Falls Elementary School

Student Handbook

2026-2027

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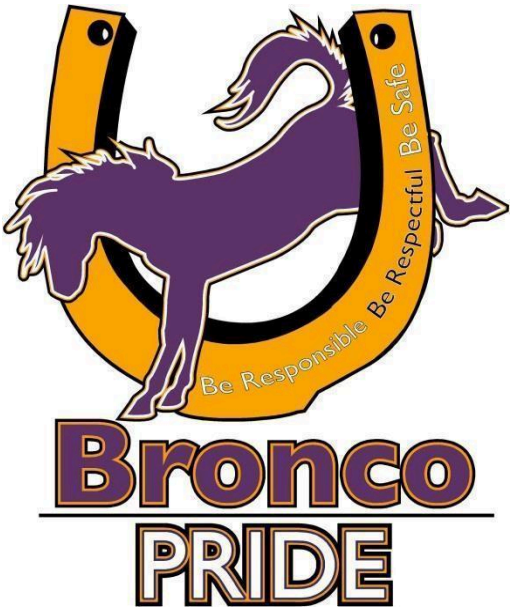

International Falls School District

Mission Statement:

Through intentional partnership with parents and the community, the International Falls School District will prepare every student to become a contributing citizen by developing their maximum potential within a safe and inclusive climate of mutual respect and trust.

Vision:

The vision of the International Falls Schools is to be a model of excellence in academics, life skills, student activities, technology, and efficient school district operations.

Dear Students, Parents, and Guardians,

Welcome to Independent School District 361 and Falls Elementary School. We are proud of our dedicated staff, rigorous academic standards, and commitment to providing every student with an exceptional educational experience.

At Falls Elementary, we promote **Bronco Pride** by encouraging students to be **Respectful, Responsible, and Safe** in all areas of the school. These expectations are reinforced through **Positive Behavioral Interventions and Supports (PBIS)**, a research-based framework that fosters a positive school climate, supports academic achievement, and develops social competence.

Our **behavior matrix**, included in this handbook, outlines expected behaviors in classrooms, hallways, buses, the cafeteria, restrooms, and playgrounds. Staff will use this matrix throughout the year to teach, model, and reinforce expectations while recognizing positive behaviors consistently.

We encourage families to review the matrix with their children and to engage actively in our school community. Together, we can ensure that every student thrives academically, socially, and emotionally.

Should you have questions or need additional information, please contact us!

Sincerely,

Falls Elementary School Staff

Be Responsible Be Respectful Be Safe

Bronco PRIDE

Pride Matrix

	Arrival/Dismissal	Bus	Playground	Cafeteria	Hallways	Bathroom	Classroom
Be Respectful	Greet people Use appropriate language/volume Keep personal space Follow adult directions Gather belongings quickly and quietly	Be on time Be ready Use inside voices Use kind words	Take turns Invite others to play Use kind words Be a good sport Respect personal space Enter the building quietly	Use an inside voice Use manners Keep hands/feet to self	Inside voices Quietly greet others with a smile Hats off Follow directions	Allow privacy Leave no trace Inside voices	Inside voices Accept/include others Be positive/engaged Take turns Listening ears
Be Responsible	Be on time Report to designated area quickly Enter building at appropriate time Remain in class line Leave through designated exit Follow after school plans	Clean up space Follow adult direction Know after school plans Follow bus rules	Bring in what you take out Dress appropriate Use equipment appropriately	Clean up space Eat what you take Eat only food on your tray Use time wisely	Walk in a straight line Walk on the right side of the hallway Stay with your class	Throw garbage In trash can Don't dawdle Return to class quickly Use bathroom materials responsibly	Be prepared and on time Give best effort Complete work Participate
Be Safe	Keep hands/feet, and objects to self Walk on sidewalk Wait in designated area for pickup Walk around buses, not between	Remain seated Keep hands/feet to self Stay out of danger zone Keep aisles clear	Follow adult directions Line up quickly/quietly Keep hands/ feet to self	Follow adult directions Wash hands Walk Remain seated	Keep hands/feet to self Keep shoes tied Walk Keep hallway clear	Wash hands with soap Keep hands/feet to self	Follow adult direction Use materials properly Walk safely Keep hands/feet, and objects to self

We believe that learning is a team approach and value your role in working to help your child achieve high academic standards. Together we can improve teaching and learning. We are asking all parents and teachers to review this compact with their child(ren).

