

6. Approve hire of Brenda Crowe as Cafe Helper effective March 28, 2023.
7. Accept resignation of John MacLean, Fireman Custodian, effective March 10, 2023.
8. Approve the resignation of Tom Fuller as regular route bus driver effective March 10, 2023.
9. Approved the hire of Jenesa Balaski as Student Council Advisor for the 2023-2024 school year.
10. Approve the hire of Scott Klosner as Fireman effective May 3, 2023 with step placement at Year 6.
11. Approve the hire of Anthony Scholler as Summer Student Custodian with start date of May 15th.
12. Approve the hire of Adrion Mannausau as Summer Student Custodian with a start date of May 15, 2023.
13. Approve the hire of Brendyn Scholler as Summer Student Custodian with a start date of June 5, 2023.
14. Recognize Collin Hebner as a work experience participant (ie: volunteer employee) whom is paid through federal and state subsidized employment and training funds by JET (formerly Northeast Minnesota Office of Job Training) gaining experience with our maintenance crew effective 4/10/23.
15. Acknowledge Jennifer Thompson moving to a Fireman custodian position effective March 13, 2023.
16. Accept resignation of Laurie Humbert, Secretary, effective April 28, 2023.
17. Accept the resignation of Sarah Peterson as Head Volleyball Coach effective immediately.
18. Accept the resignation of Andrea Kappelman as Assistant Volleyball Coach effective immediately.
19. Acknowledge resignation of Bill Mason effective June 30, 2023.
20. Approve hire of Jennifer McBride as Head Girls Swimming Coach for the 2023-2024 season.
21. Approve the hire of Ashley Mitchell as Assistant Girls Swimming Coach for the 2023-2024 season.
22. Approve the hire of Sheryl Hendrickson as Head Cross Country Coach for the 2023-2024 season.
23. Approve the hire of Jennifer Erickson as Assistant Cross Country Coach for the 2023-2024 season.
24. Approve the hire of Seth Ettetstad as Head Football Coach for the 2023-2024 season.
25. Approve the hire of Jared Kostiuik as Assistant Football Coach for the 2023-2024 season.
26. Approve the hire of Jake Ettetstad as Assistant Football Coach for the 2023-2024 season.
27. Approve the hire of Ariana Zahradka as Knowledge Bowl Advisor for the 2023-2024 season.

28. First reading of School Board Policy 529 - Staff Notification of Violent Behavior by Students
29. First reading of School Board Policy 532 - Use of Peace Officers and Crisis Teams
30. First reading of School Board Policy 601 - School District Curriculum and Instructional Goals
31. First reading of School Board Policy 602 - Organization of School Calendar and School Day
32. First reading of School Board Policy 608 - Instructional Services - Special Education
33. First reading of School Board Policy 613 - Graduation Requirements
34. First reading of School Board Policy 617 - School District Ensurance of Preparatory and High School Standards
35. First reading of School Board Policy 618 - Assessment of Student Achievement
36. First reading of School Board Policy 619 - Staff Development for Standards
37. First reading of School Board Policy 620 - Credit for Learning
38. First reading of School Board Policy 624 - Online Learning Options
39. First reading of School Board Policy 701 - Establishment and Adoption of School District Budget
40. Second reading of School Board Policy 416 - Drug and Alcohol Testing
41. Second reading of School Board Policy 417 - Chemical Use and Abuse
42. Second reading of School Board Policy 420 - Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Diseases
43. Second reading of School Board Policy 423 - Employee-Student Relationships
44. Second reading of School Board Policy 506 - Student Discipline
45. Second reading of School Board Policy 508 - Extended School Year for Certain Students with IEPs
46. Second reading of School Board Policy 515 - Protection and Privacy of Pupil Records
47. Second reading of School Board Policy 525 - Violence Prevention
48. Second reading of School Board Policy 527 - Student Use and Parking of Motor Vehicles; Parols, Inspections, and Searches
49. Second reading of School Board Policy 528 - Student Parental, Family, and Marital Status Nondiscrimination

Action Items

1. Improving systems and structures to create a culture where all are welcome and supported.

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

1.b. Resolution relating to the nonrenewal of the teaching contract of Kyle Schmidt, a probationary teacher. Motion by __, second by __. Motion carried / failed.

1.c. Resolution proposing to place Alex Mannausau on unrequested leave of absence at a .8180 FTE. Motion by __, second by __. Motion carried / failed.

2. Implementing data-driven teaching practices and staff collaboration to increase student academic success.

2.a. Develop a Policy Committee of three (3) board members to make recommendations for policy revisions to be brought to the board as a whole. 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

5. Beth Slatinski, Community Education Director

6. Committee Reports:

6.a. Community Education Advisory Board

6.b. Recreation Commission

Closed Session

1. Closed meeting to review litigation strategy pertaining to a pending employee grievance, BMS Case No. 23-PA-1274, with School District legal counsel in accordance with Minnesota Statutes, section 13D.05, subdivision 3(b). Motion by __, second by __. Motion carried / failed.

2. Potential board action with respect to BMS Case No. 23-PA-1274. Motion by __, second by __. Motion carried / failed.

Reopen and Adjournment

1. Motion by __, second by __ to reopen meeting at __ p.m. Motion carried / failed.

2. Motion by __, second by __ to close meeting at __ p.m. Motion carried / failed.

**REGULAR MEETING MINUTES OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, March 20, 2023 at 5:15 p.m.
FHS Library**

Call to Order

Present with voting rights: Tina Sather, Jessica Crosby, Bruce Raboin, Roxanne Skogstad-Ditsch and JoAnn Smith. Absent: Toni Korpi and Emily McGonigle
Present: 5 absent 2

Non-Voting Members Present: Kevin Grover, Superintendent and Mitch Erickson, Student Representative

Approval of Agenda

Motion by JoAnn Smith then second by Jessica Crosby to approve agenda as presented. Motion Carried. Toni Korpi: Absent, Emily McGonigle: Absent, Jessica Crosby: Yea, Bruce Raboin: Yea, Tina Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea
Yea: 5, Nay: 0, Absent: 2

Open Forum

1. Elk's Student's of the Month: Tyrel Shoberg, Cohen Costley
 - a. Previous Student's of the Month: Bailey Herberg and Max Dremmel.
2. Recognize Elen Windels for being a finalist in the 2023 competition for National Merit Scholarship awards - Moved to April 2022 Open Forum.
3. Public Open Forum: James Yount

Consent Agenda

Motion by Jessica Crosby, then second by Joann Smith to approve Consent Agenda with removal of items 21, 23 and 30. Motion Carried. Toni Korpi: Absent, Emily McGonigle: Absent, Jessica Crosby: Yea, Bruce Raboin: Yea, Tina Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea
Yea: 5, Nay: 0, Absent: 2

1. Approve current accounts payable due in the amount of \$668,888.10.
2. Approve past meeting minutes for the regular school board meeting on January 17th, February 21st and special meeting minutes February 13th, March 6th and March 13th.
3. Approve payroll in the amount of \$451,083.99 for pay periods February 24th and March 10th.
4. Second reading of School Board Policy 101 - Legal Status of the School District
5. Second reading of School Board Policy 104 - School District Mission Statement
6. Second reading of School Board Policy 201 - Legal Status of the School Board
7. Second reading of School Board Policy 202 - School Board Officers
8. Second reading of School Board Policy 207 - Public Hearings

9. Second reading of School Board Policy - 208 Development, Adoption, and Implementation of Policies
10. Second reading of School Board Policy 209 - Code of Ethics
11. Approve unpaid leave request from Abby Rousseau for leave beginning April 24 to end of the school year, and an additional 5 days of unpaid days leave to be used prior to April 24th.
12. Second reading of School Board Policy 210 - Conflict of Interest - School Board Members
13. Second reading of School Board Policy 211 - Criminal or Civil Action Against School Dist., School Board Member, Employee, or Student
14. Second reading of School Board Policy 212 - School Board Member Development
15. First reading of School Board Policy 416 - Drug and Alcohol Testing
16. First reading of School Board Policy 417 - Chemical Use and Abuse
17. First reading of School Board Policy 420 - Students and Empl. with Transmitted and Communicable Diseases
18. First reading of School Board Policy 423 - Employee-Student Relationships
19. First reading of School Board Policy 506 - Student Discipline
20. First reading of School Board Policy 508 - Extended School Year with IEPS
- ~~21. First reading of School Board Policy 509 - Enrollment of Nonresident Students -Item Removed.~~
22. First reading of School Board Policy 515 - Protection and Privacy of Pupil Records
- ~~23. First reading of School Board Policy 517 - Student Recruiting - Item Removed.~~
24. First reading of School Board Policy 525 - Violence Prevention
25. First reading of School Board Policy 527 - Student Use and Parking of Motor Vehicles; Inspections; Searches
26. First reading of School Board Policy 528 - Student Parental, Family, and Marital Status Nondiscrimination
27. Recognize Marissa Kerry as volunteer Softball Coach for the 2022-2023 season.
28. Approve proposal from IEA for Lead in Water Testing at cost of \$4,800.
29. Accept resignation due to retirement from Angel Boe, Paraprofessional, effective March 31, 2023.
- ~~30. Award gym roof replacement project to Nelson Roofing at a cost of \$115,483. Item Removed.~~
31. Award arena exterior door replacement to Pelland and Swenson at a cost of \$36,000.

Action Items

1. A. Improving systems and structures to create a culture where all are welcome and supported.

1.a. Resolution Acceptance of Gifts and Donations. Motion by Joann Smith, then second by Bruce Raboin. Motion Carried. Toni Korpi: Absent, Emily McGonigle: Absent, Jessica Crosby: Yea, Bruce Raboin: Yea, Tina Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea

Yea: 5, Nay: 0, Absent: 2

1.b. Approve the 2023-2024 school year calendar version "C". Motion by Tina Sather, then second by Jessica Crosby. Motion Carried. Toni Korpi: Absent, Emily McGonigle: Absent, Jessica Crosby: Yea, Bruce Raboin: Yea, Tina Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea

Yea: 5, Nay: 0, Absent: 2

1.c. Approve Recreation Commission Termination Agreement with City of International Falls. Motion by Bruce Raboin, then second by JoAnn Smith. Motion Carried. Toni Korpi: Absent, Emily McGonigle: Absent, Jessica Crosby: Yea, Bruce Raboin: Yea, Tina Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea

Yea: 5, Nay: 0, Absent: 2

Committee and Administrative Reports

1. Mitch Erickson, Student Representative: Blood Drive, KAPE Activities, Prom, MHS

2. Melissa Tate, Elementary Principal: Enrollment, MCEA pepfest, Pastries w/PALS; Bookfair

3. Tim Everson, Secondary Principal: Enrollment, MCEA testing

4. Kevin Grover, Superintendent:

4.a. April 3, 2023 School Board Meeting at 5:15 pm. Work session with Nexus and action on fiscal year 2024 budget. Add roof project action item.

5. Beth Slatinski, Community Education Director: ECFE events, PALS, Spring Classes, KAPE updates

6. Committee Reports:

6.a. Community Education Advisory Board: April and May meetings, updating Bylaws.

6.b. Recreation Commission

Closed Session

1. The meeting will be closed as permitted by Minnesota Statutes, section 13D.03 to discuss the Districts labor negotiation strategy related to negotiations with L510 - AFSCME.

Motion by Jessica Crosby, then second by Joann Smith to close meeting at 6:15 pm. Motion Carried. Toni Korpi: Absent, Emily McGonigle: Absent, Jessica Crosby: Yea, Bruce Raboin: Yea, Tina Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea

Yea: 5, Nay: 0, Absent: 2

Reopen and Adjournment

1. Motion by Bruce Raboin, then second by Tina Sather to reopen meeting at 7:35 pm. Toni Korpi: Absent, Emily McGonigle: Absent, Jessica Crosby: Yea, Bruce Raboin: Yea, Tina Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea
Yea: 5, Nay: 0, Absent: 2

2. 1a. Motion by Bruce Raboin, then second by Jessica Crosby to adjourn meeting at 7:26 pm. Motion Carried. Toni Korpi: Absent, Emily McGonigle: Absent, Jessica Crosby: Yea, Bruce Raboin: Yea, Tina Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea
Yea: 5, Nay: 0, Absent: 2

Approved Minutes:

District Clerk

Date

Board Chair

Date

**SPECIAL MEETING MINUTES OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, April 3, 2023 at 5:15 p.m.
FHS Library**

Call to Order

Present with voting rights: Emily McGonigle, Tina Sather, Jessica Crosby and Bruce Raboin.
Roxanne Skogstad-Ditsch arrived at 6:25 pm. Absent: Toni Korpi
Present: 5; Absent 2; at 6:25 pm - 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 Emily McGonigle, then second by Bruce Raboin.
Motion Carried. Jessica Crosby: Yea, Toni Korpi: Yea, Emily McGonigle: Yea, Bruce
Raboin: Yea, Tina Sather: Yea, Joann Smith: Yea
Yea: 5, Nay: 0

Facility Planning Meeting

1. Nexus facility project discussion and planning. Nexus reviewed detail plan of plan items
and funding options.

Action Item

1. Maintain our facilities to be welcoming, safe and efficient for use by students and the
community.

1.a. Award gym roof replacement project to Nelson Roofing at a cost of \$115,483. Motion
by Joann Smith, then second by Bruce Raboin. Motion Carried.
Jessica Crosby: Yea, Emily McGonigle: Yea, Bruce Raboin: Yea, Tina Sather: Yea,
Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea
Yea: 6, Nay: 0

2. Implementing data-driven teaching practices and staff collaboration to increase student
academic success.

2.a. Budget Updates for FY2023 and FY2024

2.a.i. Fiscal Year 2024 Budget Action Items

2.a.i.1. Approve recommended reductions in Attachment A for 2023-2024 fiscal year.
1st Motion: Keep items 1-4, 6, increase item 7 to \$50,000, 8; exclude 5 no action on
number of sections. Motion by Joann Smith, then second by Jessica Crosby.

Motion Amended by Emily McGonigle to: Keep items 1-4, 6 – no change to sections
from what was FY24 proposed in the budget, 7, 8; exclude 5 no action on number of
sections. Motion carried.

Jessica Crosby: Yea, Emily McGonigle: Yea, Bruce Raboin: Yea, Tina Sather: Yea,
Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea
Yea: 6, Nay: 0

**SPECIAL MEETING MINUTES OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT NO. 361
Monday, April 3, 2023 at 5:15 p.m.
FHS Library**

Adjournment

1. Motion by Joann Smith, then second by Bruce Raboin to adjourn at 8:05 pm. Motion Carried.

Jessica Crosby: Yea, Yea, Emily McGonigle: Yea, Bruce Raboin: Yea, Tina Sather: Yea, Roxanne Skogstad-Ditsch: Yea, Joann Smith: Yea

Yea: 6, Nay: 0

Approved Minutes:

District Clerk

Date

Board Chair

Date

Payables Summary
April 17th, 2023

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201126481	A-Z Bowling Supplies & Pro Shop	3/23/2023	2063	FEF Bowling Bags, Raph Ruelle	3002300093	\$ 1,250.00
201126482	Align Chiropractic & Wellness Ce	3/23/2023	4649-C01	DOT Drug Testing 4649-C01	7602300000	\$ 35.00
	Align Chiropractic & Wellness Ce	3/23/2023	4650-C01	DOT Alcohol Testing 4650-C01	7602300000	\$ 50.00
201126483	ARROWHEAD LIBRARY SYSTEM	3/23/2023	7811	Library Catalog System	6202300000	\$ 625.00
201126484	Aviben	3/23/2023	27062	403b Third Party Admin Svc	1102300020	\$ 190.37
201126485	BSN SPORTS	3/23/2023	920721422	Baseballs	2922300051	\$ 476.20
201126486	DEMCO INC	3/23/2023	7272338	FES Library Supplies	1302300046	\$ 102.60
	DEMCO INC	3/23/2023	7268682	FES Laminate Film	1302300212	\$ 193.79
	DEMCO INC	3/23/2023	7276122	FES Library Stickers	1302300216	\$ 21.94
201126487	GOPHER SPORT	3/23/2023	IN264052	PHYSICAL EDUCATION SUPPLIES SARAH PETERSON	2402300000	\$ 563.14
201126488	Marco Technologies LLC	3/23/2023	INV1098924	Guidance Office Cost per Copy	7102300001	\$ 17.27
201126489	Marco Technologies LLC	3/23/2023	496323536	Printer in Business Classroom	3002300006	\$ 200.37
	Marco Technologies LLC	3/23/2023	496252388	Copier Leases	1102300026	\$ 661.03
	Marco Technologies LLC	3/23/2023	496252388	Copier Leases	1102300026	\$ 964.49
	Marco Technologies LLC	3/23/2023	496252214	Printer services	1102300027	\$ 355.44
	Marco Technologies LLC	3/23/2023	496322728	Printer services	1102300025	\$ 1,796.79
201126490	MEDTOX LABORATORIES	3/23/2023	2.202E+10	Drug Testing	0	\$ 66.39
201126491	MN ENERGY RESOURCES CORP	3/23/2023	0504762905	Stadium; Natural Gas Services	8102300029	\$ 25.67
	MN ENERGY RESOURCES CORP	3/23/2023	0507263223	Natural Gas Services; FHS	8102300029	\$ 7,223.53
	MN ENERGY RESOURCES CORP	3/23/2023	0507263223	Natural Gas Services; FHS	8102300029	\$ 2,407.84
201126492	MN POWER	3/23/2023	30923	Electricity Bill	8102300018	\$ 890.55
	MN POWER	3/23/2023	30923	Electricity Bill	8102300018	\$ 8,857.28
	MN POWER	3/23/2023	30923	Electricity Bill	8102300018	\$ 6,752.36
	MN POWER	3/23/2023	30923	Electricity Bill	8102300018	\$ 12,644.25
	MN POWER	3/23/2023	30923	Electricity Bill	8102300018	\$ 67.26
201126493	RAINY LAKE MEDICAL CENTER	3/23/2023	3998	OT/PT Services	1102300014	\$ 7,631.44
	RAINY LAKE MEDICAL CENTER	3/23/2023	3998	OT/PT Services	1102300014	\$ 2,726.82
201126494	SANDSTROM'S INC	3/23/2023	448971	Milk for Meal Service	7702300002	\$ 518.00
	SANDSTROM'S INC	3/23/2023	448973	Milk for Meal Service	7702300002	\$ 721.00
	SANDSTROM'S INC	3/23/2023	449648	Milk for Meal Service	7702300002	\$ 327.50
	SANDSTROM'S INC	3/23/2023	449650	Milk for Meal Service	7702300002	\$ 530.50
	SANDSTROM'S INC	3/23/2023	450482	Milk for Meal Service	7702300002	\$ 569.50

Payables Summary
April 17th, 2023

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201126495	The McDowell Agency, Inc.	3/23/2023	145723	Background Screening		0 \$ 16.00
201126496	TWIN CITY BOILER REPAIR	3/23/2023	35721	other 1/2 of boiler burner job	8102300134	\$ 55,017.50
201126497	UNITED TRUCK BODY	3/23/2023	W 5888	Replace def fluid pump on over the road bus pick up at Skubic's haul to Duluth and Bring to back to Falls	7602300043	\$ 1,947.54
201126498	WATER DEPT	3/23/2023	13-014700-C	FHS; Water Usage	8102300021	\$ 1,913.87
	WATER DEPT	3/23/2023	13-014800-C	FES; Water Usage	8102300021	\$ 1,384.41
	WATER DEPT	3/23/2023	13-014900-C	Arena; Water Usage	8102300021	\$ 3,156.95
	WATER DEPT	3/23/2023	74-006700-C	Water Usage - Garage	8102300021	\$ 53.83
201126499	ISD 2909	3/23/2023	Speech 3/1:	Speech Meet Entry Fee on 3/11/23 @ Rock Ridge High School		0 \$ 55.00
201126500	Weidner Holdings, LLC	3/23/2023	4	Kristal's Payment for SERVSAFE		0 \$ 80.00
201126501	NCPERS Group Life Ins.	3/24/2023	1.649E+11	PERA Life March 2023		0 \$ 96.00
	NCPERS Group Life Ins.	3/24/2023	1.649E+11	PERA Life February 2023		0 \$ 96.00
201126501	NCPERS Group Life Ins.	3/24/2023	1.649E+11	PERA Life January 2023		0 \$ 96.00
	NCPERS Group Life Ins.	3/24/2023	1.649E+11	PERA Life December 2022		0 \$ 96.00
	NCPERS Group Life Ins.	3/24/2023	1.641E+10	PERA Life November 2022		0 \$ 96.00
	NCPERS Group Life Ins.	3/24/2023	1.641E+10	PERA Life October 2022		0 \$ 96.00
201126502	AFT Local #331	3/24/2023	20230324AC	Payroll accrual		0 \$ 2,914.34
	AFT Local #331	3/24/2023	20230324AC	Payroll accrual		0 \$ 93.66
201126503	ND Child Support Division	3/24/2023	20230324AC	Child Support		0 \$ 276.93
201126504	Para Local #4798	3/24/2023	20230324AC	Payroll accrual		0 \$ 607.44
	Para Local #4798	3/24/2023	20230324AC	Payroll accrual		0 \$ 66.46
201126505	Johnson, Jeremiah	3/30/2023	BBasketball	Boys Basketball Official on 3/2/23 vs Littlefork-Big Falls		0 \$ 70.00
	Johnson, Jeremiah	3/30/2023	BBasketball	Boys Basketball Official on 3/2/23 vs Littlefork-Big Falls		0 \$ 105.00
201126506	BEMIDJI STATE UNIVERSITY	3/30/2023	Track B&G 3	Track & Field Indoor Meet Entry fee for 3/25/23 @ BSU		0 \$ 125.00

