbursement which does not include detail (itemized) receipt(s) will be denied for reimbursement.
9. Employees are required to submit a travel reimbursement voucher within five (5) business days to their Supervisor for approval after return from a District related business trip. All signed and dated detailed receipts are required.
10. Arrangements for travel such as school car, other transportation and hotel accommodations are the responsibility of the employee.

Reference

- 1) [School Board Policy #412 – Expense Reimbursements](#)
- 2) Expense Reimbursement Policy

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:

Motion by _____, seconded by _____, to accept the gifts and donations.

The following voted in favor:

FES Sensory Classroom	PCA of International Falls	\$20,000.00
KAPE Calendar	Up North Builders	\$150.00

Voting against:

Whereupon, the resolution was declared adopted.