STUDENT AGREEMENT: As a student I pledge to:

- Attend school regularly and on time.
- Have a positive attitude toward myself, others, school and learning.
- Know and obey all school and class rules.
- Be respectful to my schoolmates and the adults that help me learn.
- Ask questions and for help when I don't understand.
- Work as hard as I can and complete all assignments on time.
- Come prepared for class each day.
- Limit my TV viewing and do quiet activities such as reading instead.
- Share what I am learning at school with my parents or guardian.

PARENT/GUARDIAN AGREEMENT: As a parent/guardian I pledge to:

- See that my child attends school regularly and on time.
- Support the school in its efforts to maintain proper discipline.
- Establish a quiet study time and encourage good study habits.
- Encourage my child's efforts and be available for questions.
- Be aware of how my child is progressing through communication and attendance at conferences.
- Provide 15-20 minutes a day reading to/with my child.
- Monitor screen time and encourage positive use of your child's extracurricular time.

TEACHER AGREEMENT: As a teacher I pledge to:

- Respect, love, and encourage children, their ideas and their growth.
- Provide a high quality curriculum.
- Find and vary techniques and materials that work best for each student.
- Be available to answer questions about the school program.
- Provide necessary assistance to parents so their children can become successful learners.
- Communicate regularly with parents and students regarding progress in learning and behavior.

PRINCIPAL AGREEMENT: As a principal I pledge to:

- Create a welcoming environment for students and parents.
- Maintain a positive learning environment.
- Reinforce the partnership between parents/guardians, students, and staff members.
- Provide appropriate in-service and training for staff members and parents/guardians.
- Maintain and foster high standards of academic achievement and behavior.

Approved: 2026/2027 - ISD 361 School Calendar

August 2026						
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October 2026						
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January 2027						
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June 2027						
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#BetterTogether
ISD 361

	Holiday - No School		Students: 1st & last days		**Staggered Start: PreK & K** - Notification will come from teachers and admin on times.
	Staff Inservice - No Student School		Conference Exchange days - No School		Graduation - May 28, 2026 - 3:30 pm - FHS Gym
	Break - No school		New staff orientation day		

Conferences:

Kindergarten ONLY Sept. 1st and 2nd by scheduled appointment
(Please bring students to the conference for a brief assessment.)

K-6 Oct. 20 and Oct. 22 4:00--7:40 pm by scheduled appointment

K-6 January 27 4:00-7:40 pm by scheduled appointment

After-School Plans and Student Pick-Up Procedures

- To ensure a smooth and safe dismissal process, please finalize your child's after-school plans before the start of the school day.
- If you plan to pick up your child, please send a dated note to the classroom teacher indicating this change. If plans change during the day, updates may be made by **calling the office no later than 1:00 PM.**
- For safety reasons, parents are not permitted to wait inside the building unless there are extenuating circumstances (e.g., a child is ill).
- Parents picking up students for appointments or early dismissal should pull up in front of the school during non-bus times and wait in the vestibule until their child is released.

After School Activities

There are many activities that take place after school during the year. Students should only be in the building to wait for an activity when there is a coach or adult supervisor present. Students should arrive at the building no more than five minutes prior to an activity starting. Students should be picked up at the designated door before the coach departs. Siblings need to be supervised by a parent or guardian if they are staying to watch an after school activity.

Background Checks

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Fees

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student.Students will be charged for textbooks, workbooks, ipads, chromebooks and library books that are lost or destroyed.