Payables Summary
April 17th, 2023

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	BEMIDJI STATE UNIVERSITY	3/30/2023	Track B&G 3	Track & Field Indoor Meet		0 \$ 125.00
				Entry fee for 3/25/23 @ BSU		
201126507	BHS Speech Boosters	3/30/2023	Speech 3/18	Speech Meet Entry Fee on		0 \$ 56.00
				3/18/23 @ Blackduck		
201126508	Mhs-Mahs	3/30/2023	2023	Cords, Pins and Certificates		0 \$ 344.50
201126509	BEMIDJI STATE UNIVERSITY	3/30/2023	278294	PSEO Contract / Concurrent	3002300001	\$ 22,400.00
				Enrollment		
201126510	CDW Government	3/30/2023	HG15676	Supplies	6052300073	\$ 658.00
	CDW Government	3/30/2023	HJ41989	Supplies	6052300074	\$ 658.00
201126511	COCA-COLA BOTTLING CO	3/30/2023	41431	FHS; Ala Carte Beverages	7702300008	\$ 209.75
	COCA-COLA BOTTLING CO	3/30/2023	41606	FHS; Ala Carte Beverages	7702300008	\$ 86.70
201126512	CXTec	3/30/2023	7183194	Supplies	6052300072	\$ 339.71
201126513	Eckman Chevrolet Buick GMC	3/30/2023	746634	error code read and reset	7602300059	\$ 62.06
201126514	MIDCONTINENT COMMUNICATI	3/30/2023	1.249E+13	Stadium and Fields Internet	6052300006	\$ 42.87
201126515	MN ENERGY RESOURCES CORP	3/30/2023	0505015015	Garage; Natural Gas Services	8102300029	\$ 1,193.23
201126516	MN GRADUATE SERVICES LTD	3/30/2023	231	FHS GRADUATION CAPS AND GOWNS	3002300097	\$ 3,105.00
	MN GRADUATE SERVICES LTD	3/30/2023	261	GRADUATION DIPLOMAS AND PINS	3002300106	\$ 1,063.50
201126517	MN North College	3/30/2023	201805	Membership	1102300052	\$ 3,397.00
201126518	NCPERS Group Life Ins.	3/30/2023	1.649E+11	PERA Life Sept 2022		0 \$ 32.00
201126519	PAN O GOLD BAKING CO	3/30/2023	1.001E+13	Bread for Meal Service	7702300009	\$ 35.00
	PAN O GOLD BAKING CO	3/30/2023	1.001E+13	Bread for Meal Service	7702300009	\$ 87.50
	PAN O GOLD BAKING CO	3/30/2023	1.001E+13	Bread for Meal Service	7702300009	\$ 49.44
	PAN O GOLD BAKING CO	3/30/2023	1.001E+13	Bread for Meal Service	7702300009	\$ 62.73
	PAN O GOLD BAKING CO	3/30/2023	1.001E+13	Bread for Meal Service	7702300009	\$ 119.50
201126520	PEPPER JW & SON INC	3/30/2023	365180163	Music for Spring Concert for	2582300014	\$ 275.00
				7/8 and 9-12 Band		
	PEPPER JW & SON INC	3/30/2023	365158938	Music for Spring Concert for	2582300014	\$ 165.99
				7/8 and 9-12 Band		
201126521	RATWIK ROSZAK & MALONEY PA	3/30/2023	73291	Services	1102300015	\$ 1,568.00
201126522	SOUND NORTH	3/30/2023	8020	HOF Induction Programs	3002300107	\$ 450.00
201126523	Staples Advantage	3/30/2023	8.07E+09	TECH DEPT SUPPLIES	3002300096	\$ 1,015.26
201126524	TAYLOR MUSIC	3/30/2023	2156168-IN	reeds for 5th grade to last	2582300013	\$ 95.00
				the rest of the school year		

Payables Summary
April 17th, 2023

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
201126525	UNIQUE PHOTOWORKS	3/30/2023	30123	Prom - Tickets	3002300090	\$ 150.99
201126526	VOYAGEURS COMMUNICATIONS	3/30/2023	9637	Install business radio in new work truck	7602300057	\$ 416.00
201126527	NCPERS Group Life Ins.	3/30/2023	1.641E+10	PERA Life April 2023	0	\$ 96.00
201126528	GREENWAY HIGH SCHOOL	4/3/2023	GTrack 4/1/23	Track Meet Entry fee on 4/1/23 Hosted by Greenway @ UWS	0	\$ 300.00
201126529	SCHOLASTIC	4/3/2023	32423	Scholastic Book Fair payment	0	\$ 591.55
201126530	AFT Local #331	4/7/2023	20230407AC	Payroll accrual	0	\$ 2,875.00
	AFT Local #331	4/7/2023	20230407AC	Payroll accrual	0	\$ 133.00
201126531	ND Child Support Division	4/7/2023	20230407AC	Child Support	0	\$ 276.93
201126532	Para Local #4798	4/7/2023	20230407AC	Payroll accrual	0	\$ 607.44
	Para Local #4798	4/7/2023	20230407AC	Payroll accrual	0	\$ 66.46
201126533	ADVANCED FIRST AID INC	4/6/2023	0323-0077	Replacement kits for AED's	8102300136	\$ 762.75
	ADVANCED FIRST AID INC	4/6/2023	0423-0161	Replacement Infant/Child electrode pads	8102300141	\$ 340.76
201126534	BEMIDJI WELDERS SUPPLY	4/6/2023	10102130	BEMIDJI WELDERS BLANKET PO DAVE OLSON	2552300004	\$ 313.13
201126535	BSN SPORTS	4/6/2023	920756171	Baseball Practice Balls	2922300054	\$ 379.45
201126536	Column Software PBC	4/6/2023	02DD9D5C-C	Advertising Local Newspaper - Board Minutes	1102300024	\$ 280.93
201126537	EVOLVE U FITNESS & WELLNESS	4/6/2023	139196803	PALS Evolve U	5002300010	\$ 100.00
201126538	FARGO PUBLIC SCHOOL DISTRICT	4/6/2023	167557	Out-State Prairie Tuition 2/27/23-3/8/23 MS	0	\$ 486.00
201126539	Games Galore Party Rental	4/6/2023	13248693	Prom - Mechanical Bull Rental	3002300092	\$ 3,087.44
201126540	HAWKINS INC	4/6/2023	6424355	Pool Chemicals	8102300025	\$ 713.41
201126541	I DJ Now	4/6/2023	2.003E+09	Prom - Disco Ball, Motor & Mounting System	3002300104	\$ 1,073.40
201126542	Lyric Opera of the North (LOON)	4/6/2023	20123	FEF 2022 (Swanson)	1302300151	\$ 750.00
201126543	MIDCONTINENT COMMUNICATIONS	4/6/2023	2.751E+13	FES Fax Line	1102300022	\$ 37.65
201126544	MIDWEST BUS PARTS INC	4/6/2023	181072	Bus Parts Blanket	7602300004	\$ 143.10
201126545	MIDWEST SPECIAL INSTRUMENT	4/6/2023	2303435	CALIBRATION NURSING LEAH BACON	7202300007	\$ 670.00
201126546	NORTHEAST SERVICE COOPERATIVE	4/6/2023	3504	Annual contract days Health & Safety	8102300138	\$ 865.00
201126547	The Sport Shop	4/6/2023	32823	KAPE Patches for Lettermans	7902300077	\$ 283.50

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201126548	Tilson Bay Company	4/6/2023	1020	jackets student recognition Roll over money for tshirts for student involvement in Krazy Kape Night event hosted at Falls High School.	7902300075	\$ 350.00
201126549	UPPER LAKES FOODS	4/6/2023	251755-00	Dishwashing Supplies	7702300007	\$ 206.00
	UPPER LAKES FOODS	4/6/2023	251755-00	Dishwashing Supplies	7702300007	\$ 243.58
	UPPER LAKES FOODS	4/6/2023	251755-00	Dishwashing Supplies	7702300007	\$ 1,021.05
	UPPER LAKES FOODS	4/6/2023	251755-00	Dishwashing Supplies	7702300007	\$ 7.95
201126550	US FOODSERVICE	4/6/2023	5538910	Food for Meal Services	7702300000	\$ 540.27
	US FOODSERVICE	4/6/2023	5538911	Food for Meal Services	7702300000	\$ 218.93
	US FOODSERVICE	4/6/2023	5538915	Kindergarten Snacks	1302300041	\$ 117.93
	US FOODSERVICE	4/6/2023	5710953	Food for Meal Services	7702300000	\$ 43.75
	US FOODSERVICE	4/6/2023	5710972	Food for Meal Services	7702300000	\$ 135.42
	US FOODSERVICE	4/6/2023	5710955	Food for Meal Services	7702300000	\$ 26.25
	US FOODSERVICE	4/6/2023	5710950	Food for Meal Services	7702300000	\$ 831.65
	US FOODSERVICE	4/6/2023	5710950	Food for Meal Services	7702300000	\$ 117.60
	US FOODSERVICE	4/6/2023	5710949	Food for Meal Services	7702300000	\$ 135.42
	US FOODSERVICE	4/6/2023	5710949	Food for Meal Services	7702300000	\$ 246.47
	US FOODSERVICE	4/6/2023	5710954	Food for Meal Services	7702300000	\$ 519.30
	US FOODSERVICE	4/6/2023	5710956	Food for Meal Services	7702300000	\$ 26.25
201126550	US FOODSERVICE	4/6/2023	5806595	Food for Meal Services	7702300000	\$ 782.49
	US FOODSERVICE	4/6/2023	5806595	Food for Meal Services	7702300000	\$ 39.36
	US FOODSERVICE	4/6/2023	5806591	Food for Meal Services	7702300000	\$ 1,017.87
	US FOODSERVICE	4/6/2023	5806591	Food for Meal Services	7702300000	\$ 448.95
	US FOODSERVICE	4/6/2023	5806591	Food for Meal Services	7702300000	\$ 144.41
	US FOODSERVICE	4/6/2023	5710952	Food for Meal Services	7702300000	\$ 1,206.27
	US FOODSERVICE	4/6/2023	5710952	Food for Meal Services	7702300000	\$ 141.92
	US FOODSERVICE	4/6/2023	5806592	Food for Meal Services	7702300000	\$ 610.59
	US FOODSERVICE	4/6/2023	5806594	Food for Meal Services	7702300000	\$ 461.76
	US FOODSERVICE	4/6/2023	5710951	Food for Meal Services	7702300000	\$ 278.29
	US FOODSERVICE	4/6/2023	5710964	Pre School Snacks	1302300041	\$ 233.35
	US FOODSERVICE	4/6/2023	5881793	Food for Meal Services	7702300000	\$ 478.04

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	US FOODSERVICE	4/6/2023	5881793	Food for Meal Services	7702300000	\$ 31.10
	US FOODSERVICE	4/6/2023	5881794	Food for Meal Services	7702300000	\$ 253.20
	US FOODSERVICE	4/6/2023	3103576	Food for Meal Services	7702300000	\$ 727.78
	US FOODSERVICE	4/6/2023	3103576	Food for Meal Services	7702300000	\$ 434.92
	US FOODSERVICE	4/6/2023	3103576	Food for Meal Services	7702300000	\$ 110.20
	US FOODSERVICE	4/6/2023	3103575	Food for Meal Services	7702300000	\$ 192.56
	US FOODSERVICE	4/6/2023	3177312	Food for Meal Services	7702300000	\$ 972.01
	US FOODSERVICE	4/6/2023	3177312	Food for Meal Services	7702300000	\$ 288.45
	US FOODSERVICE	4/6/2023	3177312	Food for Meal Services	7702300000	\$ 17.43
	US FOODSERVICE	4/6/2023	3177316	Food for Meal Services	7702300000	\$ 226.34
	US FOODSERVICE	4/6/2023	5881796	Food for Meal Services	7702300000	\$ 299.13
	US FOODSERVICE	4/6/2023	5881796	Food for Meal Services	7702300000	\$ 204.14
	US FOODSERVICE	4/6/2023	5881796	Food for Meal Services	7702300000	\$ 45.24
	US FOODSERVICE	4/6/2023	3103578	Food for Meal Services	7702300000	\$ 131.10
	US FOODSERVICE	4/6/2023	5881795	Food for Meal Services	7702300000	\$ 107.89
	US FOODSERVICE	4/6/2023	3103577	Food for Meal Services	7702300000	\$ 297.47
	US FOODSERVICE	4/6/2023	3103577	Food for Meal Services	7702300000	\$ 233.34
	US FOODSERVICE	4/6/2023	3103577	Food for Meal Services	7702300000	\$ 45.70
	US FOODSERVICE	4/6/2023	3103580	Pre School Snacks	1302300041	\$ 202.98
	US FOODSERVICE	4/6/2023	3095037	Food for Meal Services	7702300000	\$ 31.82
	US FOODSERVICE	4/6/2023	3103577A	Pre School Snacks	1302300041	\$ 41.87
201126551	DETROIT LAKES NATIVE AMERIC.	4/6/2023	QuizBowl 3/	Quiz Bowl Meet Entry Fee @ Detroit Lakes on 3/31/23	0	\$ 250.00
201126552	Zahradka, Ariana	4/6/2023	KBowl 4/13/	Knowledge Bowl State Meet Meal Money	0	\$ 96.00
201126553	Grand Rapids ISD #318	4/11/2023	Speech 3/25	Speech Team Entry Fee on 3/25/23 @ Grand Rapids	0	\$ 56.00
201126554	Section 7A	4/11/2023	Speech 4/15	Speech Section 7A Meet Entry Fee on 4/15/23 in Duluth	0	\$ 225.00
201126555	Align Chiropractic & Wellness Ce	4/18/2023	2990-C01	DOT Physicals and Drug Testing	7602300000	\$ 100.00
201126556	ARROWHEAD LIBRARY SYSTEM	4/18/2023	7824	Library Catalog System	6202300000	\$ 625.00
201126557	Aviben	4/18/2023	27440	403b Third Party Admin Svc	1102300020	\$ 190.37

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201126558	CENEX COOP SERVICE INC OF BA	4/18/2023	37420	Fuel	7602300058	\$ 21,784.82
	CENEX COOP SERVICE INC OF BA	4/18/2023	37421	Fuel	7602300058	\$ 3,364.35
	CENEX COOP SERVICE INC OF BA	4/18/2023	37629	Fuel	7602300058	\$ 3,335.00
201126559	FRIENDS GARBAGE SERVICE, LLC	4/18/2023	9304141	Garbage Pickups	8102300008	\$ 1,968.06
201126560	Fun Express, LLC	4/18/2023	723765464-	ECFE Supplies (supplies for remainder of the year)	1302300230	\$ 216.88
	Fun Express, LLC	4/18/2023	723765464-	ECFE Supplies (supplies for remainder of the year)	1302300230	\$ 186.97
201126561	ISD #2142 South Ridge School	4/18/2023	31722	Sept-Dec FY22	0	\$ 2,802.58
	ISD #2142 South Ridge School	4/18/2023	52322	Jan-Mar FY22	0	\$ 2,990.93
201126562	KANTOR ELECTRIC INC	4/18/2023	17596	Purchase and attach plug to 20 new rab led lights for the arena	8102300115	\$ 9,847.00
201126563	KGHS-AM	4/18/2023	40323	School Matters	102300003	\$ 225.00
201126564	MN DEPT LABOR & INDUSTRY	4/18/2023	ABR030455C	FES, pressure vessel, boiler	0	\$ 40.00
	MN DEPT LABOR & INDUSTRY	4/18/2023	ABR0304294	Bus Garage, pressure vessel	0	\$ 20.00
	MN DEPT LABOR & INDUSTRY	4/18/2023	ABR0304246	Arena, pressure vessel	0	\$ 10.00
	MN DEPT LABOR & INDUSTRY	4/18/2023	ABR0304095	FHS, boiler, pressure vessel	0	\$ 40.00
	MN DEPT LABOR & INDUSTRY	4/18/2023	ALR0147324	FHS, elevator	0	\$ 100.00
201126565	TAYLOR'S PLUMBING & HEATING	4/18/2023	3367	Replace faucet FES kitchen	8102300133	\$ 190.00
201126566	Annie's Frozen Yogurt	4/12/2023	26362	Frozen Yogurt	7702300003	\$ 100.00
201126567	AT & T Mobility	4/12/2023	2873105224	IT Dir. Phone and Bus WI-FI	1102300021	\$ 67.24
	AT & T Mobility	4/12/2023	2.873E+19	IT Dir. Phone and Bus WI-FI	1102300021	\$ 242.31
201126568	EHLERS & ASSC, INC	4/12/2023	93693	Services	1102300053	\$ 2,000.00
201126569	MN ENERGY RESOURCES CORP	4/12/2023	0503196532	Arena Water Heater	8102300029	\$ 2,672.40
	MN ENERGY RESOURCES CORP	4/12/2023	0503526034	FES Natural Gas Services	8102300029	\$ 2,808.13
	MN ENERGY RESOURCES CORP	4/12/2023	0506435793	Arena	8102300029	\$ 2,641.97
	MN ENERGY RESOURCES CORP	4/12/2023	0507263223	Natural Gas Services; FHS	8102300029	\$ 5,434.88
	MN ENERGY RESOURCES CORP	4/12/2023	0507263223	Natural Gas Services; FHS	8102300029	\$ 1,811.63
201126570	Rainy Lake Oil, Inc.	4/12/2023	33977	Cap: metal top seal fill	0	\$ 65.00
201126571	SANDSTROM'S INC	4/12/2023	451295	Milk for Meal Service	7702300002	\$ 385.00
	SANDSTROM'S INC	4/12/2023	452128	Milk for Meal Service	7702300002	\$ 310.00
	SANDSTROM'S INC	4/12/2023	451296	Milk for Meal Service	7702300002	\$ 778.63

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	SANDSTROM'S INC	4/12/2023	450483	Milk for Meal Service	7702300002	\$ 937.50
	SANDSTROM'S INC	4/12/2023	452129	Milk for Meal Service	7702300002	\$ 410.00
201126572	SKYWARD INC MN BRANCH	4/12/2023	223725	Billable System Support	0	\$ 533.33
201126573	UNITED TRUCK BODY	4/12/2023	S 0866	Decal for emergency escape window. Needed to pass DOT inspection	7602300061	\$ 22.50
	UNITED TRUCK BODY	4/12/2023	W 6364	Repair bus 20 def system pump	7602300062	\$ 1,675.90
	UNITED TRUCK BODY	4/12/2023	W 6407	Bus 1 brake issues	7602300064	\$ 3,688.84
202201286	Aviben	3/24/2023	20230324AC	Payroll accrual	0	\$ 173.08
	Aviben	3/24/2023	20230324AC	Payroll accrual	0	\$ 288.48
	Aviben	3/24/2023	20230324AC	Payroll accrual	0	\$ 1,244.61
	Aviben	3/24/2023	20230324AC	Payroll accrual	0	\$ 47.37
	Aviben	3/24/2023	20230324AC	Payroll accrual	0	\$ 2,771.71
	Aviben	3/24/2023	20230324AC	Payroll accrual	0	\$ 319.04
	Aviben	3/24/2023	20230324AC	Payroll accrual	0	\$ 1,151.56
202201286	Aviben	3/24/2023	20230324AC	Payroll accrual	0	\$ 384.62
	Aviben	3/24/2023	20230324AC	Payroll accrual	0	\$ 136.76
	Aviben	3/24/2023	20230324AC	Payroll accrual	0	\$ 857.48
	Aviben	3/24/2023	20230324AC	Payroll accrual	0	\$ 177.74
	Aviben	3/24/2023	20230324AC	Payroll accrual	0	\$ 350.00
	Aviben	3/24/2023	20230324AC	Payroll accrual	0	\$ 2,546.76
	Aviben	3/24/2023	20230324AC	Payroll accrual	0	\$ 160.00
	Aviben	3/24/2023	20230324AC	Payroll accrual	0	\$ 2,681.58
	Aviben	3/24/2023	20230324AF	TSA Benefit	0	\$ 92.32
	Aviben	3/24/2023	20230324AF	TSA Benefit	0	\$ 288.48
	Aviben	3/24/2023	20230324AF	TSA Benefit	0	\$ 392.20
	Aviben	3/24/2023	20230324AF	TSA Benefit	0	\$ 47.37
	Aviben	3/24/2023	20230324AF	TSA Benefit	0	\$ 1,316.39
	Aviben	3/24/2023	20230324AF	TSA Benefit	0	\$ 111.14
	Aviben	3/24/2023	20230324AF	TSA Benefit	0	\$ 380.39
	Aviben	3/24/2023	20230324AF	Payroll accrual	0	\$ 96.16
	Aviben	3/24/2023	20230324AF	TSA Benefit	0	\$ 57.70
	Aviben	3/24/2023	20230324AF	TSA Benefits	0	\$ 395.52

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	Aviben	3/24/2023	20230324AF	TSA Benefit	0	\$ 177.74
	Aviben	3/24/2023	20230324AF	TSA Benefit	0	\$ 76.93
	Aviben	3/24/2023	20230324AF	TSA Benefit	0	\$ 722.18
	Aviben	3/24/2023	20230324AF	TSA Benefit	0	\$ 96.16
	Aviben	3/24/2023	20230324AF	TSA Benefits	0	\$ 196.16
202201287	Empower Retirement	3/24/2023	20230324AC	Payroll accrual	0	\$ 426.32
	Empower Retirement	3/24/2023	20230324AC	Payroll accrual	0	\$ 20.00
	Empower Retirement	3/24/2023	20230324AC	Payroll accrual	0	\$ 60.00
	Empower Retirement	3/24/2023	20230324AC	Payroll accrual	0	\$ 34.21
	Empower Retirement	3/24/2023	20230324AC	Payroll accrual	0	\$ 34.21
	Empower Retirement	3/24/2023	20230324AF	Deferred Comp 457 Benefit	0	\$ 60.53
	Empower Retirement	3/24/2023	20230324AF	Deferred Comp 457 Benefit	0	\$ 34.21
	Empower Retirement	3/24/2023	20230324AF	HCSP	0	\$ 2,392.82
	Empower Retirement	3/24/2023	20230324AF	HCSP	0	\$ 13.33
	Empower Retirement	3/24/2023	20230324AF	HCSP	0	\$ 144.64
202201288	Internal Revenue Service	3/24/2023	20230324AC	Payroll accrual	0	\$ 18,582.32
	Internal Revenue Service	3/24/2023	20230324AC	Payroll accrual	0	\$ 1,010.90
	Internal Revenue Service	3/24/2023	20230324AC	Payroll accrual	0	\$ 728.13
	Internal Revenue Service	3/24/2023	20230324AC	Payroll accrual	0	\$ 547.47
202201288	Internal Revenue Service	3/24/2023	20230324AC	Payroll accrual	0	\$ 25.00
	Internal Revenue Service	3/24/2023	20230324AC	Payroll accrual	0	\$ 146.41
	Internal Revenue Service	3/24/2023	20230324AC	Payroll accrual	0	\$ 20,297.33
	Internal Revenue Service	3/24/2023	20230324AC	Payroll accrual	0	\$ 952.86
	Internal Revenue Service	3/24/2023	20230324AC	Payroll accrual	0	\$ 680.54
	Internal Revenue Service	3/24/2023	20230324AC	Payroll accrual	0	\$ 4,345.88
	Internal Revenue Service	3/24/2023	20230324AC	Payroll accrual	0	\$ 236.41
	Internal Revenue Service	3/24/2023	20230324AC	Payroll accrual	0	\$ 170.29
	Internal Revenue Service	3/24/2023	20230324AF	FICA Benefit	0	\$ 18,582.32
	Internal Revenue Service	3/24/2023	20230324AF	FICA Benefit	0	\$ 1,010.90
	Internal Revenue Service	3/24/2023	20230324AF	FICA Benefit	0	\$ 728.13
	Internal Revenue Service	3/24/2023	20230324AF	Medicare Benefit	0	\$ 4,345.88
	Internal Revenue Service	3/24/2023	20230324AF	Medicare Benefit	0	\$ 236.41
	Internal Revenue Service	3/24/2023	20230324AF	Medicare Benefit	0	\$ 170.29

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202201289	MINNESOTA REVENUE	3/24/2023	20230324AC	Payroll accrual	0	\$ 60.00
	MINNESOTA REVENUE	3/24/2023	20230324AC	Payroll accrual	0	\$ 25.00
	MINNESOTA REVENUE	3/24/2023	20230324AC	Payroll accrual	0	\$ 10,010.43
	MINNESOTA REVENUE	3/24/2023	20230324AC	Payroll accrual	0	\$ 497.38
	MINNESOTA REVENUE	3/24/2023	20230324AC	Payroll accrual	0	\$ 340.50
202201290	MN Teachers Retirement Associ.	3/24/2023	20230324AC	Payroll accrual	0	\$ 14,686.96
	MN Teachers Retirement Associ.	3/24/2023	20230324AC	Payroll accrual	0	\$ 590.00
	MN Teachers Retirement Associ.	3/24/2023	20230324AC	Payroll accrual	0	\$ 74.20
	MN Teachers Retirement Associ.	3/24/2023	20230324AF	TRA Benefit	0	\$ 16,743.07
	MN Teachers Retirement Associ.	3/24/2023	20230324AF	TRA Benefit	0	\$ 672.60
	MN Teachers Retirement Associ.	3/24/2023	20230324AF	TRA Benefit	0	\$ 84.58
202201291	Public Employees Retirement As	3/24/2023	20230324AC	Payroll accrual	0	\$ 24.00
	Public Employees Retirement As	3/24/2023	20230324AC	Payroll accrual	0	\$ 6,871.22
	Public Employees Retirement As	3/24/2023	20230324AC	Payroll accrual	0	\$ 518.76
	Public Employees Retirement As	3/24/2023	20230324AC	Payroll accrual	0	\$ 705.11
	Public Employees Retirement As	3/24/2023	20230324AF	DCP Benefit	0	\$ 24.00
	Public Employees Retirement As	3/24/2023	20230324AF	PERA Benefit	0	\$ 7,928.33
	Public Employees Retirement As	3/24/2023	20230324AF	PERA Benefit	0	\$ 598.55
	Public Employees Retirement As	3/24/2023	20230324AF	PERA Benefit	0	\$ 813.57
202201292-	BMO	4/3/2023	March C/C	See Attached March Detail		
202201406		4/3/2023				\$ 19,236.86
202201407	Aviben	4/7/2023	20230407AC	Payroll accrual	0	\$ 173.08
	Aviben	4/7/2023	20230407AC	Payroll accrual	0	\$ 192.32
	Aviben	4/7/2023	20230407AC	Payroll accrual	0	\$ 96.16
	Aviben	4/7/2023	20230407AC	Payroll accrual	0	\$ 1,294.61
	Aviben	4/7/2023	20230407AC	Payroll accrual	0	\$ 97.37
	Aviben	4/7/2023	20230407AC	Payroll accrual	0	\$ 2,771.71
	Aviben	4/7/2023	20230407AC	Payroll accrual	0	\$ 269.04
	Aviben	4/7/2023	20230407AC	Payroll accrual	0	\$ 1,151.56
	Aviben	4/7/2023	20230407AC	Payroll accrual	0	\$ 384.62
	Aviben	4/7/2023	20230407AC	Payroll accrual	0	\$ 136.76
	Aviben	4/7/2023	20230407AC	Payroll accrual	0	\$ 832.48
	Aviben	4/7/2023	20230407AC	Payroll accrual	0	\$ 177.74

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	Aviben	4/7/2023	20230407AC	Payroll accrual	0	\$ 350.00
	Aviben	4/7/2023	20230407AC	Payroll accrual	0	\$ 2,572.36
	Aviben	4/7/2023	20230407AC	Payroll accrual	0	\$ 134.40
	Aviben	4/7/2023	20230407AC	Payroll accrual	0	\$ 2,681.58
	Aviben	4/7/2023	20230407AF	TSA Benefit	0	\$ 92.32
	Aviben	4/7/2023	20230407AF	TSA Benefit	0	\$ 192.32
	Aviben	4/7/2023	20230407AF	TSA Benefit	0	\$ 96.16
	Aviben	4/7/2023	20230407AF	TSA Benefit	0	\$ 392.20
	Aviben	4/7/2023	20230407AF	TSA Benefit	0	\$ 47.37
	Aviben	4/7/2023	20230407AF	TSA Benefit	0	\$ 1,316.39
	Aviben	4/7/2023	20230407AF	TSA Benefit	0	\$ 111.14
	Aviben	4/7/2023	20230407AF	TSA Benefit	0	\$ 380.39
	Aviben	4/7/2023	20230407AF	Payroll accrual	0	\$ 96.16
	Aviben	4/7/2023	20230407AF	TSA Benefit	0	\$ 57.70
	Aviben	4/7/2023	20230407AF	TSA Benefits	0	\$ 395.52
	Aviben	4/7/2023	20230407AF	TSA Benefit	0	\$ 177.74
	Aviben	4/7/2023	20230407AF	TSA Benefit	0	\$ 76.93
	Aviben	4/7/2023	20230407AF	TSA Benefit	0	\$ 737.57
	Aviben	4/7/2023	20230407AF	TSA Benefit	0	\$ 80.77
	Aviben	4/7/2023	20230407AF	TSA Benefits	0	\$ 196.16
202201408	Empower Retirement	4/7/2023	20230407AC	Payroll accrual	0	\$ 426.32
	Empower Retirement	4/7/2023	20230407AC	Payroll accrual	0	\$ 20.00
	Empower Retirement	4/7/2023	20230407AC	Payroll accrual	0	\$ 60.00
	Empower Retirement	4/7/2023	20230407AC	Payroll accrual	0	\$ 34.21
	Empower Retirement	4/7/2023	20230407AC	Payroll accrual	0	\$ 34.21
202201408	Empower Retirement	4/7/2023	20230407AF	Deferred Comp 457 Benefit	0	\$ 60.53
	Empower Retirement	4/7/2023	20230407AF	Deferred Comp 457 Benefit	0	\$ 34.21
	Empower Retirement	4/7/2023	20230407AF	HCSP	0	\$ 2,327.64
	Empower Retirement	4/7/2023	20230407AF	HCSP	0	\$ 13.33
	Empower Retirement	4/7/2023	20230407AF	HCSP	0	\$ 209.82
202201409	Internal Revenue Service	4/7/2023	20230407AC	Payroll accrual	0	\$ 16,799.08
	Internal Revenue Service	4/7/2023	20230407AC	Payroll accrual	0	\$ 1,101.21
	Internal Revenue Service	4/7/2023	20230407AC	Payroll accrual	0	\$ 567.91

Payables Summary
April 17th, 2023

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Internal Revenue Service	4/7/2023	20230407AC	Payroll accrual	0	\$ 607.47
	Internal Revenue Service	4/7/2023	20230407AC	Payroll accrual	0	\$ 25.00
	Internal Revenue Service	4/7/2023	20230407AC	Payroll accrual	0	\$ 88.29
	Internal Revenue Service	4/7/2023	20230407AC	Payroll accrual	0	\$ 18,447.14
	Internal Revenue Service	4/7/2023	20230407AC	Payroll accrual	0	\$ 1,133.15
	Internal Revenue Service	4/7/2023	20230407AC	Payroll accrual	0	\$ 407.82
	Internal Revenue Service	4/7/2023	20230407AC	Payroll accrual	0	\$ 3,928.91
	Internal Revenue Service	4/7/2023	20230407AC	Payroll accrual	0	\$ 257.55
	Internal Revenue Service	4/7/2023	20230407AC	Payroll accrual	0	\$ 132.80
	Internal Revenue Service	4/7/2023	20230407AF	FICA Benefit	0	\$ 16,799.08
	Internal Revenue Service	4/7/2023	20230407AF	FICA Benefit	0	\$ 1,101.21
	Internal Revenue Service	4/7/2023	20230407AF	FICA Benefit	0	\$ 567.91
	Internal Revenue Service	4/7/2023	20230407AF	Medicare Benefit	0	\$ 3,928.91
	Internal Revenue Service	4/7/2023	20230407AF	Medicare Benefit	0	\$ 257.55
	Internal Revenue Service	4/7/2023	20230407AF	Medicare Benefit	0	\$ 132.80
202201410	MINNESOTA REVENUE	4/7/2023	20230407AC	Payroll accrual	0	\$ 90.00
	MINNESOTA REVENUE	4/7/2023	20230407AC	Payroll accrual	0	\$ 25.00
	MINNESOTA REVENUE	4/7/2023	20230407AC	Payroll accrual	0	\$ 9,136.89
	MINNESOTA REVENUE	4/7/2023	20230407AC	Payroll accrual	0	\$ 566.05
	MINNESOTA REVENUE	4/7/2023	20230407AC	Payroll accrual	0	\$ 214.86
202201411	MN Teachers Retirement Associ.	4/7/2023	20230407AC	Payroll accrual	0	\$ 14,407.03
	MN Teachers Retirement Associ.	4/7/2023	20230407AC	Payroll accrual	0	\$ 799.00
	MN Teachers Retirement Associ.	4/7/2023	20230407AC	Payroll accrual	0	\$ 30.31
	MN Teachers Retirement Associ.	4/7/2023	20230407AF	TRA Benefit	0	\$ 16,423.92
	MN Teachers Retirement Associ.	4/7/2023	20230407AF	TRA Benefit	0	\$ 910.85
	MN Teachers Retirement Associ.	4/7/2023	20230407AF	TRA Benefit	0	\$ 34.55
202201412	Public Employees Retirement As	4/7/2023	20230407AC	Payroll accrual	0	\$ 24.00
202201412	Public Employees Retirement As	4/7/2023	20230407AC	Payroll accrual	0	\$ 5,430.13
	Public Employees Retirement As	4/7/2023	20230407AC	Payroll accrual	0	\$ 450.57
	Public Employees Retirement As	4/7/2023	20230407AC	Payroll accrual	0	\$ 595.91
	Public Employees Retirement As	4/7/2023	20230407AF	DCP Benefit	0	\$ 24.00
	Public Employees Retirement As	4/7/2023	20230407AF	PERA Benefit	0	\$ 6,265.55
	Public Employees Retirement As	4/7/2023	20230407AF	PERA Benefit	0	\$ 519.88

Payables Summary
April 17th, 2023

Check No	Vendor	Check Date	Invoice No	Invoice Description	PO Number	Amount
	Public Employees Retirement As	4/7/2023	20230407AF	PERA Benefit		0 \$ 687.60
202201413	Dunkin - Baskin Robbins	4/3/2023	Jenesas C/C	Donuts for student council meeting.	9012300046	\$ 24.98
222300054	Madison National Life	3/24/2023	1546021	March LTD International Falls ISD 361 #17008		0 \$ 149.36
	Madison National Life	3/24/2023	1546022	March Life 2023 International Falls ISD 361 #17008		0 \$ 1,458.35
222300055	AFSCME Council 65	3/24/2023	20230324AC	Payroll accrual		0 \$ 937.15
	AFSCME Council 65	3/24/2023	20230324AC	Payroll accrual		0 \$ 280.14
	AFSCME Council 65	3/24/2023	20230324AC	Payroll accrual		0 \$ 19.68
	AFSCME Council 65	3/24/2023	20230324AC	Payroll accrual		0 \$ 15.67
	AFSCME Council 65	3/24/2023	20230324AC	Payroll accrual		0 \$ 7.00
	AFSCME Council 65	3/24/2023	20230324AC	Payroll accrual		0 \$ 0.33
222300056	Madison National Life	3/30/2023	1550476	April Life 2023 International Falls ISD 361 #17008		0 \$ 1,575.85
	Madison National Life	3/30/2023	1550475	April LTD 2023 International Falls ISD 361 #17008		0 \$ 149.36
222300057	Bennett, Kendra	4/18/2023	ERIN202304	3/1/2023-3/31/2023 mileage to and from bank		0 \$ 47.20
222300058	Christianson, Ginger	4/18/2023	ERIN202303	9/6/2022-9/30/2022 ECSE Home Visits		0 \$ 48.69
	Christianson, Ginger	4/18/2023	ERIN202303	10/1/2022-10/31/2022 ECSE Home Visits		0 \$ 74.94
	Christianson, Ginger	4/18/2023	ERIN202303	11/1/2022-11/30/2022 ECSE Home Visits		0 \$ 70.94
	Christianson, Ginger	4/18/2023	ERIN202303	12/1/2022-12/31/2022 ECSE Home Visits		0 \$ 55.31
222300059	Peterson, Paul	4/18/2023	ERIN202304	3/1/2023-3/31/2023 Homebased travel.		0 \$ 11.79
222300060	Wilson, June	4/18/2023	ERIN202304	3/1/2023-3/31/2023 Driving with personal vehicle from bus garage to FHS and/or FHS to Bus Garage		0 \$ 34.06
TOTAL						\$ 595,318.97

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	03/27/2023	10236	HUMBELAU002	Humbert Laurie A	Scholastic Book Fairs, Lake Mar	SCHOLAST001	03/28/2023		Invoiced	A	2,084.53	
	2	FES Books from Scholastic Book Fair			1302300234	Missy's C/C00000	04/03/2023	2,084.53				
	03/27/2023	10237	HUMBELAU002	Humbert Laurie A	Scholastic Book Fairs, Lake Mar	SCHOLAST001	03/28/2023		Invoiced	A	263.68	
	2	FES Vending Machine Books			1302300231	Missy's C/C00001	04/03/2023	263.68				
					2 transaction(s) for XXXXXXXXXXXX8319. Total Amount ==>							2,348.21
XXXXXXXXXXXX8327	03/21/2023	10248	HEISSVIC000	Heiss Victoria L	Center For Responsive, 41386382	CENTER F001	03/28/2023		Invoiced	A	21.86	
	2	YARDSTICKS GUIDES: MIDDLE SCHOOL SAMPLE PACK			3002300087	Tim's C/C00000	04/03/2023	12.00				
	3	SHIPPING AND HANDLING			3002300087	Tim's C/C00000	04/03/2023	9.86				
	03/07/2023	10247	HEISSVIC000	Heiss Victoria L	Toolstoday.Com Llc, 7185547007,	AMANA TO000	03/28/2023		Invoiced	A	745.46	
	2	AMANA TOOL 46350			3002300094	Tim's C/C00001	04/03/2023	264.86				
	3	AMANA TOOL 46348			3002300094	Tim's C/C00001	04/03/2023	167.40				
	4	AMANA TOOL 4365			3002300094	Tim's C/C00001	04/03/2023	205.70				
	5	AMANA TOOL HSS1312			3002300094	Tim's C/C00001	04/03/2023	107.50				
					2 transaction(s) for XXXXXXXXXXXX8327. Total Amount ==>							767.32
XXXXXXXXXXXX8335	03/27/2023	10250	SteelEug000	Steele Eugene L	Mannco Trucking Inc, Internatio	MANNCO T000	03/28/2023		Invoiced	A	36.60	
	2	Mannco Blanket P.O. Transportation			7602300002	Gene's C/C00000	04/03/2023	36.60				
	03/15/2023	10249	SteelEug000	Steele Eugene L	Mannco Trucking Inc, Internatio	MANNCO T000	03/28/2023		Invoiced	A	65.00	
	2	Mannco Blanket P.O. Transportation			7602300002	Gene's C/C00001	04/03/2023	65.00				
	03/01/2023	10252	SteelEug000	Steele Eugene L	Oreilly Auto Parts 39, Internat	O'REILLY000	03/28/2023		Invoiced	A	15.14	
	2	Transportation Supplies			7602300007	Gene's C/C00002	04/03/2023	15.14				
	02/28/2023	10251	SteelEug000	Steele Eugene L	Oreilly Auto Parts 39, Internat	O'REILLY000	03/28/2023		Invoiced	A	15.87	
	2	Transportation Supplies			7602300007	Gene's C/C00003	04/03/2023	15.87				
					4 transaction(s) for XXXXXXXXXXXX8335. Total Amount ==>							132.61
XXXXXXXXXXXX7362	03/21/2023	10256			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	03/28/2023		Invoiced	A	37.45	
	2	FHS FAX			6052300006	Stacy's C/C00000	04/03/2023	37.45				
	03/15/2023	10255			Usps Po 2647200549, Intl Falls,	POSTMAST000	03/28/2023		Invoiced	A	135.00	
	2	Collections Mailing Preschool			1102300044	Stacy's C/C00001	04/03/2023	135.00				
	03/14/2023	10254			Ferrell Gas Lp, 888-337-7355, M	FERRELLG000	03/28/2023		Invoiced	A	515.67	
	2	Zamboni Propane			8102300055	Stacy's C/C00002	04/03/2023	515.67				
	03/13/2023	10253			Paul Bunyan Communicat, 2184441	PAUL BUN000	03/28/2023		Invoiced	A	650.00	
	2	12 Month Contract for 1000Mbps, Midnight-4pm/5			6052300010	Stacy's C/C00003	04/03/2023	650.00				
	03/01/2023	10257			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	03/28/2023		Invoiced	A	104.09	
	2	Internet Service for Bus Garage			7602300010	Stacy's C/C00004	04/03/2023	104.09				
	03/01/2023	10258			Midco, 800-888-1300, MN, 55435,	MIDCONTI000	03/28/2023		Invoiced	A	82.93	
	2	FHS Fax Line			1102300022	Stacy's C/C00005	04/03/2023	82.93				

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			
6 transaction(s) for XXXXXXXXXXXX7362. Total Amount ==>											1,525.14
XXXXXXXXXXXX7132	03/20/2023	10285	ANDERJER000	Anderson Jeremy R	Napa Falls Suply 00229, Interna	NAPA FAL000	03/28/2023		Invoiced	A	69.76
	2	Transportation Supplies			7602300005	Jeremy's C/C00000	04/03/2023	69.76			
	03/17/2023	10284	ANDERJER000	Anderson Jeremy R	Napa Falls Suply 00229, Interna	NAPA FAL000	03/28/2023		Invoiced	A	91.23
	2	Transportation Supplies			7602300005	Jeremy's C/C00001	04/03/2023	91.23			
	03/13/2023	10283	ANDERJER000	Anderson Jeremy R	Northern Lumber Yard I, Intl Fa	NORTHERN005	03/28/2023		Invoiced	A	40.96
	2	Transportation Supplies			7602300006	Jeremy's C/C00002	04/03/2023	40.96			
	03/10/2023	10282	ANDERJER000	Anderson Jeremy R	Northern Lumber Yard I, Intl Fa	NORTHERN005	03/28/2023		Invoiced	A	18.49
	2	Transportation Supplies			7602300006	Jeremy's C/C00003	04/03/2023	18.49			
	03/03/2023	10281	ANDERJER000	Anderson Jeremy R	Oreilly Auto Parts 39, Internat	O'REILLY000	03/28/2023		Invoiced	A	6.49
	2	Transportation Supplies			7602300007	Jeremy's C/C00004	04/03/2023	6.49			
5 transaction(s) for XXXXXXXXXXXX7132. Total Amount ==>											226.93
XXXXXXXXXXXX5747	03/13/2023	10235	GROVEKEV000	Grover Kevin K	Marriott Minneapolis N, Brookly		03/28/2023		Invoiced	A	329.36
	1				Kevin's C/C00000		04/03/2023	329.36			
XXXXXXXXXXXX7648	03/22/2023	10298	SLATIBET000	Slatinski BethAnne K	Mydriversmanuals Com, 218-96990		03/28/2023		Invoiced	A	131.32
	2	Drivers Training Manuals			5002300040	Beth's C/C00000	04/03/2023	131.32			
	03/20/2023	10297	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US Hc7he6lt2, Amzn.Co	AMAZON B000	03/28/2023		Invoiced	A	31.84
	2	Fabric Markers for Baby Clothes Canvas Fabric			5102300004	Beth's C/C00001	04/03/2023	13.85			
	3	36 Sheets Easter Iron on Patches Clothing Iron			5102300004	Beth's C/C00001	04/03/2023	17.99			
	03/15/2023	10295	SLATIBET000	Slatinski BethAnne K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	03/28/2023		Invoiced	A	16.25
	2	PALS General Supplies			5002300007	Beth's C/C00002	04/03/2023	16.25			
	03/15/2023	10296	SLATIBET000	Slatinski BethAnne K	Battalion Distributing, Intl Fa	BATTALIO000	03/28/2023		Invoiced	A	15.25
	2	Supplies for PALS			5002300018	Beth's C/C00003	04/03/2023	15.25			
	03/13/2023	10294	SLATIBET000	Slatinski BethAnne K	Canva I03721-18855778, Camden,	CANVA 000	03/28/2023		Invoiced	A	119.99
	2	Yearly Subscription			5002300039	Beth's C/C00004	04/03/2023	119.99			
	03/10/2023	10291	SLATIBET000	Slatinski BethAnne K	Menards Intl Falls, Intl Falls	MENARDS 000	03/28/2023		Invoiced	A	10.98
	2	Supplies for Menards			5002300017	Beth's C/C00005	04/03/2023	10.98			
	03/10/2023	10292	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US H57507uw2, Amzn.Co	AMAZON B000	03/28/2023		Invoiced	A	71.96
	2	Merry Art Dyeable Decorating Easter Eggs, 24-P			5102300003	Beth's C/C00006	04/03/2023	71.96			
	03/10/2023	10293	SLATIBET000	Slatinski BethAnne K	Amzn Mktp US Hg7os3b50, Amzn.Co	AMAZON B000	03/28/2023		Invoiced	A	13.98
	3	LINAYE 24 Sheets Easter Stickers for Kids - 18			5102300003	Beth's C/C00007	04/03/2023	7.99			
	4	Shipping - Cost of shipping, not including shi			5102300003	Beth's C/C00007	04/03/2023	5.99			
	03/09/2023	10288	SLATIBET000	Slatinski BethAnne K	County Market, International, M	COUNTY M000	03/28/2023		Invoiced	A	3.88
	2	Supplies for PALS			5002300016	Beth's C/C00008	04/03/2023	3.88			

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...										
	03/09/2023	10289	SLATIBET000	Slatinski BethAnne K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	03/28/2023		Invoiced	A	38.75
	2	PALS General Supplies			5002300007	Beth's C/C00009	04/03/2023	38.75			
	03/09/2023	10290	SLATIBET000	Slatinski BethAnne K	Amazon.Com H53q35kg1, Amzn.Com/	AMAZON B000	03/28/2023		Invoiced	A	802.85
	4	SINGER 4411 Heavy Duty Sewing Machine With A			5002300036	Beth's C/C00010	04/03/2023	759.96			
	5	Shipping - Cost of shipping, not including shi			5002300036	Beth's C/C00010	04/03/2023	42.89			
	03/08/2023	10286	SLATIBET000	Slatinski BethAnne K	Minnesota Community Ed, 6512570		03/28/2023		Invoiced	A	89.00
	2	Community Education 101 Training			5002300037	Beth's C/C00011	04/03/2023	89.00			
	03/08/2023	10287	SLATIBET000	Slatinski BethAnne K	Minnesota Community Ed, 6512570		03/28/2023		Invoiced	A	299.00
	2	Community Education 101 Training			5002300041	Beth's C/C00012	04/03/2023	299.00			
	03/01/2023	10299	SLATIBET000	Slatinski BethAnne K	County Market, International, M	COUNTY M000	03/28/2023		Invoiced	A	70.20
	2	Supplies for PALS			5002300016	Beth's C/C00013	04/03/2023	70.20			
	03/01/2023	10300	SLATIBET000	Slatinski BethAnne K	Super One Foods, International,	SUPER ON000	03/28/2023		Invoiced	A	14.95
	2	PALS Activity			5002300035	Beth's C/C00014	04/03/2023	14.95			
	03/01/2023	10301	SLATIBET000	Slatinski BethAnne K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	03/28/2023		Invoiced	A	6.25
	2	PALS General Supplies			5002300007	Beth's C/C00015	04/03/2023	6.25			
					16 transaction(s) for XXXXXXXXXXXX7648. Total Amount ==>						1,736.45
XXXXXXXXXXXX2314	03/24/2023	10313	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	03/28/2023		Invoiced	A	99.23
	2	Blanket PO for HOME EC Classes			2502300023	Karla's C/C00000	04/03/2023	99.23			
	03/23/2023	10312	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	03/28/2023		Invoiced	A	61.28
	2	MHS Breakfast			2502300039	Karla's C/C00001	04/03/2023	61.28			
	03/20/2023	10311	OLSONKAR000	Olson-Line Karla A	County Market, International, M	COUNTY M000	03/28/2023		Invoiced	A	64.29
	2	Blanket PO for HOME EC Classes			2502300023	Karla's C/C00002	04/03/2023	64.29			
	03/16/2023	10310	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	03/28/2023		Invoiced	A	69.42
	2	Blanket PO for HOME EC Classes			2502300023	Karla's C/C00003	04/03/2023	69.42			
	03/14/2023	10309	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	03/28/2023		Invoiced	A	48.98
	2	Blanket PO for HOME EC Classes			2502300023	Karla's C/C00004	04/03/2023	48.98			
	03/13/2023	10308	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	03/28/2023		Invoiced	A	26.05
	2	Blanket PO for HOME EC Classes			2502300023	Karla's C/C00005	04/03/2023	26.05			
	03/10/2023	10306	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	03/28/2023		Invoiced	A	68.89
	2	Blanket PO for HOME EC Classes			2502300023	Karla's C/C00006	04/03/2023	68.89			
	03/10/2023	10307	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	03/28/2023		Invoiced	A	94.41
	2	Blanket PO for HOME EC Classes			2502300023	Karla's C/C00007	04/03/2023	94.41			
	03/08/2023	10305	OLSONKAR000	Olson-Line Karla A	Amazon.Com H512o75a2 A, Amzn.Co	AMAZON B000	03/28/2023		Invoiced	A	42.72
	2	Taylor Precision Products Waterproof Digital I			7702300021	Karla's C/C00008	04/03/2023	42.72			
	03/06/2023	10304	OLSONKAR000	Olson-Line Karla A	Amzn Mktp US H563y45h0, Amzn.Co	AMAZON B000	03/28/2023		Invoiced	A	45.41
	2	Alcohol Wipes Individually Wrapped Alcohol P			7702300020	Karla's C/C00009	04/03/2023	45.41			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX2314	continued...										
	03/03/2023	10303	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	03/28/2023		Invoiced	A	93.81
	2	Blanket PO for HOME EC Classes			2502300023	Karla's C/C00010	04/03/2023	93.81			
	03/02/2023	10302	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	03/28/2023		Invoiced	A	8.54
	2	MHS Breakfast			2502300039	Karla's C/C00011	04/03/2023	8.54			
	03/01/2023	10314	OLSONKAR000	Olson-Line Karla A	Super One Foods, International,	SUPER ON000	03/28/2023		Invoiced	A	31.36
	2	MHS Breakfast			2502300039	Karla's C/C00012	04/03/2023	31.36			
	13 transaction(s) for XXXXXXXXXXXX2314. Total Amount ==>										754.39
XXXXXXXXXXXX3600	03/27/2023	10224	HUMBELAU002	Humbert Laurie A	Defy Duluth, Duluth, MN, 55807,	DEFY DUL000	03/28/2023		Invoiced	A	524.45
	2	FES 5th Grade StarBase Trip (down payment)			1302300235	Laurie's C/C00000	04/03/2023	524.45			
	03/27/2023	10225	HUMBELAU002	Humbert Laurie A	Amzn Mktp US H760i6rv0, Amzn.Co	AMAZON B000	03/28/2023		Invoiced	A	46.89
	3	Lance Saltines Crackers, Single Serve Packs, 5			1302300225	Laurie's C/C00001	04/03/2023	46.89			
	03/24/2023	10223	HUMBELAU002	Humbert Laurie A	Super One Foods, International,	SUPER ON000	03/28/2023		Invoiced	A	21.82
	2	FES Book Fair Supplies			1302300229	Laurie's C/C00002	04/03/2023	21.82			
	03/23/2023	10221	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	03/28/2023		Invoiced	A	94.92
	4	CLIP,STIKKICLPS,20/PK,WHT			1302300217	Laurie's C/C00003	04/03/2023	37.44			
	6	STAPLES,CHSEL PT,5M/BX			1302300217	Laurie's C/C00003	04/03/2023	8.20			
	7	HIGHLIGHTER,DESK,FYW			1302300217	Laurie's C/C00003	04/03/2023	7.04			
	8	HIGHLIGHTER,DESK,FPK			1302300217	Laurie's C/C00003	04/03/2023	10.56			
	9	HIGHLIGHTER,DESK,FLGN			1302300217	Laurie's C/C00003	04/03/2023	10.56			
	10	HIGHLIGHTER,DESK,FOE			1302300217	Laurie's C/C00003	04/03/2023	10.56			
	11	HIGHLIGHTER,DESK,FBE			1302300217	Laurie's C/C00003	04/03/2023	10.56			
	03/23/2023	10222	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	03/28/2023		Invoiced	A	395.65
	2	FOLDER,REIN,1/3CT,MLA,LTR			1302300221	Laurie's C/C00004	04/03/2023	34.20			
	3	MARKER,EXPO 2,CHISEL,BK			1302300221	Laurie's C/C00004	04/03/2023	50.88			
	4	MARKER,EXPO 2,CHISEL,GN			1302300221	Laurie's C/C00004	04/03/2023	38.16			
	5	MARKER,EXPO 2,CHISEL,RD			1302300221	Laurie's C/C00004	04/03/2023	38.16			
	6	PAD,POST-IT 3X3 12,CAYW			1302300221	Laurie's C/C00004	04/03/2023	32.26			
	7	ENVELOPE,CLSP,9X12,28#,BN			1302300221	Laurie's C/C00004	04/03/2023	22.70			
	8	ENVELOPE,CLSP,6X9,28#,BN			1302300221	Laurie's C/C00004	04/03/2023	28.28			
	9	MARKER,SUPER,SHARPIE,BK			1302300221	Laurie's C/C00004	04/03/2023	76.40			
	10	PAPER,XERO/DUP,11X17,92WE			1302300221	Laurie's C/C00004	04/03/2023	74.61			
	03/22/2023	10216	HUMBELAU002	Humbert Laurie A	County Market, International, M	COUNTY M000	03/28/2023		Invoiced	A	51.11
	2	FES Pasties With Pals Supplies			1302300226	Laurie's C/C00005	04/03/2023	51.11			
	03/22/2023	10217	HUMBELAU002	Humbert Laurie A	Feel-Good Teaching, Bonney Lake	FEEL-GOO000	03/28/2023		Invoiced	A	36.00
	2	FES STEM Online Training			1302300227	Laurie's C/C00006	04/03/2023	36.00			

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	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX3600	continued...										
	03/22/2023	10218	HUMBELAU002	Humbert Laurie A	Feel-Good Teaching, Bonney Lake	FEEL-GOO000	03/28/2023		Invoiced	A	59.00
	2	FES STEM Online Training			1302300227	Laurie's C/C00007	04/03/2023	59.00			
	03/22/2023	10219	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Hc4fq8qi2, Amzn.Co	AMAZON B000	03/28/2023		Invoiced	A	58.58
	2	Saran Premium Plastic Wrap - 100 ft - 3 pk			1302300222	Laurie's C/C00008	04/03/2023	14.61			
	3	Anpro 120 Pcs Strong Ceramic Industrial Magnet			1302300222	Laurie's C/C00008	04/03/2023	15.99			
	4	12Pcs Scourer Steel Wool Scrubber - Steel Wool			1302300222	Laurie's C/C00008	04/03/2023	27.98			
	03/22/2023	10220	HUMBELAU002	Humbert Laurie A	Feel-Good Teaching, Bonney Lake	FEEL-GOO000	03/28/2023		Invoiced	A	20.00
	2	FES STEM Online Training			1302300227	Laurie's C/C00009	04/03/2023	20.00			
	03/21/2023	10215	HUMBELAU002	Humbert Laurie A	Usps Po 2647200549, Intl Falls,	POSTMAST000	03/28/2023		Invoiced	A	126.00
	2	FES Stamps			1302300223	Laurie's C/C00010	04/03/2023	126.00			
	03/14/2023	10214	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Hc72m7as0, Amzn.Co	AMAZON B000	03/28/2023		Invoiced	A	18.97
	2	NiftyPlaza 8 Inch 75 lb Cable Zip Ties - 100 P			1302300219	Laurie's C/C00011	04/03/2023	12.98			
	3	Shipping - Cost of shipping, not including shi			1302300219	Laurie's C/C00011	04/03/2023	5.99			
	03/10/2023	10213	HUMBELAU002	Humbert Laurie A	Innovative Office Solu, 9528089	INNOVATI000	03/28/2023		Invoiced	A	219.20
	2	BATTERY,COPPERTP,AA,24/BX			1302300217	Laurie's C/C00012	04/03/2023	41.00			
	3	BATTERY,COPPRTP,AAA,24/BX			1302300217	Laurie's C/C00012	04/03/2023	41.00			
	5	TAPE,MLNG,2"X800",6/PK,CR			1302300217	Laurie's C/C00012	04/03/2023	98.10			
	12	PAPER,CNST,9X12,50PK,WE			1302300217	Laurie's C/C00012	04/03/2023	9.24			
	13	PAPER,LASER,250SH,65#,BRW			1302300217	Laurie's C/C00012	04/03/2023	29.86			
	03/01/2023	10227	HUMBELAU002	Humbert Laurie A	Menards Intl Falls, Intl Falls	MENARDS 000	03/28/2023		Invoiced	A	20.46
	2	Steam Supplies (Zahradka)			1302300214	Laurie's C/C00013	04/03/2023	20.46			
	03/01/2023	10228	HUMBELAU002	Humbert Laurie A	Amzn Mktp US H53t95f50, Amzn.Co	AMAZON B000	03/28/2023		Invoiced	A	44.94
	2	12 Fine Tip Dry Erase Markers - Whiteboard Mar			1302300210	Laurie's C/C00014	04/03/2023	44.94			
	02/28/2023	10226	HUMBELAU002	Humbert Laurie A	Amzn Mktp US Hd9qy4112, Amzn.Co	AMAZON B000	03/28/2023		Invoiced	A	24.99
	2	hand2mind Express Your Feelings Sensory Bottle			1302300199	Laurie's C/C00015	04/03/2023	24.99			
					16 transaction(s) for XXXXXXXXXXXX3600. Total Amount ==>						1,762.98
XXXXXXXXXXXX2606	03/24/2023	10265	HOLT THO000	Holt Thomas T	Dalco Enterprises, 800-9501975,	DALCO 000	03/28/2023		Invoiced	A	166.92
	2	3M 08390 5100 15" RED PAD 5CABUFFER FLOOR PAD			8102300128	Tom's C/C00000	04/03/2023	166.92			
	03/23/2023	10263	HOLT THO000	Holt Thomas T	Oreilly Auto Parts 39, Internat	O'REILLY000	03/28/2023		Invoiced	A	10.49
	2	Transportation Supplies			7602300007	Tom's C/C00001	04/03/2023	10.49			
	03/23/2023	10264	HOLT THO000	Holt Thomas T	Forestland Sales & Ser, Interna	FORESTLA000	03/28/2023		Invoiced	A	338.00
	2	Boss plow controller			7602300060	Tom's C/C00002	04/03/2023	338.00			
	03/17/2023	10262	HOLT THO000	Holt Thomas T	Dalco Enterprises, 800-9501975,	DALCO 000	03/28/2023		Invoiced	A	192.56
	1	P.o was closed in error				Tom's C/C00003	04/03/2023	192.56			
	03/13/2023	10260	HOLT THO000	Holt Thomas T	Dalco Enterprises, 800-9501975,	DALCO 000	03/28/2023		Invoiced	A	868.07
	2	DAL DAL3858X3B BLACK 100CA38X58 1.5M ROLL CAN			8102300128	Tom's C/C00004	04/03/2023	351.44			

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	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX2606	continued...										
	3	CP PGR2432XB BLACK 500CA24X32 1M ROLL CAN LINE			8102300128	Tom's C/C00004	04/03/2023	143.28			
	4	GP 12798 PACIFIC 9" 8X10002PLY TOILET TISSUE			8102300128	Tom's C/C00004	04/03/2023	373.35			
	03/13/2023	10261	HOLT	THO000 Holt Thomas T	Dalco Enterprises, 800-9501975,	DALCO	000	03/28/2023	Invoiced	A	179.73
	2	JP 5283046 MORNING MIST2X1.5GA DISINFECTANT CL			8102300118	Tom's C/C00005	04/03/2023	74.60			
	3	Could not get Morning mist substituted germici				Tom's C/C00003	04/03/2023	105.13			
	03/06/2023	10259	HOLT	THO000 Holt Thomas T	Amzn Mktp US Hd6or8iw2, Amzn.Co	AMAZON	B000	03/28/2023	Invoiced	A	18.70
	2	Vision CP670 6V 7Ah Sealed Lead Acid Battery -			8102300129	Tom's C/C00006	04/03/2023	18.70			
	03/02/2023	10266	HOLT	THO000 Holt Thomas T	Dalco Enterprises, 800-9501975,	DALCO	000	03/28/2023	Invoiced	A	225.60
	2	FP EA36CM ECO AIR REFILL 6X6CACUCUMBER MELON P			8102300118	Tom's C/C00007	04/03/2023	225.60			
	03/01/2023	10267	HOLT	THO000 Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS	000	03/28/2023	Invoiced	A	24.46
	2	FHS Blanket p.o. for Menards			8102300011	Tom's C/C00008	04/03/2023	24.46			
					9 transaction(s) for XXXXXXXXXXXXX2606. Total Amount ==>						2,024.53
XXXXXXXXXXXX5690	03/20/2023	10233	HEISSVIC000	Heiss Victoria L	Amazon.Com Hclvs8a41, Amzn.Com/	AMAZON	B000	03/28/2023	Invoiced	A	80.91
	2	Far North			2202300004	Vicki's C/C00000	04/03/2023	80.91			
	03/13/2023	10232	HEISSVIC000	Heiss Victoria L	Amazon.Com Hg5dz9tz1, Amzn.Com/	AMAZON	B000	03/28/2023	Invoiced	A	8.99
	2	Far North			2202300004	Vicki's C/C00001	04/03/2023	8.99			
	03/10/2023	10231	HEISSVIC000	Heiss Victoria L	Amzn Mktp US Hg4nf7cil, Amzn.Co	AMAZON	B000	03/28/2023	Invoiced	A	27.99
	2	MP MOZZPAK Vomit Bags Disposable 100 Pack			7202300006	Vicki's C/C00002	04/03/2023	27.99			
	03/06/2023	10230	HEISSVIC000	Heiss Victoria L	Amzn Mktp US H51147he0, Amzn.Co	AMAZON	B000	03/28/2023	Invoiced	A	57.98
	2	McKesson Cold and Hot Compress Reusable, Hot a			7202300006	Vicki's C/C00004	04/03/2023	58.80			
	3	Discount				Vicki's C/C00003	04/03/2023	-0.82			
	03/02/2023	10229	HEISSVIC000	Heiss Victoria L	Amzn Mktp US H53kz0jf0, Amzn.Co	AMAZON	B000	03/28/2023	Invoiced	A	117.60
	2	McKesson Cold and Hot Compress Reusable, Hot a			7202300006	Vicki's C/C00005	04/03/2023	117.60			
					5 transaction(s) for XXXXXXXXXXXXX5690. Total Amount ==>						293.47
XXXXXXXXXXXX8830	03/01/2023	10234	HEISSVIC000	Heiss Victoria L	Hertzberg New Method I, 217-243			03/28/2023	Invoiced	A	44.51
	2	FHS LIBRARY BOOKS			6202300005	High School C/C00000	04/03/2023	44.51			
XXXXXXXXXXXX8863	03/20/2023	10272	HOLT	THO000 Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS	000	03/28/2023	Invoiced	A	31.28
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00000	04/03/2023	31.28			
	03/20/2023	10273	HOLT	THO000 Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS	000	03/28/2023	Invoiced	A	24.99
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00001	04/03/2023	24.99			
	03/17/2023	10271	HOLT	THO000 Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS	000	03/28/2023	Invoiced	A	116.65
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00002	04/03/2023	116.65			
	03/16/2023	10270	HOLT	THO000 Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS	000	03/28/2023	Invoiced	A	14.22
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00003	04/03/2023	14.22			

Card Number	Tran Date	Tran ID	Used By	Name	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
XXXXXXXXXXXX8863	continued...										
	03/10/2023	10269	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	03/28/2023		Invoiced	A	26.98
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00004	04/03/2023	26.98			
	03/08/2023	10268	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	03/28/2023		Invoiced	A	10.99
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00005	04/03/2023	10.99			
	02/28/2023	10274	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	03/28/2023		Invoiced	A	24.99
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00006	04/03/2023	24.99			
	02/28/2023	10275	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	03/28/2023		Invoiced	A	5.99
	2	FHS Blanket p.o. for Menards			8102300011	FHS Cust C/C00007	04/03/2023	5.99			
					8 transaction(s) for XXXXXXXXXXXX8863. Total Amount ==>						256.09
XXXXXXXXXXXX9077	03/22/2023	10326	HOPKIMIC000	Hopkins Michelle L	Super One Foods, International,	SUPER ON000	03/28/2023		Invoiced	A	39.14
	2	Last Minute Groceries			7702300005	FHS C/C00000	04/03/2023	39.14			
	02/28/2023	10327	HOPKIMIC000	Hopkins Michelle L	Super One Foods, International,	SUPER ON000	03/28/2023		Invoiced	A	13.97
	2	Last Minute Groceries			7702300005	FHS C/C00001	04/03/2023	13.97			
					2 transaction(s) for XXXXXXXXXXXX9077. Total Amount ==>						53.11
XXXXXXXXXXXX7691	03/27/2023	10277	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	03/28/2023		Invoiced	A	14.94
	2	Blanket P.O. for FES supplies			8102300010	FES Cust C/C00000	04/03/2023	14.94			
	03/20/2023	10276	HOLT THO000	Holt Thomas T	Menards Intl Falls, Intl Falls	MENARDS 000	03/28/2023		Invoiced	A	80.23
	2	Blanket P.O. for FES supplies			8102300010	FES Cust C/C00001	04/03/2023	80.23			
					2 transaction(s) for XXXXXXXXXXXX7691. Total Amount ==>						95.17
XXXXXXXXXXXX9022	03/16/2023	10316	OLSONDAV000	Olson David W	Menards Intl Falls, Intl Falls	MENARDS 000	03/28/2023		Invoiced	A	207.37
	2	BLANKET PO FOR MENARDS WOOD SHOP			2552300014	Dave's C/C00000	04/03/2023	207.37			
	03/06/2023	10315	OLSONDAV000	Olson David W	Menards Intl Falls, Intl Falls	MENARDS 000	03/28/2023		Invoiced	A	71.84
	2	BLANKET PO FOR MENARDS WOOD SHOP			2552300014	Dave's C/C00001	04/03/2023	71.84			
					2 transaction(s) for XXXXXXXXXXXX9022. Total Amount ==>						279.21
XXXXXXXXXXXX4156	03/27/2023	10324	BALASJEN000	Balaski Jenesa K	Dominos 7380, Intl Falls, MN, 5	DOMINO'S000	03/28/2023		Invoiced	A	35.00
	2	Youth involvement and recognition in KAPE even			7902300079	Jenesa's C/C00000	04/03/2023	35.00			
	03/27/2023	10325	BALASJEN000	Balaski Jenesa K	County Market, International, M	COUNTY M000	03/28/2023		Invoiced	A	650.00
	2	Volunteer Recognition in gift card form for ou			7902300080	Jenesa's C/C00001	04/03/2023	650.00			
	03/24/2023	10323	BALASJEN000	Balaski Jenesa K	Dd/Br #363260, International, M	AMAZON B000	03/28/2023		Invoiced	A	24.98
	2	Donuts for student council meeting.			9012300046	Jenesas C/C00000	04/03/2023	24.98			
	03/23/2023	10322	BALASJEN000	Balaski Jenesa K	Menards Intl Falls, Intl Falls	MENARDS 000	03/28/2023		Invoiced	A	14.59
	2	Chips for concession for students			9012300045	Jenesa's C/C00002	04/03/2023	14.59			

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	Line	Description	PO Number	Invoice Number	Invoice Dt	Amount					
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	03/22/2023	10321	BALASJEN000	Balaski Jenesa K	Battalion Distributing, Intl Fa	BATTALIO000	03/28/2023		Invoiced	A	83.67
	2	Krazy KAPE Night Concessions for students duri	9012300044	Jenesa's C/C00003	04/03/2023	83.67					
	03/15/2023	10319	BALASJEN000	Balaski Jenesa K	Super One Foods, International,	SUPER ON000	03/28/2023		Invoiced	A	10.65
	2	Student Council meetings - donuts/juice provid	9012300042	Jenesa's C/C00004	04/03/2023	10.65					
	03/15/2023	10320	BALASJEN000	Balaski Jenesa K	Dollar Tree, Intl Falls, MN, 56	DOLLAR T000	03/28/2023		Invoiced	A	2.50
	2	Pins for school event shamrocks	9012300043	Jenesa's C/C00005	04/03/2023	2.50					
	03/10/2023	10318	BALASJEN000	Balaski Jenesa K	Super One Foods, International,	SUPER ON000	03/28/2023		Invoiced	A	19.91
	2	Student Council meetings - donuts/juice provid	9012300042	Jenesa's C/C00006	04/03/2023	19.91					
	03/06/2023	10317	BALASJEN000	Balaski Jenesa K	Menards Intl Falls, Intl Falls	MENARDS 000	03/28/2023		Invoiced	A	19.46
	2	Office supplies for prevention show case. roll	7902300076	Jenesa's C/C00007	04/03/2023	19.46					
					9 transaction(s) for XXXXXXXXXXXXX4156. Total Amount ==>						860.76
XXXXXXXXXXXX3468	03/24/2023	10245	ERICKJEN000	Erickson Jennifer L	Amzn Mktp US H77q34d00, Amzn.Co	AMAZON B000	03/28/2023		Invoiced	A	1,679.29
	2	GOER 3.2 ft x 9.8 ft Metallic Tinsel Foil Frin	3002300098	Jen's C/C00001	04/03/2023	449.60					
	3	12 Inch 100 Pcs Latex Metallic Chrome Balloons	3002300098	Jen's C/C00001	04/03/2023	41.58					
	4	Disco Photo Prop Pack - 1970s Retro Party Deco	3002300098	Jen's C/C00001	04/03/2023	16.99					
	5	70s Photo Booth Props - 41-pc Disco Photo Boot	3002300098	Jen's C/C00001	04/03/2023	15.29					
	6	Medoore 70's Photo Booth Props, 1970s Disco Th	3002300098	Jen's C/C00001	04/03/2023	8.99					
	7	Didder Gold Crystal Tiara Crown Headband Princ	3002300098	Jen's C/C00001	04/03/2023	49.95					
	8	Disco Ball Balloons 20 Pieces 22 Inch 4D Disco	3002300098	Jen's C/C00001	04/03/2023	47.97					
	9	JOYIN 800 Pcs Glow Sticks Bulk 8" Glowsticks,	3002300098	Jen's C/C00001	04/03/2023	36.99					
	10	Prextex Silver Giant Balloons - 8 Jumbo 36 Inc	3002300098	Jen's C/C00001	04/03/2023	35.97					
	11	Prextex Black Giant Balloons - 8 Jumbo 36 Inch	3002300098	Jen's C/C00001	04/03/2023	38.97					
	12	Disco Temporary Tattoo Set (4 Pages) - 1970s R	3002300098	Jen's C/C00001	04/03/2023	29.97					
	13	Aoligracre Luxury Cubic Zirconia Wedding Tiara	3002300098	Jen's C/C00001	04/03/2023	75.00					
	14	Houseables Plastic Mesh Fence, Construction Ba	3002300098	Jen's C/C00001	04/03/2023	161.61					
	15	Gold King Crowns for Men, Royal Crown with Bla	3002300098	Jen's C/C00001	04/03/2023	27.99					
	16	12 Inch 100 Pcs Metallic Chrome Black Balloons	3002300098	Jen's C/C00001	04/03/2023	34.89					
	17	YOVECATHOU Crown Hair Jewelry Royal King Diade	3002300098	Jen's C/C00001	04/03/2023	17.99					
	18	70s Photo Booth Props, 41pcs Disco Photo Booth	3002300098	Jen's C/C00001	04/03/2023	14.99					
	19	Henoyso 36 Pcs Mirror Disco Ball Keychain Mini	3002300098	Jen's C/C00001	04/03/2023	89.95					
	20	YALLOVE Telescopic Balloon Column Stand, 4 Set	3002300098	Jen's C/C00001	04/03/2023	85.98					
	21	8 Pack Iridescence Plastic Tablecloths Shiny D	3002300098	Jen's C/C00001	04/03/2023	93.45					
	22	50 Pcs Disco Balls Ornaments Mini Disco Balls	3002300098	Jen's C/C00001	04/03/2023	183.96					
	23	xo, Fetti Disco Birthday Party Temporary Tatto	3002300098	Jen's C/C00001	04/03/2023	23.97					
	24	Foil Party Rectangular Table Covers Table Clot	3002300098	Jen's C/C00001	04/03/2023	101.94					
	25	Promotion Discount		Jen's C/C00000	04/03/2023	-4.70					

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			
XXXXXXXXXXXX3468	continued...										
	03/24/2023	10246	ERICKJEN000	Erickson Jennifer L	Amzn Mktp US H74s61k70, Amzn.Co	AMAZON B000	03/28/2023		Invoiced	A	114.99
	2	Efavormart 20" Groovy Glass Mirror Disco Ball			3002300105	Jen's C/C00002	04/03/2023	114.99			
	03/21/2023	10244	ERICKJEN000	Erickson Jennifer L	Paypal Prosoundlig, 4029357733,	PRO SOUN000	03/28/2023		Invoiced	A	695.00
	2	School Dance Package for prom with a discount			3002300099	Jen's C/C00003	04/03/2023	695.00			
	03/16/2023	10242	ERICKJEN000	Erickson Jennifer L	Border Boxes, International, MN	BORDERBO000	03/28/2023		Invoiced	A	22.36
	2	Box - 24x6x6			3002300100	Jen's C/C00004	04/03/2023	2.75			
	3	Postage to mail the package (beadwork entry fo			3002300100	Jen's C/C00004	04/03/2023	18.75			
	4	Credit card fee			3002300100	Jen's C/C00004	04/03/2023	0.86			
	03/16/2023	10243	ERICKJEN000	Erickson Jennifer L	Border Boxes, International, MN	BORDERBO000	03/28/2023		Invoiced	A	-22.59
	1					Jen's C/C00005	04/03/2023	-22.59			
	03/14/2023	10241	ERICKJEN000	Erickson Jennifer L	Border Boxes, International, MN	BORDERBO000	03/28/2023		Invoiced	A	22.59
	1					Jen's C/C00005	04/03/2023	22.59			
	03/07/2023	10240	ERICKJEN000	Erickson Jennifer L	Amazon.Com H56jo9xu1, Amzn.Com/	AMAZON B000	03/28/2023		Invoiced	A	399.92
	2	Callaway Golf 2022 Chrome Soft Golf Balls, Tri			2922300053	Jen's C/C00006	04/03/2023	399.92			
	03/06/2023	10238	ERICKJEN000	Erickson Jennifer L	Holo Walls Llc, 818-7353565, CA		03/28/2023		Invoiced	A	1,400.00
	2	3 Rolls of Dance Floor Holographic Wrap remova			3002300091	Jen's C/C00007	04/03/2023	1,400.00			
	03/06/2023	10239	ERICKJEN000	Erickson Jennifer L	Amzn Mktp US Hd39clig2, Amzn.Co	AMAZON B000	03/28/2023		Invoiced	A	359.80
	2	10 Pack - Premium 4X6 Badge Holder with Lanyar			3002300089	Jen's C/C00008	04/03/2023	359.80			
					9 transaction(s) for XXXXXXXXXXXX3468. Total Amount ==>						4,671.36
XXXXXXXXXXXX2560	03/23/2023	10280	HOPKIMIC000	Hopkins Michelle L	Soundnorth, International, MN,	SOUND NO000	03/28/2023		Invoiced	A	94.98
	2	Microphone			6052300075	Mike's C/C00000	04/03/2023	69.99			
	3	Microphone Cable			6052300075	Mike's C/C00000	04/03/2023	24.99			
	03/17/2023	10279	HOPKIMIC000	Hopkins Michelle L	Paypal Educational, 4029357733,		03/28/2023		Invoiced	A	700.00
	2	Yearly Support Agreement per building			6052300071	Mike's C/C00001	04/03/2023	400.00			
	3	Yearly Support Agreement per building. Second			6052300071	Mike's C/C00001	04/03/2023	450.00			
	4	Discount, multiple year.			6052300071	Mike's C/C00001	04/03/2023	-150.00			
	03/02/2023	10278	HOPKIMIC000	Hopkins Michelle L	Siptrunk Inc, 7702827206, GA, 3	TECHCHEC000	03/28/2023		Invoiced	A	280.28
	2	Monthly SIP Phone Service.			6052300008	Mike's C/C00002	04/03/2023	280.28			
					3 transaction(s) for XXXXXXXXXXXX2560. Total Amount ==>						1,075.26
					115 transaction(s). Total Amount ==>						19,236.86

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

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

**BOARD POLICY 529
Staff Notification of Violent Behavior by Students**

Adopted ___ By Reference ___

Revised ___ **April 2023** ___

[Note: School districts are not required to adopt a policy regarding staff notification of violent behavior by students. State law does, however, require school districts to provide classroom teachers with notice of the placement of students with a history of violent behavior in their classrooms. Thus, school districts may decide the manner in which they provide such notice. In 2003, the Minnesota Legislature required a committee, including a representative from the Minnesota School Boards Association (MSBA), to develop a model policy for schools to notify staff about violent behavior by students. That model policy is available on the Minnesota Department of Administration's website. MSBA has modified the committee-developed policy for consistency with its other model policies and to reflect management perspectives. MSBA recommends this policy.]

I. PURPOSE

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

II. GENERAL STATEMENT OF POLICY

- A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.

- B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will manage such student.
- C. Only staff members who have a legitimate educational interest in the information will receive notification.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them.

A. Administration

“Administration” means the superintendent, building principal, or other designee.

B. Classroom Teacher

“Classroom Teacher” means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.

C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.
2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

D. Incident(s) of Violence

“Incident(s) of violence” means willful conduct in which a student endangers or causes physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

E. Legitimate Educational Interest

“Legitimate educational interest” includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data. It includes a person’s need to know in order to:

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

F. School Staff Member

"School Staff Member" includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;
3. A person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and
4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

[Note: School districts may wish to reference other school staff members such as paraprofessionals, bus drivers, occupational therapists, or police liaison officers in the definition of a "school staff member." However, the definition of a "school staff member" in this policy should be identical to the school district's definition of a "school official" in Policy 515, Protection and Privacy of Pupil Records.]

IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR

A. Reports of Violent Behavior

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or of any student enrolled in the school district shall immediately report the information to the building principal where the student is enrolled or seeks to enroll.

B. Recipients of Notice

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to placement of the student in the teacher's classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher's classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other school district employees or individuals outside of the school district with information regarding a student, including information regarding a student's history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

C. Determination of Who Receives Notice

The determination of which classroom teachers and school staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the school district's Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

D. Form of Written Notice

The notice given to classroom teachers and school staff members will be in writing and will include the following:

1. Name of the student;
2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this policy; and
4. Reminder of the private nature of the data provided.

E. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.

2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved Records Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss such data.
2. The persons present at the meeting may have access to the data described in Section IV.D., above.

G. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

V. MAINTENANCE AND TRANSFER OF RECORDS

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

VI. PARENTAL NOTICE

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

VII. TRAINING NEEDS

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.22, Subd. 7 (~~Compulsory Instruction School Attendance—Education Records~~)
Minn. Stat. § 121A.45 (Grounds for Dismissal)
Minn. Stat. § 121A.64 (Notification; ~~Teachers’ Legitimate Educational Interest~~)
Minn. Stat. § 121A.75 (~~Receipt of Records; Sharing Law Enforcement Notice to Schools~~)
Minn. Rules Pts. 1205.0100 - 1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Rules Implementing FERPA)
Minn. Laws 2003, 1st Sp., Ch. 9, Art. 2, § 53

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

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

**BOARD POLICY 532
Use of Peace Officers and Crisis Teams to Remove Students with
IEP's From School Grounds**

Adopted ___ By Reference ___

Revised ___ **April 2023** ___

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

[Note: Minnesota Laws 2009, Chapter 96, made a number of changes to the laws and rules governing the use of “conditional procedures” with respect to special education students. Specifically, Chapter 96 repealed, EFFECTIVE AUGUST 1, 2011, Minnesota Statutes sections 121A.66, 121A.67, Subd. 1, as well as Minnesota Rules 3525.0210, Subparts 5, 6, 9, 13, 17, 29, 30, 46, 47, and 3525.2900, Subp.5. These laws and rules were replaced effective August 1, 2011, with a restrictive procedures law which generally addresses the restraint of special education students. Also note that the restrictive procedures law contains a significant staff training component, found at Minnesota Statutes section 125A.0942, Subds. 1, 2, and 5. Staff who intend to use restrictive procedures must be trained in the areas specified in Subd. 5 to use these procedures.]

I. PURPOSE

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

II. GENERAL STATEMENT OF POLICY

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general all students, including those with IEPs, are subject to the terms of the school district's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a

student's behavior will be taken by staff when a student's behavior violates the school district's discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them in this section:

- A. "Crisis team" means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- B. "Emergency" means a situation where immediate intervention is needed to protect a child or other individual from physical injury.
- C. "Peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term "peace officer" includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.
- D. "Police liaison officer" is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.
- E. The phrase "remove the student from school grounds" is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. "Student with an IEP" or "the student" means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Removal By Crisis Team

If the behavior of a student with an IEP escalates to the point where the student's behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team may be summoned. The crisis team may attempt to de-escalate the student's behavior by means including, but not limited to, those described in the student's IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student's behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student's behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer.

B. Removal By Police Liaison Officer or Peace Officer

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team, building administrator, or the building administrator's designee, may request that the police liaison officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

[Note: If the school district uses a different reference name for its student records policy, insert that name in place of the reference to Protection and Privacy of Pupil Records, which is the title of MSBA/MASA Model Policy 515.]

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their

responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the police liaison officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

In removing a student with an IEP from school grounds, police liaison officers and school district personnel are further prohibited from engaging in the following conduct:

1. Corporal punishment prohibited by Minnesota Statutes section 121A.58;
2. Requiring child to assume and maintain a specified physical position, activity, or posture that induces physical pain
3. Totally or partially restricting a child's senses as punishment;
4. Denying or restricting the child's access to equipment and devices such as walkers, wheel chairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;
5. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minnesota Statutes Chapter 260E;
6. Physical holding (as defined in Minnesota Statutes section 125A.0941) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso;
7. Withholding regularly scheduled meals or water; and/or
8. Denying a child access to toilet facilities.

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIP.

F. Effect of Policy in an Emergency; Use of Restrictive Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minnesota Statutes section 125A.0942, Subd. 5, and otherwise comply with the requirements of §125A.0942.

G. Reporting to the Minnesota Department of Education (MDE)

Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals for reducing the use of restrictive procedures. The Commissioner must submit to the Legislature a report on districts' progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate the use of seclusion. By January 15, April 15, July 15, and October 15 of each year, districts must report, in a form and manner determined by the Commissioner, about individual students who have been secluded. By July 15 each year, districts must report summary data. The summary data must include information on the use of restrictive procedures for the prior school year, July 1 through June 30, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.

- Legal References:**
- Minn. Stat. § Ch. 13 (Minnesota Government Data Practices Act)
 - Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)
 - Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
 - Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
 - Minn. Stat. § 121A.67 ~~Subd. 2~~ (Removal by Police Officer Aversive and Deprivation Procedures)
 - Minn. Stat. § 125A.094-125A.0942 (Restrictive Procedures for children with Disabilities)
 - Minn. Stat. § 609.06 (Authorized Use of Force)

Minn. Stat. § 609.379 (Permitted Actions)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))
20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Improvement Act of 2004 (IDEA))
34 C.F.R. § 300.535 (Referral to and Action by Law Enforcement and Judicial Authorities IDEA Regulation Regarding Involvement of Law Enforcement)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 806 (Crisis Management Policy)

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

**BOARD POLICY 601
School District Curriculum and Instructional Goals**

Adopted ___ By Reference ___

Revised ___ **April 2023** _____

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

I. PURPOSE

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Academic Standards and federal law and are aligned with creating the world’s best workforce.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish the “world’s best workforce” in which all learning in the school district should be directed and for which all school district learners should be held accountable.

III. DEFINITIONS

- A. “Academic standard” means a summary description of student learning in a required content area or elective content area.
- B. “Benchmark” means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- C. “Curriculum” means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge,

skills and career and college readiness.

- D. “Instruction” means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements.
- E. “Performance measures” are measures to determine school district and school site progress in striving to create the world’s best workforce and must include at least the following:
 - 1. the size of the academic achievement gap and rigorous course taking, including college-level advanced placement, international baccalaureate, postsecondary enrollment options, including concurrent enrollment, other rigorous courses of study or industry certification courses or programs and enrichment experiences by student subgroup;
 - 2. student performance on the Minnesota Comprehensive Assessments;
 - 3. high school graduation rates; and
 - 4. career and college readiness under ~~Minn. Stat. §~~ **Minnesota Statutes section 120B.30, Subd. subdivision 1.**
- F. “World’s best workforce” means striving to: meet school readiness goals; have all third-grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.
- G. “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.

IV. LONG-TERM STRATEGIC PLAN

- A. The school board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world’s best workforce and includes the following:
 - 1. clearly defined school district and school site goals and benchmarks for instruction and student achievement for all student categories identified in state and federal law;

[Note: MSBA/MASA Model Policy 601, Section IV.B. and MSBA/MASA Model Policy 616 address this requirement.]

2. a process to assess and evaluate each student's progress toward meeting state and local academic standards, assess and identify students for participation in gifted and talented programs and accelerate their instruction, adopt procedures for early admission to kindergarten or first grade of gifted and talented learners which are sensitive to under-represented groups, and identify the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students' progress and growth toward career and college readiness and leading to the world's best workforce;

[Note: MSBA/MASA Model Policy 618 addresses this requirement.]

3. a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under ~~Minn. Stat. § Minnesota Statutes section~~ 123B.147, ~~Subd. subdivision~~ 3, students' access to effective teachers who are members of populations under-represented among the licensed teachers in the district or school and who reflect the diversity of enrolled students under ~~Minn. Stat. § Minnesota Statutes section~~ 120B.35, ~~Subd. subdivision~~ 3(b)(2), and teacher evaluations under ~~Minn. Stat. § Minnesota Statutes section~~ 122A.40, ~~Subd. subdivision~~ 8, or 122A.41, ~~Subd. subdivision~~ 5;

[Note: MSBA/MASA Model Policy 616 addresses this requirement.]

4. strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners;

[Note: MSBA/MASA Model Policy 616 addresses this requirement.]

5. a process to examine the equitable distribution of teachers and strategies to ensure low-income and minority children are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers;
6. education effectiveness practices that integrate high-quality instruction, rigorous curriculum, technology, and a collaborative professional culture that develops and supports teacher quality, performance, and effectiveness; and;
7. an annual budget for continuing to implement the school district plan.

B. School district site and school site goals shall include the following:

1. All students will be required to demonstrate essential skills to effectively participate in lifelong learning.* These skills include:

[*Note: The criteria for acceptable performance in basic skills areas may need to be modified for students with unique learning needs. These modifications will be reflected in the Individualized Education Program (IEP) or Rehabilitation Act Section 504 Accommodation plan.]

- a. reading, writing, speaking, listening and viewing in the English language;
 - b. mathematical and scientific concepts;
 - c. locating, organizing, communicating and evaluating information and developing methods of inquiry (i.e. problem solving);
 - d. creative and critical thinking, decision making, and study skills;
 - e. work readiness skills;
 - f. global and cultural understanding.
2. Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:
- a. live as a responsible, productive citizen and consumer within local, state, national, and global political, social, and economic systems;
 - b. bring many perspectives, including historical, to contemporary issues;
 - c. develop an appreciation and respect for democratic institutions;
 - d. communicate and relate effectively in languages and with cultures other than the student's own;
 - e. practice stewardship of the land, natural resources, and environment;
 - f. use a variety of tools and technology to gather and use information, enhance learning, solve problems, and increase human productivity.
3. Students will have the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, movement, and the performing arts.
4. School practices and instruction will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:
- a. establishing and achieving personal and career goals;

- b. adapting to change;
 - c. leading a healthy and fulfilling life, both physically and mentally;
 - d. living a life that will contribute to the well-being of society;
 - e. becoming a self-directed learner;
 - f. exercising ethical behavior.
5. Students will be given the opportunity to acquire human relations skills necessary to:
- a. appreciate, understand, and accept human diversity and interdependence;
 - b. address human problems through team effort;
 - c. resolve conflicts with and among others;
 - d. function constructively within a family unit;
 - e. promote a multicultural, gender-fair, disability-sensitive society.

[Note: School district and site goals example courtesy of the Winona School District.]

- C. Every child is reading at or above grade level no later than the end of grade 3, including English learners, and teachers provide comprehensive, scientifically based reading instruction, including a program or collection of instructional practices that is based on valid, replicable evidence showing that, when the programs or practices are used, students can be expected to achieve, at a minimum, satisfactory reading progress. The program or collection of practices must include, at a minimum, effective, balanced instruction in all five areas of reading (phonemic awareness, phonics, fluency, vocabulary development, and reading comprehension), as well as instructional strategies for continuously assessing, evaluating, and communicating the student's reading progress and needs.
- 1. The school district must identify, before the end of kindergarten, grade 1, and grade 2, all students who are not reading at grade level. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.

2. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.

[Note: According to Minnesota statutes, dyslexia screening is to be conducted in a locally determined manner.]

3. Reading assessments in English and in the predominant languages of district students, where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of English learners. The school district must use locally adopted, developmentally appropriate, and culturally responsive assessment and annually report summary assessment results to the Commissioner of Education by July 1.
4. The school district must annually report to the Commissioner of Education by July 1 a summary of the district's efforts to screen and identify students who demonstrate characteristics of dyslexia using screening tools such as those recommended by the Minnesota Department of Education's dyslexia specialist. With respect to students screened or identified under paragraph (1), the report must include:
 - (a) a summary of the district's efforts to screen for dyslexia;
 - (b) the number of students screened for that reporting year; and
 - (c) the number of students demonstrating characteristics of dyslexia for that year.
5. A student identified as having a reading difficulty must be provided with alternate instruction under ~~Minn. Stat. §~~ **Minnesota Statutes section 125A.56, ~~Subd.~~ subdivision 1.**
6. At least annually, the school district must give the parent of each student who is not reading at or above grade level timely information about:
 - a. the student's reading proficiency as measured by a locally adopted assessment;
 - b. reading-related services currently being provided to the student and the student's progress; and
 - c. strategies for parents to use at home in helping their students succeed in becoming grade-level proficient in reading English and their native languages.

This provision may not be used to deny a student's right to a special

education evaluation.

7. For each student who is not reading at or above grade level, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year. If a student does not read at or above grade level by the end of grade 3, the school district must continue to provide reading intervention until the student reads at grade level. Intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs. Intervention methods may include, but are not limited to, requiring attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended day programs, or programs that strengthen students' cultural connections.

[Note: School districts are strongly encouraged, but not required, to provide personal learning plans, as provided in Paragraph 8.]

8. The school district will provide a personal learning plan for a student who is unable to demonstrate grade-level proficiency, as measured by the statewide reading assessment in grade 3. The school district will determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school district will develop the personal learning plan in consultation with the student's parent or guardian. The personal learning plan will address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the school day, periodic assessments, and reasonable timelines. The personal learning plan may include grade retention if it is in the student's best interest. The student's school will maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an Individualized Education Program.

Legal References:

Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)
Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)
Minn. Stat. § 122A.40., Subd. 8 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)

Minn. Stat. § 123B.147, Subd. 3 (Principals)
Minn. Stat. § 125A.56, Subd. 1 (Alternate Instruction Required)
20 U.S.C. § 5801, *et seq.* (National Education Goals 2000)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEP's, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

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

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

Adopted ___ By Reference ___

Revised ___ **April 2023** ___

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. CALENDAR RESPONSIBILITY

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

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

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

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

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

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

IV. SCHOOL DAY RESPONSIBILITY

- A. The superintendent shall be responsible for developing a schedule for the student day, subject to review by the school board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.
- B. In developing the student day schedule, the superintendent shall consider such factors as school bus schedules, cooperative programs, differences in time

requirements at various grade levels, effective utilization of facilities, cost effectiveness, and other concerns deserving of attention.

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

V. E-LEARNING DAYS

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

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

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

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

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

**BOARD POLICY 608
Instructional Services – Special Education**

Adopted ___ By Reference ___

Revised ___ April 2023 _____

[Note: The provisions of this policy substantially reflect statutory and regulatory requirements.]

I. PURPOSE

The purpose of this policy is to set forth the position of the school board on the need to provide special educational services to some students in the school district.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that some students need special education and further recognizes the importance of providing a free appropriate public education and delivery system for students in need of special education.

III. RESPONSIBILITIES

- A. The school board accepts its responsibility to identify, evaluate and provide special instruction and services for disabled children who are properly the responsibility of the school district and who meet the criteria to qualify for special instruction and services as set forth in Minnesota and federal law.
- B. The school district shall ensure that all qualified disabled children are provided the special instruction and services which are appropriate to their educational needs.
- C. When such services require or result from interagency cooperation, the school district shall participate in such interagency activities in compliance with law.

Legal References: Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 125A.02 (~~Definition of~~ Child with a Disability ~~Defined~~)
Minn. Stat. § 125A.027 (Rulemaking)

Minn. Stat. § 125A.03 (Special Instruction for Children with a Disability)
Minn. Stat. § 125A.08 (Individualized Education Programs)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
Minn. Stat. § 125A.29 (Responsibilities of County Boards and School Boards)
~~Minn. Stat. §§ 125A.027, 125A.03, 125A.08, 125A.15, and 125A.29 (District Obligations)~~
20 U.S.C. 1400 *et. seq.* (Individuals with Disabilities Education Act of 2004)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individual Education Plans)
MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

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

**BOARD POLICY 613
Graduation Requirements**

Adopted ___ By Reference ___

Revised ___ **April 2023** ___

[Note: The requirements set forth in this policy govern the graduation standards that Minnesota public schools must require for a high school diploma for all students.]

I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

III. DEFINITIONS

- A. “Academic standard” means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, or the arts, or (2) a locally adopted expectation for student learning in health, the arts, career and technical education, or world languages.
- B. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- C. “Section 504 Accommodation” means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.

- D. "Individualized Education Plan," or "IEP," means a written statement developed for a student eligible by law for special education and services.
- E. "English Language Learners" or "ELL" student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.

IV. DISTRICT ASSESSMENT COORDINATOR

_____ shall be named the District Assessment Coordinator. Said person shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

V. GRADUATION ASSESSMENT REQUIREMENTS

Students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

- A. Achievement and career and college readiness in mathematics, reading, and writing, as measured against a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without the need for postsecondary remediation and which facilitates the monitoring of students' continuous development of and growth in requisite knowledge and skills; analysis of students' progress and performance levels, identification of students' academic strengths and diagnosis of areas where students' require curriculum or instructional adjustments, targeted interventions, or remediation; and determination of students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student based on analysis of students' progress and performance data; and
- B. Consistent with this paragraph and Minn. Stat. § 120B.125 (*see Policy 604, Section II.H.*) age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for post secondary remediation.
- C. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.
- D. Students meeting the state graduation requirements under this section must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan focused on improving the

student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.

- E. Students meeting the state graduation requirements under this section and who are students in grade 11 or 12 and who are identified as academically ready for a career or college are actively encouraged by the school district to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment to graduate from high school.
- F. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

VI. GRADUATION CREDIT REQUIREMENTS

Students must successfully complete, as determined by the school district, the following high school level credits for graduation:

- A. 24 Credits required for graduation or have met the requirements of an IEP.
- B. Four credits of language arts sufficient to satisfy all academic standards in English language arts;
- C. Three credits of mathematics, including an algebra II credit or its equivalent, [geometry, statistics and probability, or its equivalent](#), sufficient to satisfy all of the academic standards in mathematics.
- D. [Students in the graduation class of 2015 and beyond must complete](#) an algebra I credit by the end of 8th grade sufficient to satisfy all of the 8th grade standards in mathematics;
- E. Three credits of science, including at least: (a) one credit of biology; (b) one credit of chemistry or physics; and (c) one elective credit of science. The combination of credits must be sufficient to satisfy (i) all of the academic standards in either chemistry or physics and (ii) all other academic standards in science;
- F. [Four credits \(1/2 credit more than State\)](#) of social studies, encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;
- G. One credit in the [music/arts](#) sufficient to satisfy all of the state or local academic standards in the arts; and
- H. [One credit in ninth grade PE/Health and one-half \(.5\) credit in Physical Education in grades 10-12.](#)

I. One credit in Industrial Technology/FACS.

J. Credit equivalencies.

1. A one-half credit of economics taught in a school's agriculture education or business department may fulfill a one-half credit in social studies under Paragraph E., above, if the credit is sufficient to satisfy all of the academic standards in economics.
2. An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph D., above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph D., above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry or physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph D., above.
3. A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph B. or Paragraph F., above.
4. A computer science credit may fulfill a mathematics credit requirement under Paragraph B., above, if the credit meets state academic standards in mathematics.
5. A Project Lead the Way credit may fulfill a mathematics or science credit requirement under Paragraph B. or Paragraph D., above, if the credit meets the state academic standards in mathematics or science.

K. Students shall have met all requirements for graduation to be eligible to participate in commencement activities. Exception shall be granted for seniors who are lacking $\frac{1}{2}$ credit or less, and who are enrolled in an approved course of study (e.g. correspondence course, on-line learning course) to correct the credit deficiency, or who are enrolled in summer school immediately following commencement to correct for the deficiency. Approval of courses of study shall be responsibility of the high school principal. Enrollment and approval are required prior to participation in commencement activities.

VII. GRADUATION STANDARDS REQUIREMENTS

- A. All students must demonstrate their understanding of the following academic standards:
1. School District Standards, Health (K-12);

2. School District Standards, Career and Technical Education (K-12); and
 3. School District Standards, World Languages (K-12).
- B. Academic standards in health, world languages, and career and technical education will be reviewed on an annual basis.* A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.
- *Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.
- C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):
1. Minnesota Academic Standards, English Language Arts K-12:
 2. Minnesota Academic Standards, Mathematics K-12;
 3. Minnesota Academic Standards, Science K-12;
 4. Minnesota Academic Standards, Social Studies K-12; and
 5. Minnesota Academic Standards, Physical Education K-12.
- D. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.
- E. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

VIII. GRADUATION REQUIREMENTS OF HOME-SCHOOLED STUDENTS IN RECEIVING AN INTERNATIONAL FALLS SCHOOL DISTRICT DIPLOMA.

- A. All resident home-educated students must be registered and attend with full seat time in the International Falls Public Schools in grades 11 and 12.
- B. Resident home-educated students or non-public students will show successful performance by achieving at least a “C” grade in all coursework by the 12th week of school. If successful, previous credits earned by a student in a non-accredited school will be recognized.

- C. The International Falls Public Schools recognizes the home-school transcript as coming from a ‘non-accredited school or secondary school’.
- D. The local school district shall be responsible for the appropriate assignment of a student transferring from a non-accredited school to the class or grade best suited for the student.
- E. Resident home-educated students with full public school seat time in grades 11 & 12 are eligible to participate in the receiving of awards and scholarships offered through the public school.

VIV. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minnesota Statutes, Section 120B.07 upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal’s decision shall be in writing and may be subject to review by the superintendent and school board.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota’s Students)
 Minn. Stat. § 120B.018 (Definitions)
 Minn. Stat. § 120B.021 (Required Academic Standards)
 Minn. Stat. § 120B.023 (Benchmarks)
 Minn. Stat. § 120B.024 (Graduation Requirements; Course Credits)
 Minn. Stat. § 120B.07 (Early Graduation)
 Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World’s Best Workforce) ~~School District Process~~
 Minn. Stat. § 120B.125 (Planning for Students’ Successful Transition to Postsecondary Education and Employment; **Personal Learning Plans** ~~Involuntary Career Tracking Prohibited~~)
 Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
 Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
 Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
 Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
 Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)

Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)

Cross References:

MSBA/MASA Model Policy 104 (School District Mission Statement)

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)

MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)

MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans and LEP Students)

MSBA/MASA Model Policy 616 (School District System Accountability)

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

**BOARD POLICY 617
School District Ensurance of Preparatory and High School Standards**

Adopted April 2023

****NEW****

Revised _____

[Note: With the repeal of the Profile of Learning, school districts no longer are required to comply with the procedures set forth in this policy. School districts which retain any portion of the Profile of Learning graduation requirements, however, may choose to retain all or a portion of this policy and may implement and manage the Profile of Learning content standards in whatever manner they deem appropriate.]

I. PURPOSE

The purpose of this policy is to ensure that all locally adopted preparatory and high school content standards of the Profile of Learning are addressed directly in both curriculum and assessment for all students, including those with special needs.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to implement the Minnesota Graduation Standards, including local adoption of the former Profile of Learning content standards, during the transition to the implementation of the required Minnesota Academic Standards.
- B. This policy ensures that all students who qualify and elect to satisfy their graduation requirements through the Profile of Learning content standards will continue to receive instruction, curriculum and assessment which address the preparatory and high school content standards of the Profile of Learning. This policy also defines how technology will be integrated across student learning areas. *[Note: With the repeal of the Profile of Learning, school districts are not required to integrate technology across learning areas and may, in their discretion, delete this provision.]* In implementing the preparatory and high school content standards, the school district will work to improve the scope and sequences of curriculum, research-based instructional skills of teachers and other district staff who work with students, and alternative assessments of student achievement while making the transition to the required Minnesota Academic Standards.

III. ESTABLISHMENT OF CURRICULUM AND INSTRUCTION

A. Preparatory Content Standards

[To the extent school districts retain preparatory content standards as part of their locally adopted academic standards, school districts should insert in this section how their curriculum and instructional opportunities for all students will address the preparatory content standards, including the primary, intermediate and middle level standards. This section should contain an outline of each learning area's sequence in a manner which provides notice as to when various achievements are expected.]

B. High School Content Standards

The school district will follow Policy 613, Graduation Requirements, as it implements the graduation standards. This policy ensures that all students will receive instruction, curriculum and assessment which addresses the high school content standards of the Profile of Learning in all learning areas and that the uses of technology are integrated across student learning areas. *[Note: With the repeal of the Profile of Learning, school districts are not required to integrate technology across learning areas and may, in their discretion, delete this provision.]*

[Note: School districts should examine existing graduation requirements and align them to the new requirements.]

C. Assessment of Content Standards

[School districts should insert their procedure for determining where student achievement of preparatory and high school content standards will be assessed.]

D. Additional Requirements

[School districts may wish to consider including additional graduation requirements beyond those required by the Minnesota Academic Standards.]

E. Special Needs Students

[School districts should insert their procedure for addressing preparatory and high school content standards for students with special needs.]

F. Integration of Technology

[School districts may insert their procedure for addressing how technology will be integrated across the learning areas. With the repeal of the Profile of Learning, school districts are not required to integrate technology across learning areas and may, in their discretion, delete this provision.]

G. Evaluation and Remediation of Student Difficulties and Achievement

[School districts should insert their procedure for addressing how diagnosis of student difficulties and remediation will be accomplished as well as how diagnosis of student achievement and acceleration or continuous progress will be accomplished.]

Legal References: Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota’s Students)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World’s Best Workforce)
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 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

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

**BOARD POLICY 618
Assessment of Student Achievement**

Adopted ___ By Reference ___

Revised ___ **April 2023** ___

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

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

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

IV. ESTABLISHMENT OF CRITERIA FOR ASSESSMENT

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

V. STANDARDS FOR MINNESOTA ACADEMIC STANDARDS PERFORMANCE ASSESSMENTS

A. Benchmarks

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

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

B. Statewide Academic Standards Testing

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

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

C. Student Participation

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

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

VI. RIGOROUS COURSE OF STUDY WAIVER

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

VII. CAREER EXPLORATION ASSESSMENT

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

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

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

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota’s Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.022 (Elective Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World’s Best Workforce)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.31 (System Accountability and Statistical Adjustments)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820-~~3501.0815~~ (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960~~55~~ (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)

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

**BOARD POLICY 619
Staff Development for Standards**

Adopted ___ By Reference ___

Revised ___ **April 2023** ___

I. PURPOSE

The purpose of this policy is to establish opportunities for staff development which advance the staff's ability to work effectively with the Graduation Assessment Requirements and with students as they progress to achievement of those Graduation and meet the requirements of federal law.

II. GENERAL STATEMENT OF POLICY

The school district is committed to developing staff policies and processes for continuous improvement of curriculum, instruction, and assessment to ensure effective implementation of the Graduation Assessment Requirements and federal law at all levels.

III. STANDARDS FOR STAFF DEVELOPMENT

- A.** The Advisory Committee for Comprehensive Continuous Improvement of Student Achievement (Committee) shall address the needs of all staff in prioritizing staff development which will ensure effective implementation of the Graduation Assessment Requirements and federal law at all levels. The Committee will advise the school board on the planning of staff development opportunities.
- AB.** The school district shall place a high priority on staff development including activities, programs, and other efforts to implement the Graduation Assessment Requirements effectively and to upgrade that implementation continuously.
- BC.** Staff development plans for the school district shall address identified needs for Graduation Assessment Requirements implementation throughout all levels of the school district programs.

- ED. In service, staff meeting, and district and building level staff development plans and programs shall focus on improving implementation of the Graduation Assessment Requirements at all levels for all students, including those with special needs.

IV. TRAINING AND PROFESSIONAL DEVELOPMENT

- A. Paraprofessionals. The school district will provide each paraprofessional who assists a licensed teacher in providing student instruction with initial training. Such training will include training in emergency procedures, confidentiality, vulnerability, reporting obligations, discipline, policies, roles and responsibilities, and building orientation. Training will be provided within the first 60 days a paraprofessional begins supervising or working with students.

Additionally, with regard to paraprofessionals providing support to special education students, the school district will ensure that annual training opportunities are required to enable the paraprofessional to further develop the knowledge and skills that are specific to the students with whom the paraprofessional works, including understanding disabilities, the unique and individual needs of each student according to the student's disability and how the disability affects the student's education and behavior, following lesson plans, and implementing follow-up instructional procedures and activities.

- B. Teachers/Administrators.

The school district will provide high quality and ongoing professional development activities as required by state and federal laws.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Stat. § 120B.363 (Credential for Education Paraprofessionals)
Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-~~3501.0815~~0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.09~~55~~60 (Academic Standards in Science)

~~Minn. Rules Parts 3501.1000-3501.1190 (Graduation Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)~~
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
~~MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)~~
~~MSBA/MASA Model Policy 613 (Graduation Requirements)~~
~~MSBA/MASA Model Policy 616 (School District System Accountability)~~

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

**BOARD POLICY 620
Credit for Learning**

Adopted ___ By Reference ___

Revised ___ **April 2023** ___

[Note: School districts statutorily are required to provide students with credit for approved post-secondary courses, as set forth in Section V.; online learning courses, as set forth in Section VI.; and accelerated or advanced academic courses offered by a higher education institution or nonprofit public agency, as set forth in Section VII. Additionally, school districts are required by statute to identify whether the school district offers weighted grades and, if it does, identify the courses for which a student may earn a weighted grade (Section VIII). Optional provisions related to awarding credit to students transferring from out-of-state, private, or home schools and the issuance of student grades for purposes of awarding certain honors, as set forth in Section IV., are not required by statute. Therefore, the language contained in Section IV. is suggested language, and a school district may or may not include this section or may modify this section at its discretion.]

I. PURPOSE

The purpose of this policy is to recognize student achievement which occurs in Post-Secondary Enrollment Options and other advanced enrichment programs. The purpose of this policy also is to recognize student achievement which occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. The purpose of this policy also is to address the transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, post-secondary or higher education institutions, other learning environments, and online courses and programs.

III. DEFINITIONS

- A. “Accredited school” means a school that is accredited by an accrediting agency, recognized according to ~~Minn. Stat. §~~ **Minnesota Statutes section** 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (~~Commissioner MDE~~).
- B. “Blended learning” is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.
- C. “Commissioner” means the Commissioner of MDE.
- D. “Digital learning” is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.
- E. “Eligible institution” means a Minnesota public post-secondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by, an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.
- F. “Nonpublic school” is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- G. “Online learning” is a form of digital learning delivered by an approved online learning provider.
- H. “Online learning provider” is a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.
- I. “Weighted grade” is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

- A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools

1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.
2. Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank if a student has earned at least **6** credits from the school district.

B. Transfer of Academic Requirements from Other Schools

1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.
 - a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
 - b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank if a student has earned at least **6** credits from the school district.
 - c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.
 - d. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.
2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.

- a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
- b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
- c. In the event the content of a course taken at a non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.
- d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
- e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.

V. POST-SECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a post-secondary enrollment options course or program under ~~Minn. Stat. §~~ **Minnesota Statutes section** 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the Minnesota Academic Standards content standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a post-secondary enrollment options course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
 - 1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
 - 2. Seven quarter or four semester post-secondary credits shall equal at least one full year of high school credit. Fewer post-secondary credits may be prorated.

3. When a determination is made that the content of the post-secondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
 4. In the event the content of the post-secondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
 5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
 6. When secondary credit is granted for post-secondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a post-secondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.

VI. CREDIT FROM ONLINE LEARNING COURSES

- A. Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
- B. Course credit will be considered only upon official documentation from the online learning provider evidencing the course taken and the grade and credit awarded to the student.
- C. When a student provides documentation from an online learning provider, the course credit and course grade shall be recorded and counted toward graduation credit requirements for all courses or programs that meet or exceed the school district's graduation requirements in the same manner as credits are awarded for students transferring from another Minnesota public school as set forth in Section IV.A. above.

VII. ADVANCED ACADEMIC CREDIT

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.

- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

VIII. WEIGHTED GRADES

[Note: School districts must identify in policy whether they offer courses with weighted grades. Therefore, school districts must include one of the following options in their policies]

Weighted grades will be earned for the following courses:

- A. AP Courses: Any Advanced Placement course taught on-site at Falls High School by an ISD #361 instructor shall receive a weighted grade.
- B. Concurrent Enrollment Courses: Any concurrent enrollment course taught on-site at Falls High School by an ISD #361 instructor shall receive a weighted grade.
- C. Other Courses: Chemistry, Physics, Engineering, Math Topics and any other "junior/senior" course labeled "honors".

The weighted grading committee consisting of an administrator, teacher, student and School Board member may recommend to the School Board an adjustment in the classes qualifying for weighted grades. Adjustments will relate to the number of students in classes and available faculty.

IX. PROCESS FOR AWARDING CREDIT

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student’s parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student’s parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal’s decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student’s parent or guardian except as set forth in Section IX.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular post-secondary enrollment course, online learning course, or advanced academic credit course, the student may appeal the school district’s decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota’s Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World’s Best Workforce)
Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.445 (Nonpublic Education Council)
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Stat. § 124D.095 (Online Learning Option)
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 3501.0820-~~3501.0815~~ (Academic Standards for the Arts)

Minn. Rules Parts 3501.0900-3501.0960~~55~~ (Academic Standards in Science)

~~Minn. Rules Parts 3501.1000-3501.1190 (Graduation Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)~~

Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)

Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 624 (Online Learning Options)

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

**BOARD POLICY 624
Online Learning Options**

Adopted ___ By Reference ___

Revised ___ **April 2023** ___

[Note: The provisions of this policy substantially reflect the statutory requirements of ~~Minn. Stat. §~~ Minnesota Statutes section 124D.095, the Online Learning Option Act.]

I. PURPOSE

The purpose of this policy is to recognize and govern online learning options of students enrolled in the school district for purposes of compulsory attendance and address enrollment of students with an online learning provider for supplemental or full-time online learning.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not prohibit an enrolled student from applying to enroll in online learning.
- B. The school district shall grant academic credit for completing the requirements of an online learning course or program.
- C. The school district shall allow an online learning student to have the same access to the computer hardware and education software available in the school district as all other students in the school district. An online learning provider must assist an online learning student whose family qualifies for education tax credit to acquire computer hardware and educational software for online learning purposes.
- D. The school district shall continue to provide non-academic services to online learning students.
- E. Online learning students may participate in the extracurricular activities of the school district on the same basis as other enrolled students.

[Note: The school district may itself offer digital learning to its enrolled students. Such digital learning does not generate online learning funds. To the extent digital learning is offered by the school district only to its enrolled students, it is not subject to the Minnesota Department of Education (MDE) reporting or review requirements

unless the school district is a full-time online learning provider. See ~~Minn. Stat. § Minnesota Statutes section 124D.095, Subd. subdivision 4(d) and (e).~~

To the extent the school district provides to resident students curriculum that has both physical and electronic components, the school district must make the electronic component accessible to a resident student in a home school at the request of the home-schooled student or student's parent or guardian, provided that the school district does not incur more than an incident cost as a result of providing access electronically. See ~~Minn. Stat. § Minnesota Statutes section 123B.42.]~~

III. DEFINITIONS

- A. “Blended learning” is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.
- B. “Digital learning” is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.
- C. “Enrolling district” means the school district or charter school in which a student is enrolled under ~~Minn. Stat. § Minnesota Statutes section 120A.22, Subd. subdivision 4~~, for purposes of compulsory education.
- D. “Full-time online learning provider” means an enrolling school authorized by the ~~Minnesota Department of Education~~ MDE to deliver comprehensive public education at any or all of the elementary, middle, or high school levels.
- E. “Online learning course syllabus” is a written document that an online learning provider transmits to the enrolling school district using a format prescribed by the Commissioner of MDE (Commissioner) to identify the state academic standards embedded in an online learning course, the course content outline, required course assessments, expectations for actual teacher contact time, and other student-to-teacher communications, and the academic support available to the online learning student.
- F. “Online learning” is a form of digital learning delivered by an approved online learning provider under Paragraph III.H.
- G. “Online learning student” is a student enrolled in an online learning course or program delivered by an authorized online learning provider.
- H. “Online learning provider” is a school district, an intermediate school district, or an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.

- I. “Student” is a Minnesota resident enrolled in a public school, a nonpublic school, church or religious organization, or home school in which a child is provided instruction in compliance with ~~Minn. Stat. §§~~ **Minnesota Statutes sections** 120A.22 and 120A.24.
- J. “Supplemental online learning” means an online learning course taken in place of a course period at a local district school.

IV. PROCEDURES

A. Dissemination and Receipt of Information

- 1. The school district shall make available information about online learning to all interested people. The school district may utilize the list of approved online learning providers and online learning courses and programs developed, published, and maintained by MDE.
- 2. The school district will receive and maintain information provided to it by online learning providers.
- 3. The online learning provider must report or make available information on an individual student’s progress and accumulated credit to the student, the student’s parent, and the enrolling district in a manner specified by the Commissioner unless the enrolling district and the online learning provider agree to a different form of notice and notify the Commissioner.
- 4. The enrolling district must designate a contact person to help facilitate and monitor the student’s academic progress and accumulated credits toward graduation.

B. Student Enrollment

- 1. A student may apply for full-time enrollment in an approved online learning program. The student must have the written consent of a parent or guardian to do so if the student is under eighteen (18) years of age.
- 2. The student and the student’s parents must submit an application to the online learning provider and identify the student’s reason for enrolling. An online learning provider that accepts a student under this section must notify the student and the enrolling district in writing within ten days if the enrolling district is not the online learning provider. The student and the student’s parent must notify the online learning provider of the student’s intent to enroll in online learning within ten days of being accepted, at which time the student and the student’s parent must sign a statement indicating that they have reviewed the online course or program and understand the expectations of enrolling in online learning. The online

learning provider must use a form provided by MDE to notify the enrolling district of the student's application to enroll in online learning.

3. The supplemental online learning notice to the enrolling district when a student applies to the online learning provider will include the courses or program, credits to be awarded, and the start date of the online learning course or program. An online learning provider must make available the supplemental online learning course syllabus to the enrolling district. Within 15 days after the online learning provider makes information in this paragraph available to the enrolling district, the enrolling district must notify the online learning provider whether the student, the student's parent, and the enrolling district agree or disagree that the course meets the enrolling district's graduation requirements. A student may enroll in a supplemental online learning course up to the midpoint of the school district's term. The school district may waive this requirement for special circumstances with the agreement of the online learning provider.
4. An online learning course or program that meets or exceeds a graduation standard or the grade progression requirement of the enrolling district as described in the provider's online learning course syllabus meets the corresponding graduation requirements applicable to the student in the enrolling district. If the enrolling district does not agree that the course or program meets its graduation requirements, then the enrolling district must make available an explanation of its decision to the student, the student's parent, and the online learning provider; and the online learning provider may make available a response to the enrolling district, showing how the course or program meets the graduation requirements of the enrolling district.
5. An online learning student may enroll in supplemental online learning courses equal to a maximum of 50 percent of the student's full schedule of courses per term during a single school year, and the student may exceed the supplemental online learning registration limit if the enrolling district permits for supplemental online learning enrollment above the limit or if the enrolling district and the online learning provider agree to the instructional services. To enroll in more than 50 percent of the student's full schedule or courses per term in online learning, the student must qualify to exceed the supplemental online learning registration limit or apply to enroll in an approved full-time online learning program consistent with Paragraph IV.B.2. above. Full-time online learning students may enroll in classes at a local school under a contract for instructional services between the online learning provider and the school district.
6. An online learning student may complete course work at a grade level that is different from the student's current grade level.

7. An online learning student may enroll in additional courses with the online learning provider under a separate agreement that includes terms for paying any tuition or course fees.

C. Classroom Membership and Teacher Contact Time

1. The enrolling district may reduce an online learning student's regular classroom instructional membership in proportion to the student's membership in online learning courses.
2. The school district may reduce the course schedule of an online learning student in proportion to the number of online learning courses the student takes from an online learning provider other than the school district.
3. A teacher with a Minnesota license must assemble and deliver instruction to enrolled students receiving online learning from an enrolling district. The delivery of instruction occurs when the student interacts with the computer or the teacher and receives ongoing assistance and assessment of learning. The instruction may include curriculum developed by persons other than a teacher holding a Minnesota license.
4. The online learning provider, other than a digital learning provider offering digital learning to its enrolled students only under ~~Minn. Stat. §~~ **Minnesota Statutes section** 124D.095, ~~Subd. subdivision~~ **4(d)**, must give the Commissioner written assurance that all courses meet state academic standards and the online learning curriculum, instruction, and assessment expectations for actual teacher contact time or other student-teacher communications and academic support meet nationally recognized standards and are described as such in an online learning course syllabus that meets the Commissioner's requirements.

D. Academic Credit; Graduation Standards or Requirements

1. The school district shall apply the same graduation requirements to all students, including online learning students.
2. The school district shall use the same criteria for accepting online learning credits or courses as it does for accepting credits or courses for nonresident transfer students under Minnesota law.
3. The school district may challenge the validity of a course offered by an online learning provider. Such a challenge will be filed with MDE.
4. The school district shall count secondary credits granted to an online learning student toward its graduation and credit requirements.

5. If a student completes an online learning course or program that meets or exceeds a graduation standard or grade progression requirement at the school district, that standard or requirement will be met.
6. Weighted grades will also be applicable if the school district has adopted a policy to offer weighted grades.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 123B.42, Subd. 1a (~~Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests Curriculum; Electronic Components~~)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Stat. § 124D.095 (Online Learning Option Act)

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 608 (Instructional Services – Special Education)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 620 (Credit for Learning)

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

**BOARD POLICY 701
Establishment and Adoption of School District Budget**

Adopted ___ By Reference ___

Revised ___ **April 2023** ___

[Note: The provisions of this policy substantially reflect the requirements of Minnesota Statutes.]

I. PURPOSE

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

III. REQUIREMENT

- A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.
- B. The School District must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with ~~Minn. State. §~~ **Minnesota Statutes section** 123B.76.
- C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted

expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.

- D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the **Minnesota Commissioner of Education** within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by **Minn. Stat. § Minnesota Statutes section 123B.10**.
- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

IV. IMPLEMENTATION

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but **the superintendent** maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only by

authority of the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.

- E. The school district shall make such reports to the **Minnesota Commissioner of Education** as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

Legal References: Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)

Cross References: MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
~~MSBA Service Manual, Chapter 7, Education Funding~~

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

**BOARD POLICY 416
Drug and Alcohol Testing**

Adopted ___ By Reference ___

Revised ___ March 2023 _____

[Note: Drug and alcohol 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 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 not only be safer, healthier, and more productive but also more conducive to effective learning. 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 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 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 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, 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 that are not medically prescribed, including medical cannabis, 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 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 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 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 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. 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 based only upon a laboratory report the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test 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: 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 382.601. Most of the required information is contained within this model policy. Additional materials to be provided to employees are described in Paragraph 2. of 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 controlled substance problem (the driver's or a coworker's); and available methods of intervening when an alcohol or 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 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 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 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 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 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 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 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 that prohibit 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 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 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 policies of the school district.

G. Prescription Drugs/Cannabinoid Products.

A driver shall inform the driver's 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 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 now 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. 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: 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 382.413 and 49 Code of Federal Regulations section 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.

2. Post-Accident Testing

[Note: 49 Code of Federal Regulations section 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.

3. Random Testing

[Note: 49 Code of Federal Regulations section 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] set the random alcohol selection and testing rate at 10% of the average number of driver positions 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.

4. Reasonable Suspicion Testing

[Note: 49 Code of Federal Regulations section 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 382.309, 40.23(d), and 40.305 govern return-to-duty testing.]

- 5. 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 382.311, 40.307, and 40.309 govern follow-up testing.]

- 6. 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.

7. 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 sections 40.191, 40.261, and 382.211. They are more specifically addressed in 49 Code of Federal Regulations sections 382.501-382.507 and in 49 United States Code section 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 section 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.
- f. 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 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 Service - 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;
 - (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 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 shows 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 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 [Align Chiropractic & Wellness, 1322 Third St., Int'l Falls, MN., 218-283-2243](#), 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. Record-keeping 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 section 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
Alcohol and controlled substance collection proc.	2 years
Negative and cancelled 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 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 evaluations(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:

- 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 through 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 221.031, subdivision 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 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 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 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 Test Result” 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 Selection Basis” 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 Suspicion” means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
8. “Safety-Sensitive Position” 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 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 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 intoxicating 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 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 the individual of other rights provided under Sections F. or G. below, whichever is applicable.

Attachments E and F to this policy provides 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 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/Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

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

**BOARD POLICY 417
Chemical Use and Abuse**

Adopted ___ By Reference ___

Revised ___ March 2023 ___

[Note: This policy reflects mandatory provisions of state and federal law and is not discretionary.]

I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

- A. Use ~~or possession~~ of controlled substances, ~~toxic substance~~, medical cannabis, ~~toxic substances~~, and alcohol ~~before, during, or after school hours, at school or in any other school location~~, is prohibited ~~in the school setting~~ in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. The ~~policy of this~~ school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement. ~~is to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.~~
- C. ~~The Every~~ school ~~district that participates in a school district chemical abuse program~~ shall establish ~~and maintain in every school~~ a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. ~~The superintendent, with the advice of the school board, shall be responsible for establishing a school and community advisory team to address chemical abuse problems in the district.~~

- ED. The school district shall establish ~~and maintain~~ a drug-free awareness program ~~to~~ for educate ~~and assist~~ its employees. ~~students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.~~

[Note: School districts are required to establish a drug-free awareness program for school district employees pursuant to the Drug-Free Workplace Act. In addition, state law requires that the written districtwide school discipline policy must include procedures for detecting and addressing chemical abuse problems of a student while on the school premises. Further, school districts are required to develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement if receiving funding under the federal Student Support and Academic Enrichment Grants law. Comprehensive drug prevention programs are required to be adopted and carried out by school districts pursuant to the Safe and Drug-Free Schools and Communities Act. In addition, school districts are required by the Drug-Free Workplace Act to establish drug-free awareness programs for school district employees. Further, state law authorizes school districts to provide instructional programs in chemical abuse and the prevention of chemical 417-2 dependency.]

III. DEFINITIONS

- A. “Chemical abuse”, ~~as applied to students~~, means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the ~~student’s minor’s~~ normal function in academic, school, or social activities is chronically impaired.
- B. ~~“Chemicals” includes, but is not limited to, alcohol, toxic substances, medical cannabis, and controlled substances as defined in the school district’s Drug-Free Workplace/Drug-Free School policy.~~
“Controlled substances”, as applied to the chemical abuse assessment of students, means a drug, substance, or immediate precursor in Schedules I through V of Minnesota Statutes section 152.02 and “marijuana” as defined in Minnesota Statutes section 152.01, subdivision 9, but not distilled spirits, wine, malt beverages, intoxicating liquors or tobacco. As otherwise defined in this policy, “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 812, including analogues and look-alike drugs.
- C. ~~“Use” includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.~~
“Drug prevention” means prevention, early intervention, rehabilitation referral, recovery support services, or education related to the illegal use of drugs, such as raising awareness about the consequences of drug use that are evidence based.
- D. ~~“School location” includes any school building or on any school premises; on 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.~~

~~“Teacher” means all persons employed in a public school or education district or by a service cooperative as members of the instructional, supervisory, and support staff including superintendents, principals, supervisors, secondary vocational and other classroom teachers, librarians, counselors, school psychologists, school nurses, school social workers, audio-visual directors and coordinators, recreation personnel, media generalists, media supervisors, and speech therapists.~~

IV. STUDENTS

A. Instruction–Districtwide School Discipline Policy

Procedures for detecting and addressing chemical abuse problems of a student while on school premises are included in the districtwide school student discipline policy.

B. Programs and Activities

1. ~~Every~~ The school district shall develop, implement, and evaluate comprehensive ~~provide an instructional~~ programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievements. The programs and activities may include, among other programs and activities, drug prevention activities and programs that may be evidence based, including programs to educate students against the use of alcohol, tobacco, marijuana, smokeless tobacco products, and electronic cigarettes. ~~in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.~~

~~*[Note: The Safe and Drug-Free Schools and Communities Act requires school districts to adopt and carry out a comprehensive drug and violence prevention program with funds received. Since a comprehensive drug prevention program is required and a school district is specifically authorized by state law to provide instructional programs in chemical abuse and the prevention of chemical dependency, this should be a component of each school district’s mandatory program. In addition, the Safe and Drug-Free Schools and Communities Act specifies additional items which may be included as part of the mandatory comprehensive drug prevention program. Some of the suggested items relating to instruction or training are detailed in Paragraphs 2. through 6. below and a school district may wish to adopt one or all of the listed components as part of its mandatory program.]*~~

2. As part of its drug-free programs, the school district may implement the drug abuse resistance education program (DARE) that enables peace officers to undergo the training to teach a curriculum on drug abuse resistance in schools.

- ~~2. Each school shall have age-appropriate and developmentally based activities that:
 - ~~a. address the consequences of violence and the illegal use of drugs, as appropriate;~~
 - ~~b. promote a sense of individual responsibility;~~
 - ~~c. teach students that most people do not illegally use drugs;~~
 - ~~d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;~~
 - ~~e. teach students about the dangers of emerging drugs;~~
 - ~~f. engage students in the learning process; and~~
 - ~~g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.~~~~
- ~~3. Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.~~
- ~~4. Each school shall disseminate drug and violence prevention information within the school and to the community.~~
- ~~5. Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.~~
- ~~6. Each school shall have drug and violence prevention activities that may include the following:
 - ~~a. Community wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.~~
 - ~~b. The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that are implemented in the school.~~
 - ~~c. Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.~~~~

- d. ~~Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.~~
- e. ~~Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.~~

BC. Reports of Use, Possession, or Transfer of Alcohol or a Controlled Substance Chemical Use and Abuse

- 1. ~~In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing, or selling chemicals in a school location:~~
 - a. ~~The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.~~
 - b. ~~The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.~~
 - c. ~~The administrator will notify law enforcement officials, the student's counselor, and the chemical preassessment team.~~
 - d. ~~The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.~~
 - e. ~~The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.~~
- 2. ~~If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing, or selling chemicals:~~
 - a. ~~The employee shall notify the building administrator or a member of the preassessment team and shall describe the~~

~~basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.~~

~~b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.~~

1. A teacher in a nonpublic school participating in a school district chemical use program, or a public school teacher, who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on the school premises or involved in school-related activities, shall immediately notify the school's chemical abuse preassessment team, or staff member assigned duties similar to those of such a team, of this information.

[Note: School districts are not required to participate in a chemical abuse program or establish a chemical abuse preassessment team pursuant to state law. Schools are required to have procedures for detecting student chemical abuse and can obtain federal funding if they establish drug prevention, detection, intervention, and recovery support services. Thus, it is recommended that schools establish these programs and activities. For those schools that do not establish a chemical abuse preassessment team, those obligations could be assigned to a specified staff member such as a school counselor or administrator.]

- ~~32.~~ Students involved in the abuse, possession, transfer, distribution, or sale of chemicals ~~shall~~ **may** be suspended ~~and proposed for expulsion~~ in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minnesota Statutes § sections 121A.40-121A.56, and proposed for expulsion.
- ~~43.~~ Searches by school district officials in connection with the abuse, possession, ~~or transfer distribution, or sale~~ of alcohol or a controlled substance ~~chemicals~~ will be conducted in accordance with school board policies related to search and seizure.
4. Nothing in paragraph IV.B.1. prevents a teacher or any other school employee from reporting to a law enforcement agency any

violation of law occurring on school premises or at school sponsored events.

€D. Preassessment Team

1. Every school that participates in a school district chemical abuse program shall ~~have~~ establish a chemical abuse preassessment team designated by the superintendent or designee. The team ~~will~~ must be composed of classroom teachers, administrators, and ~~to the extent they exist in the school,~~ school nurse, school counselor or psychologist, social worker, chemical abuse specialist, and other appropriate professional staff. ~~to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.~~ For schools that do not have a chemical abuse program and team, the superintendent or designee will assign these duties to a designated school district employee.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

DE. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minnesota Statutes § section 13.32 and applicable federal law and regulations.
2. Destruction of Records
 - a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
 - b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with such information ~~about school or community services in connection with chemical abuse,~~ records created or maintained by the team about the student shall be destroyed

not later than six (6) months after the student is no longer enrolled in the district.

- c. ~~This section shall govern~~ Destruction of records identifying individual students shall be governed by paragraph IV.E.2. notwithstanding ~~provisions of the Records Management Act, Minnesota Statutes § section 138.163 (Preservation and Disposal of Public Records).~~

~~EF.~~ Consent

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

[Note: State law permits schools to provide these services to minor students without the consent of a parent. If, however, a school district provides these or other services pursuant to a grant received under the Student Support and Academic Enrichment Grants law, this funding could be jeopardized if the requirements of federal law, to obtain prior written, informed consent from the parent of each child who is under 18 years of age is not obtained.]

~~F.~~ School and Community Advisory Team

~~1.~~ The superintendent, with the advice of the school board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school preassessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.

~~2.~~ The advisory team shall:

~~a.~~ build awareness of the problem within the community, identify available treatment and counseling programs for students, and develop good working relationships and enhance communication between the schools and other community agencies; and

~~b.~~ develop a written procedure clarifying the notification process to be used by the chemical abuse preassessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.

V. EMPLOYEES

- A. The school district shall establish ~~superintendent or designee shall undertake and maintain~~ a drug-free awareness ~~and prevention~~ program to inform employees ~~students, and others~~ about:
1. The dangers ~~and health risks of chemical of drug~~ abuse in the workplace/~~school~~.
 2. The school district's ~~drug-free workplace/drug-free school~~ policy of maintaining a drug-free workplace.
 3. ~~Any Available drug or alcohol~~ counseling, ~~treatment~~, rehabilitation, ~~reentry~~, and ~~or employee~~ assistance programs ~~available to employees and/or students~~.
 4. The penalties that may be imposed on employees for drug abuse violations.
- B. The school district ~~superintendent or designee~~ shall notify ~~any~~ federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice ~~from the employee or otherwise receiving actual notice of any criminal drug statute conviction of an employee for a criminal drug statute violation~~ occurring in the workplace. ~~To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.~~

~~*[Note: Notification to the federal granting agency within ten (10) days is required by the Drug-Free Workplace Act. 41 U.S.C. § 8103.]*~~

Legal References:

- Minn. Stat. § 13.32 (Educational Data)
- Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
- Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
- Minn. Stat. § 124D.695 (Approved Recovery Program Funding)
- Minn. Stat. § 126C.44 (Safe Schools Levy)
- Minn. Stat. § 138.163 (Preservation and Disposal of Public Records)
~~Records Management Act)~~
- Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
- Minn. Stat. § 152.01 (Definitions)
- Minn. Stat. § 152.02 (Schedules of Controlled Substances; Administration of Chapter)
- Minn. Stat. § 152.22 (Definitions; Medical Cannabis)
- Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
- Minn. Stat. § 299A.33 (DARE Program)
- Minn. Stat. § 466.07, subd. 1 (Indemnification Required)
- Minn. Stat. § 609.101, subd. 3(e) (Controlled Substance Offenses; Minimum Fines)
- 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
- 20 U.S.C. §§ 7101-~~712265~~ (Student Support and Academic Enrichment Grants ~~Safe and Drug-Free Schools and Communities Act~~)

20 U.S.C. § 5812 (National Education Goals)
20 U.S.C. § 7175 (Local Activities)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
34 C.F.R. Part 84 (Government-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 418 (Drug-Free Workplace/Drug Free School)
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 502 (Search of Student Lockers, Desks, 417-8 Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

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

BOARD POLICY 420

**Students and Employees with Sexually Transmitted Infections and
Diseases and Certain Other Communicable Diseases and Infectious
Conditions**

Adopted ___ By Reference ___

Revised ___ March 2023 _____

[Note: School districts are not required by statute to have a policy addressing these issues. However, Minnesota Statutes § section 121A.23 provides that school districts must have a program that incorporates the provisions contained in this policy.]

I. PURPOSE

Public concern that students and staff of the school district be able to attend the schools of the district without becoming infected with serious communicable or infectious diseases, including but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

II. GENERAL STATEMENT OF POLICY

A. Students

The policy of the School Board is that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

B. Employees

The policy of the school board is that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally, and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

C. Circumstances And Conditions

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case-by-case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties), and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.
2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions, or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

D. Students with Special Circumstances and Conditions

The School Nurse, along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

E. Extracurricular Student Participation

Student participation in nonacademic, extracurricular and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

F. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right to know policy.)

G. Information Sharing

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.
2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

H. Reporting

If a medical condition of student or staff threatens public health, it must be reported to the [Minnesota](#) Commissioner of Health.

I. Prevention

The school district shall, with the assistance of the [Minnesota](#) Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with [Minnesota Statutes § section 121A.23](#) ~~which~~ ~~that~~ includes:

1. planning materials, guidelines, and other technically accurate and updated information;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school districts and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts;
5. involvement of parents and other community members;
6. in-service training for district staff and school board members;

7. collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;
8. collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and
9. participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.
11. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.

J. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

Legal References: Minn. Stat. § 121A.23 (Programs to Prevent and Reduce the Risks of Sexually Transmitted Infections and Diseases-Health-Related Programs)
Minn. Stat. § 144.44-442 (Tuberculosis Screening in Schools)
Minn. Stat. § 142 (Testing in School Clinics)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)
20 C.F.R. 1910.1030 (Occupational Exposure to Bloodborne Pathogens)
Kohl by Kohl v. Woodhaven Learning Center, 865 F.2d 930 (8th Cir.), *cert. denied*, 493 U.S. 892, ~~110 S.Ct. 239~~ (1989)
School Board of Nassau County, Fla. v. Arline, 480 U.S. 273, 107 S.Ct. 1123 (1987)
16 EHLR 712, OCR Staff Memo, April 5, 1990

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

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

**BOARD POLICY 423
Employee-Student Relationships**

Adopted ___ By Reference ___

Revised ___ **March 2023** ___

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

III. REPORTING AND INVESTIGATION

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

IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities, including the Minnesota Professional Educator Licensing and Standards Board or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

V. SCOPE OF LIABILITY

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

Legal References: Minn. Stat. § 13.43, Subd. 16 (~~Personnel Data School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact~~)
Minn. Stat. § 122A.20, Subd. 2 (~~Suspension or Revocation of Licenses Mandatory Reporting to Professional Educator Licensing and Standards Board or Board of School Administrators~~)
Minn. Stat. § 122A.40, Subds. 5(b) and 13 (b) (~~Employment; Contracts; Termination Mandatory immediate discharge of teachers with license revocations due to child or sex abuse convictions~~)
Minn. Stat. §§ 609.341–609.352 (~~Definitions Defining “intimate parts” and “position of authority” as well as detailing various sex offenses~~)
Minn. Stat. Ch. 260E § ~~626.556~~ (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)
Minn. Rules Part 8710.2100 (Code of Ethics for Minnesota Teachers)

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

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

**BOARD POLICY 506
Student Discipline**

Adopted ___ By Reference ___

Revised ___ **March 2023** ___

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

III. AREAS OF RESPONSIBILITY

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

- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

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

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

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

- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 - 4. Violation of the school district's Hazing Prohibition Policy;
 - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
 - 6. Violation of the School District's Student Attendance Policy;
 - 7. Opposition to authority using physical force or violence;
 - 8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment Policy;

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

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

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

VII. DISCIPLINARY ACTION OPTIONS

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

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

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

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

VIII. REMOVAL OF STUDENTS FROM CLASS

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

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

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

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

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

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

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

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

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

1. The initial right and responsibility for the removal of a student from class is that of the classroom teacher. After the initial removal from the class, the student will be sent to the office or ISS room for the remainder of the hour.
2. If a second removal from a class occurs, an informational administrative conference will be held between the teacher and the principal or the principal's designee. At this conference a decision will be reached as to the length of the time that the student will be removed from class.
3. The student shall be returned to the class upon completion of the terms of re-admittance established at the informational administrative conference including, but not limited to, completion of any makeup work and/or a behavior contract.
4. Per direction of the classroom teacher, the student is to report directly to the office or library (ISS), when sent out of class. Failure to do so could result in further disciplinary action. Students sent to ISS may be assigned classroom work by the teacher or work to help them pass their MCA tests and achieve the school academic goal

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

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

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

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

G. Procedures for Notification.

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

H. Disabled Students; Special Provisions.

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

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

1. Establishment of a chemical abuse preassessment team pursuant to Minnesota Statutes section 121A.26;
2. Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minnesota Statutes section 121A.29.

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

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

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

IX. DISMISSAL

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

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

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

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

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

- C. Suspension Procedures.

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less, where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student’s total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student’s parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian’s expense. The purpose of this meeting is to attempt to determine the student’s need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes section 123A.05 selected to allow the student to progress toward meeting graduation standards under Minnesota Statutes section 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school

administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. Strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. Assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. Petition the juvenile court that the student is in need of services under Minnesota Statutes chapter 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40 - 121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures.

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.

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

the parent or guardian providing them with access to and/or copies of the student's records.

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

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

X. ADMISSION OR READMISSION PLAN

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

XI. NOTIFICATION OF POLICY VIOLATIONS

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

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

XII. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state

law, including the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13.

XIII. STUDENTS WITH DISABILITIES

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

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

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

XIV. OPEN ENROLLED STUDENTS

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

XV. DISTRIBUTION OF POLICY

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

XVI. REVIEW OF POLICY

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40 to 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. §§ 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. §§ 121A.60 (Definitions)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (State-Approved Alternative Program Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District)
Minn. Stat. Ch.125A (Special Education and Special Programs)
Minn. Stat. § 152.22, Subd. 6 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Safety and Placement)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et. seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.53(e)(1) (Manifestation Determination)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)

MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

MSBA/MASA Model Policy 610 (Field Trips)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

MSBA/MASA Model Policy 711 (Video Recording on School Buses)

MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

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

**BOARD POLICY 508
Extended School Year For Certain Students With Individualized
Education Programs (IEPS)**

Adopted ___ By Reference _____

Revised ___ **March 2023** _____

[Note: The provisions of this policy substantially reflect statutory and regulatory requirements.]

I. PURPOSE

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE).

II. GENERAL STATEMENT OF POLICY

- A. Extended School Year Services Must Be Available to Provide a FAPE. The school district shall provide extended school year (ESY) services to a student who is the subject of an IEP if the student's IEP team determines the services are necessary during a break in instruction in order to provide a FAPE.
- B. Extended School Year Determination. At least annually, the IEP team must determine that a student is in need of ESY services if the student meets any of the following conditions:
1. There will be significant regression of a skill or acquired knowledge from the student's level of performance on an annual goal that requires more than the length of the break in instruction to recoup unless the IEP team determines a shorter time for recoupment is more appropriate; OR
 2. Services are necessary for the student to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the student's age and level of development, and the timeliness for teaching the skill; OR
 3. The IEP team otherwise determines, given the student's unique needs, that ESY services are necessary to ensure the pupil receives a FAPE.

- C. Required Factors Schools Must Consider in Making ESY Determinations. The IEP team must decide ESY eligibility using information including:
1. Prior observations of the student's regression and recoupment over the summer;
 2. Observations of the student's tendency to regress over extended breaks in instruction during the school year; and
 3. Experience with other students with similar instructional needs.
- D. Additional Factors to Consider, Where Relevant. In making its determination of ESY needs, the following factors must be considered, where relevant:
1. The student's progress and maintenance of skills during the regular school year.
 2. The student's degree of impairment.
 3. The student's rate of progress.
 4. The student's behavioral or physical problems.
 5. The availability of alternative resources.
 6. The student's ability and need to interact with nondisabled peers.
 7. The areas of the student's curriculum which need continuous attention.
 8. The student's vocational needs.
- E. No Unilateral Decisions. In the course of providing ESY services to children with disabilities, the school district may not unilaterally limit the type, amount, or duration of those services.
- F. Services to Nonresident Students Temporarily Placed in School District. A school district may provide ESY services to nonresident children with disabilities temporarily placed in the school district in accordance with applicable state law.

Legal References: Minn. Stat. § 125A.14 (Extended School Year)
Minn. Rules Part 3525.0755
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
34 C.F.R. Part 300 (~~Assistance to States for the Education of Children with Disabilities IDEA Regulations~~)

Cross References: None

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

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

Adopted ___ By Reference ___

Revised ___ **March 2023** ___

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. Authorized Representative

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

B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

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

D. Directory Information

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

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

given by the student's parent or guardian.

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

E. Education Records

1. What constitutes "education records." Education records means those records that are: (1) directly related to a student; and (2) maintained by the school district or by a party acting for the school district.
2. What does not constitute education records. The term, "education records," does not include:
 - a. Records of instructional personnel that are:
 - (1) kept in the sole possession of the maker of the record; and
 - (2) used only as a personal memory aid;
 - (3) not accessible or revealed to any other individual except a temporary substitute teacher; and
 - (4) destroyed at the end of the school year.
 - b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.

- c. Records relating to an individual, including a student, who is employed by the school district which:
 - (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual's capacity as an employee; and
 - (3) are not available for use for any other purpose.

However, records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student are education records.

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

F. Education Support Services Data

"Education support services data" means data on individuals collected, created, maintained, used, or disseminated relating to programs administered by a government entity or entity under contract with a government entity designed to eliminate disparities and advance equities in educational achievement for youth by coordinating services available to participants, regardless of the youth's involvement with other government services. Education support services data does not include welfare data under Minnesota Statutes section 13.46.

Unless otherwise provided by law, all education support services data are private data on individuals and must not be disclosed except according to Minnesota Statutes section 13.05 or a court order.

FG. Eligible Student

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

GH. Juvenile Justice System

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

HI. Legitimate Educational Interest

“Legitimate educational interest” includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person’s need to know in order to:

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

I J. Parent

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

JK. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student’s name; (b) the name of the student’s parent or other family member; (c) the address of the student or student’s family; (d) a personal identifier such as the student’s social security number or student number or biometric record; (e) other direct identifiers, such as the student’s date of birth,

place of birth, and mother's maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.;

KL. Record

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

LM. Responsible Authority

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

MN. Student

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

NO. School Official

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

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

OP. Summary Data

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

PQ. Other Terms and Phrases

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

IV. GENERAL CLASSIFICATION

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

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

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

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

B. Eligible Students

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

C. Students with a Disability

The school district shall follow 34 ~~C.F.R. §§~~ Code of Federal Regulations sections 300.610-300.617 with regard to the privacy, notice, access, record keeping and accuracy of information related to students with a disability.

VI. **DISCLOSURE OF EDUCATION RECORDS**

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.

4. A signed and dated written consent may include a record and signature in electronic form that:

- a. identifies and authenticates a particular person as the source of the electronic consent; and
- b. indicates such person's approval of the information contained in the electronic consent.

5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:

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

6. Eligible Student Consent

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

B. Prior Consent for Disclosure Not Required

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

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools, ~~or~~ school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (See Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act, 20 U.S.C. § United State Code section 7917, and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minnesota Statutes section 260B.171, unless the data are required to be destroyed under Minnesota Statutes section 120A.22, subdivision 7(c) or section 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records that have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;

5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

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

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

7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use

personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be returned or destroyed. For purposes of this provision, the term, “organizations,” includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;

8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § United States Code section 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § United States Code section 2331 or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. -If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as a plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student’s education records that are relevant for the school district to defend itself;
11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of

the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;

12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as “directory information” pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;~~or~~
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student’s full name, home address, telephone number, date of birth; a student’s school schedule, daily attendance record, and photographs, if any; and any parents’ names, home addresses, and

telephone numbers;

- b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

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

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

serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minnesota Statutes section 260B.171, subdivision 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

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

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements; or

22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined 25 U.S.C. § United States Code section 5304), who has the right to access a student’s case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student’s education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student’s education records.

C. Nonpublic School Students

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

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

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

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

alumnus of the school district).

C. Present Students and Parents

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

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

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

2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district, in writing, that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:

- a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
- b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.

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

D. Procedure for Obtaining Nondisclosure of Directory Information

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

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

E. Duration

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

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the

identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

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

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
 - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
 - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
 - e. whether the data concerns medical, dental, or other health services provided pursuant to Minnesota Statutes sections 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

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

D. Military-Connected Youth Identifier

When a school district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow

students to self-identify as a military-connected youth. For purposes of this section, a “military-connected youth” means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

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

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minnesota Statutes Chapter 260E, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minnesota Statutes Chapter 260E.

Regardless of whether a written report is made under Minnesota Statutes Chapter 260E, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.

3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minnesota Statutes section 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

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

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

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

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

- A. The School District will release the names, addresses, electronic mail address (which shall be electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military;
 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces; and
 3. copying fees shall not be imposed.
- C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the building principal in writing by September 30 each year. The written request must include the following information:
1. Name of student and parent, as appropriate;
 2. Home address;
 3. Student's grade level;
 4. School presently attended by student;
 5. Parent's legal relationship to student, if applicable;
 6. Specific category or categories of information which are not to be released to military recruiting officers; and post-secondary educational institutions; and
 7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in

grades 11 and 12 without prior consent.

- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, home phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of Section VI. of this policy; and
 - b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.
2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § United States Code section 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

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

C. Classification of Disclosed Data

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

D. Notification

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

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

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

B. Record Security

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

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;

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

D. Review of Written Plan for Securing Student Records

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

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information;
and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4 of this policy in accordance with 34 Code of

Federal Regulations section 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.

; and
3.

c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § Section XIII.E.1 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.

3. Sdoes not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII.Section VII of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § United States Code section 2332b(g)(5)(B) or an act of domestic or international terrorism2332b(g)(5)(B) or an act of domestic or international terrorism.

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

4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for

the custody of the records; and

- c. the parties authorized by law to audit the record-keeping procedures of the school district.

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

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

b. the parties to whom the school district disclosed the information.

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

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

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

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

B. Response to Request for Access

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

C. Right to Inspect and Review

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

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

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

D. Form of Request

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

E. Collection of Student Records

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

F. Records Containing Information on More Than One Student

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

G. Authority to Inspect or Review

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

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies or documents;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine

based record-keeping systems, including but not limited to computers and microfilm systems; and

e. mailing costs.

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

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

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

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

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

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

B. Right to a Hearing

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

conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
 - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

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

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of ~~the~~ Minnesota Statutes Chapter 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means [School Social Worker, Laurie Youso](#).
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520.

B. Content of Complaint

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

XVIII. WAIVER

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

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

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

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;

2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of ~~20 U.S.C. § 1232g~~ FERPA, and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

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

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

C. Notification to Parents or Eligible Students Who are Disabled

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

XX. DESTRUCTION AND RETENTION OF RECORDS

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

XXI. COPIES OF POLICY

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.393 (Attorneys)
Minn. Stat. [Ch. 14 \(Administrative Procedures Act\)](#)
[Minn. Stat. § 120A.22 \(Compulsory Instruction\)](#)
[Minn. Stat. § 121A.40-121A.56 \(The Pupil Fair Dismissal Act\)](#)
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)
Minn. Stat. Ch. 256L (MinnesotaCare)
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
[Minn. Stat. § 626.557 \(Reporting of Maltreatment of Vulnerable Adults\)](#)
Minn. Rules Parts 1205.0100-1205.2000 [\(Data Practices\)](#)
[10 U.S.C. § 503\(b\) and \(c\) \(Enlistments: Recruiting Campaigns; Compilation of Directory Information\)](#)
[18 U.S.C. § 2331 \(Definitions\)](#)
[18 U.S.C. § 2332b \(Acts of Terrorism Transcending National Boundaries\)](#)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
[20 U.S.C. § 6301 et seq. \(Every Student Succeeds Act\)](#)
[20 U.S.C. § 7908 \(Armed Forces Recruiting Information\)](#)
20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
20 U.S.C. § 5304 (Definitions – Tribal Organization)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)
42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
34 C.F.R. §§ 99.1-99.67 [\(Family Educational Rights and Privacy\)](#)
[34 C.F.R. § 300.610-300.627 \(Confidentiality of Information\)](#)
[42 C.F.R. § 2.1 et seq. \(Confidentiality of Drug Abuse Patient Records\)](#)
[Gonzaga University v. Doe, 536 U.S. 273, 309 \(2002\)](#) Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)

Cross References: [MSBA/MASA Model Policy 414 \(Mandated Reporting of Child Neglect or Physical or Sexual Abuse\)](#)
[MSBA/MASA Model Policy 417 \(Chemical Use and Abuse\)](#)

MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 520 (Student Surveys)
MSBA/MASA Model Policy 711 (Videotaping on School Buses)
MSBA/MASA Model Policy 722 (Public Data Requests)
[MSBA/MASA Model Policy 906 \(Community Notification of Predatory Offenders\)](#)
MSBA School Law Bulletin “I” (School Records – Privacy – Access to Data)

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

**BOARD POLICY 525
Violence Prevention**

Adopted ___ By Reference ___

Revised ___ **March 2023** ___

I. PURPOSE

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

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

II. GENERAL STATEMENT OF POLICY

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

III. IMPLEMENTATION OF POLICY

- A. The school board will review and approve policies to prevent and address violence in our schools. The superintendent or designee will develop procedures to effectively implement the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.
- B. The school board and administration will inform staff and students annually of policies and procedures related to violence prevention and weapons.
- C. The school district will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- D. The consequences set forth in the school weapons policy (Policy 501) will be imposed upon any student or nonstudent who possesses, uses or distributes a weapon when in a school location.
- E. The consequences set forth in the school hazing policy (Policy 526) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.
- F. Students who engage in assault or violent behavior will be removed from the classroom immediately and for a period of time deemed appropriate by the principal, in consultation with the teacher, pursuant to the student discipline policy (Policy 506).
- G. Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
- H. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with ~~Minn. Stat. §~~ [Minnesota Statutes section 121A.05](#).
- I. Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial or sexual harassment or violence against other individuals as defined in the Harassment and Violence policy (Policy 413) will be subject to the procedures set forth in the

Student Dress and Appearance Policy (Policy 504). “Gang” as used in this policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities, the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. A “pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

- J. This policy is not intended to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner. (Policy 504)

IV. PREVENTION STRATEGIES

The school district has adopted and will implement the following prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

- A. Adopt a district crisis management policy to address potential violent crisis situations in the district.
- B. Provide training in recognition, prevention, and safe responses to violence and development of a positive school climate.
- C. Coordinate a local school security review committee or task force comprised of school officials, law enforcement, parents, students, and other youth service providers to advise on policy implementation.
- ED. In-service training for personnel in aspects of reporting, visibility, and supervision as deterrents to violence.
- DE. In-service training for personnel and school board members by experts familiar with sexual abuse, domestic violence, and personal safety issues on the following: helping students identify violence in the family and the community so that students may learn to resolve conflicts in effective, nonviolent ways; responding to a disclosure of child sexual abuse in a supportive, appropriate manner; and/or complying with mandatory reporting requirements under the Maltreatment of Minors Reporting Act.

- EF. Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds.
- G. Establish a curriculum committee that explores ways of teaching students violence prevention strategies, law-related education, and character/values education (universal values, e.g., honesty, personal responsibility, self-discipline, cooperation, and respect for others).
- FH. Establish clear school rules that prevent and deter violence.
- GI. Develop cross-cultural awareness programs to unify students of all cultures and backgrounds, to develop mutual respect and understanding of shared experiences and values among students, and to promote the message of inclusion.
- J. Establish conflict resolution training, conflict management, or peer mediation programs for staff and students to teach conservative approaches to settling disputes.
- HK. Develop curriculum that teaches social skills such as maintaining self-control, building communications skills, forming friendships, resisting peer pressure, being appropriately assertive, forming positive relationships with adults, and resolving conflict in nonviolent ways.
- HL. Develop curriculum that teaches critical viewing and listening skills in analyzing mass media to recognize stereotypes, distinguish fact from fantasy, and identify differences in behavior and values that conflict with their own.
- JM. Develop student safety forums that both inform and elicit students' ideas about particular safety problems in the building.
- KN. Develop a student photo or name identification system for quick identification of the student in case of emergency.
- LO. Develop a staff photo or name identification system using identification badges for quick identification of unauthorized people on campus.
- MP. Require all visitors to check-in the main office upon their arrival and state their business at the school. A visitor badge may be issued for easy identification that the visitor is authorized to be present in the school building.
- NQ. Develop curriculum on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- OR. Develop curriculum on child sexual abuse prevention for students, including age-appropriate instruction on recognizing sexual abuse and assault, boundary violations, and ways offenders groom or desensitize victims, as well as strategies

to promote disclosure, reduce self-blame, and mobilize bystanders. The curriculum may be created in consultation with federal, state, and local agencies and community-based organizations, including the Child Welfare Information Gateway website maintained by the United States Department of Health and Human Services, to identify research-based tools, curricula, and programs to prevent child sexual abuse.

- PS. Provide training to all school personnel on recognizing and preventing sexual abuse and sexual violence which may include training on mandatory reporting requirements provided on the Department of Education's website and reviewing the Code of Ethics for Minnesota Teachers.

V. STUDENT SUPPORT

- A. Students will have access to school-based student service professionals, when available, including counselors, nurses, social workers, and psychologists who are knowledgeable in methods to assist students with violence prevention and intervention.
- B. Students will be apprised of school board policies designed to protect their personal safety.
- C. Students will be provided with information as to school district and building rules regarding weapons and violence.
- D. Students will be informed of resources for violence prevention and proper reporting.

VI. PERSONNEL

- A. School district personnel shall comply with the school weapons policy (Policy 501) and the school hazing policy (Policy 526).
- B. School district personnel shall be knowledgeable of violence prevention policies and report any violation to school administration immediately. School district personnel will be informed annually as to school district and building rules regarding weapons and violence prevention.
- C. School district personnel or agents of the school district shall not engage in emotionally abusive acts including malicious shouting, ridicule, and/or threats or other forms of corporal punishment. (Policy 507).

Legal References: Minn. Stat. § 13.43, Subd. 16 (~~Personnel Data School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact~~)
Minn. Stat. § 120B.22 (Violence Prevention Education)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)

Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. §§ 121A.40 - 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.64 (Notification)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 181.967, Subd. 5 (School District Disclosure of Violence or Inappropriate Sexual Contact)
18 U.S.C. § 921 (Definition of Firearm)
20 U.S.C. § 1400 et seq. (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 et. seq. (Rehabilitation Act of 1973, § 504)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 31 (1969)
Stephenson v. Davenport Community School District, 110 F.3d 1303 (8th Cir. 1997)
McIntire v. Bethel School I.S.D. No. 3, 804 F.Supp. 1415, 78 Educ. L. Represent. 828 (W.D. Okla. 1992)
Olesen v. Board of Educ. of Sch. Dist. No. 228, 676 F.Supp. 822, 44 Educ. L.Rep. 205 (N.D. Ill. 1987)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 504 (Student Dress and Appearance)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)

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

BOARD POLICY 527

Student Use and Parking of Motor Vehicles; Parols, Inspections, and Searches

Adopted ___ By Reference ___

Revised ___ **March 2023** ___

I. PURPOSE

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety, and welfare of students and school personnel. This policy applies to all students in the school district.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
- B. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent, or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- C. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in

determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm, or destruction of evidence), and the age of the student.

- D. “School district location” means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include 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.

IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campus during the school day only [during the designated lunch period, release for open hour](#), or if there is an emergency and permission has been granted to the student by the [building principal](#). Students are permitted to use motor vehicles in school district locations outside of the school day only on the high school campus.

[Note: This portion of the policy may need to be modified depending upon the designation of the high school campus as open or closed. For example, the school district may choose to adopt language for an open campus in the second sentence such as “Students may use motor vehicles on the high school campus[es] during the school day only during the student’s designated lunch period or if there is an emergency and permission has been granted to the student by [the building principal](#) to use a motor vehicle during the school day.”]

V. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, [the staff parking lot or in the fifteen minute parking zone across from school](#).
- B. [Student vehicles must display a student parking permit. Permits are available in the high school office.](#)
- C. When there are unauthorized vehicles parked on school district property, school officials may:
 - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or

2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off school district property.

VI. PATROLS, INSPECTIONS AND SEARCHES

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

A. Patrols and Inspections.

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

B. Search of Interior of Student Motor Vehicle.

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches and/or Seizures.

A violation of this policy occurs when students store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches, and/or seizures as provided by this policy.

D. Seizure of Contraband.

If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.

E. Dissemination of Policy.

A copy of this policy will be [provided to each student applying for a parking permit.](#)

VII. DIRECTIVES AND GUIDELINES

The superintendent is granted authority to develop and present for school board review and approval reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations. Approved directives and guidelines shall be attached as an addendum to this policy.

[Note: Some school districts may choose to allow students to park their cars in school district locations, such as designated student parking lots, by permit only. Such a permit system can be used to assist in the dissemination and enforcement of the motor vehicle policy. For example, school districts instituting a permit system can advise students who apply for a permit that the motor vehicle policy exists and that their motor vehicles are subject to inspection and search by school officials. An acknowledgment form, such as the sample attached to this policy, can then be utilized to document the notice given and the student's receipt of the policy.]

*[Note: If a school district institutes a permit system and intends to charge students a fee for parking permits, the procedures in ~~Minn. Stat. §~~ **Minnesota Statutes section 123B.38** must be followed before the fees are implemented.]*

VIII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

Legal References: U.S. Const., amend. IV
Minn. Const., art. I, §10
Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School Districts)
Minn. Stat. § 123B.38 (Hearing)
New Jersey v. T.L.O., 469 U.S. 325, ~~105 S.Ct. 733, 83 L.Ed.2d 720~~ (1985)

Cross References: MSBA/MASA Model Policy 417 (Chemical Use/Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

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

**BOARD POLICY 528
Student Parental, Family, and Marital Status Nondiscrimination**

Adopted ___ By Reference ___

Revised ___ **March 2023** ___

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students, and will not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.
- B. The school district will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such students' pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.
- C. The school district may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.
- D. The school district will ensure that any separate and voluntary instructional program is comparable to that offered to non-pregnant students.

- E. It is the responsibility of every school district employee to comply with this policy.
- F. The school board has designated [the Superintendent](#) as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- G. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.
- H. Any reports of unlawful discrimination under this policy will be handled, investigated and acted upon in the manner specified in Policy 522. ~~—Student Sex Nondiscrimination.~~

Legal References: ~~Minn. Stat. § 363.01 et seq. (Minnesota Human Rights Act)~~
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 522 (~~Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process Student Sex Nondiscrimination~~)

RESOLUTION FOR ACCEPTANCE OF GIFTS AND DONATIONS

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

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

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

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

District Donations received:

Motion by _____, seconded by _____, to accept the gifts and donations.

The following voted in favor:

PCA	Bronco Hall of Fame	\$1,500
	FES STARBASE Trip	\$6,000
	FES Vending Machine Books	\$2,500
Bronco Football Boosters	New Jerseys and Pants	\$4,950

Prom Donations

Pelland-Swenson	\$500
Cynthia Evans	\$50
All Season Equipment	\$150
PCA	\$1,000

Prom Gift Donations

VIP Salon	Blue Shampoo Kit
Sha Sha	Sweatshirt, T-Shirt, Hat
Dairy Queen	150-Mini Blizzard Coupons
Eckman’s Chevrolet	Backpack & Sweatshirt
AA Bookkeeping UP North	Survival Kits
McDonald’s	Popcorn Gift Basket w/ T-Shirt & Cup
Northern Options for Women	2-Gift Bags
KGHS-KSDM	4-Moose Mountain/Nickelodeon Passes

RESOLUTION FOR ACCEPTANCE OF GIFTS AND DONATIONS

Arena Sponsorship for 2022-2023

Beyond Aesthetics	\$500
Border Bank	\$1,000
Border Boxes	\$250
Chocolate Moose	\$500
Coca-Cola	\$1,000
County Market	\$1,000
Eckman Chevrolet	\$500
Falls Lumber	\$1,000
Midco	\$500
MN Power	\$1,000
PCA	\$2,000
Rainy Lake Medical Center	\$500
Shannons	\$500
Super One	\$1500
Trustar Federal Credit Union	\$1,000
Up North Builders	\$1,500

Voting against:

Whereupon, the resolution was declared adopted.

Resolution Nonrenewing a Probationary Teacher

(_____) introduced the following resolution and moved its adoption:

WHEREAS Kyle Schmidt is a probationary teacher in Independent District No. 361.

BE IT RESOLVED, by the School Board of Independent District No. 361, that pursuant to Minn. Stat. 122A.40, subd. 5 and the District Master Agreement, the teaching contract of Kyle Schmidt, a probationary teacher in Independent District No. 361, shall be nonrenewed at the end of the 2022 – 2023 school year effective June 2, 2023.

BE IT FURTHER RESOLVED, that written notice be sent to said teacher regarding the nonrenewal of the teacher's teaching contract.

VOTING RECORD

The motion for the adoption of the preceding resolution was duly seconded by (_____) and upon vote being taken thereon,

the following voted in favor thereof,

the following voted against the same:

whereupon said resolution was declared duly passed and adopted on (____).

**Resolution Proposing Placement of a Continuing Contract/Tenured
Teacher on Unrequested Leave of Absence**

(_____) introduced the following resolution and moved its adoption:

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

That it is proposed that Alex Mannausau, a .8180 FTE continuing contract/tenured teacher of said District, be placed on unrequested leave of absence without pay or fringe benefits, at the end of the 2022 -2023 school year effective June 2, 2023. Said action is taken in accordance with the District Master Agreement and pursuant to Minn. Stat. 122A.40, subd. 10. upon the grounds described in said statute and which are specifically as follows: lack of pupils and financial limitations.

BE IT FURTHER RESOLVED, that a notice of proposed placement on unrequested leave, together with a copy of this resolution be forwarded to said teacher and that an affidavit of the same be placed in Alex Mannausau's personnel file with a copy of the notice and resolution.

VOTING RECORD

The motion for the adoption of the preceding resolution was duly seconded by (_____) and upon vote being taken thereon,

the following voted in favor thereof,

the following voted against the same:

whereupon said resolution was declared duly passed and adopted on (_____).