Food in the Classrooms

Water bottles are permitted in classrooms and must be managed responsibly. Breakfast can be eaten in classrooms if a student is unable to finish in the cafeteria. Food is permitted as per classroom teacher's discretion for parties, celebrations etc. Treats for the entire class should be pre-packaged/purchased due to health regulations. Please consult with the classroom teacher prior to bringing treats. Please include the entire class and be sure to ask about allergies.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the school board. Participation in nonapproved fundraising activities is a violation of school district policy. Solicitations of students or employees for nonschool-related activities will not be allowed during the school day.

Nondiscrimination

The school district is committed to non discrimination and an inclusive education and providing an equal educational opportunity for all students.

School Closing Procedures

School may be cancelled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. The superintendent will decide as early in the day as possible about closing school or school buildings. School closing announcements will be shared through our Infinite Campus Student Information System on social media, local radio stations, school website and regional television stations.

Searches

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. “Contraband” means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district’s “Student Discipline” policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Lockers and Personal Possessions Within a Locker

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students’ convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students’ personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student’s personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Desks

School desks are school district property. At no time does the school district relinquish its exclusive control of desks provided for students’ convenience. School officials may inspect the interior of desks for any reason at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student’s Person

The personal possessions of a student and/or a student’s person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Student Publications and Materials

The school district’s policy is to protect students’ free speech rights while, at the same time, preserving the district’s obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Nonschool-sponsored publications may not be distributed without prior approval.

Distribution of Nonschool-Sponsored Materials on School Premises

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

Student Records

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an “eligible” student is one who is 18 or older or who is enrolled in an institution of post-secondary education.

Video and Audio Recording~ School Buses

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students’ misconduct on the bus.

Video and Audio Recording ~Places Other Than Buses

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property.

Homework

Students are given ample time during the school day to complete assignments. There will be limited homework assigned to your child throughout the year, however there may be occasional projects or activities that your child may need your help with. We believe it is more important to spend your evenings together as a family. Eat dinner as a family, read together, and play outside. Children need regular sleep to be at their best day in and day out, please try to get your child to bed early to be ready for the day.

Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at an activity sponsored by the school must be reported immediately to the person in charge and to the principal.

Tobacco Free Schools

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco related devices, or electronic delivery devices in a public school, on school grounds, in any school owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices" policy, see www.isd361.org. Contact the building principal if you have questions or wish to report violations.

Note: A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district property as part of a traditional Indian spiritual or cultural ceremony. In addition An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices.

Emergency Response Drills

Emergency response drills are held to teach students and keep them familiar with emergency response protocols should a crisis event happen on school property or in the immediate vicinity of the school. Throughout the school year we will hold a variety of emergency response drills that may include evacuation drills, lockdown drills (including soft lockdowns for medical emergencies), fire drills and tornado drills. State law requires a minimum of 5 school lockdown drills, and 5 fire drills each year.

Fire Drills

The fire alarm is an emergency warning system. They are not to be set off by anyone unless there is a real emergency. Tampering with the alarm system is a violation of federal law, and violators will be reported to the proper legal authorities.

Students should discontinue immediately whatever they are doing and walk out of the building.
The following directives will be observed during a fire drill:

1.) No books or personal belongings should be taken along.
2.) Students must be quiet in case any special instructions are given.
3.) Walk out in single file.
4.) Once outside, move away from the building to the designated area.
5.) Re-enter the building only after the all-clear signal has been given by the principal/designee.

988 Suicide and Crisis Line

Anyone can dial or text 988 24 hours a day, seven days a week, to reach crisis support or to use an online chat feature to connect with crisis support (***Koochiching Mobile Crisis Unit***). Dial 988 if you need help or if someone else needs crisis support. You can also dial 1-844-772-4724.

Visitor Check In Policy

As part of our district's Crisis Management Plan, to help ensure the safety of our students, when entering our Schools, visitors to the building will be screened through our *Raptor Management System*. This is an electronic database that screens against the sex offender databases in all 50 states. It provides us with an electronic record intended to increase student safety by screening who is entering and exiting the building.

- **Sign in at the office.**
- **When approved, get a "Visitor Badge**".
- **Sign out when leaving and return "Visitors Badge**".
- **Enter and Exit using only the main office doors.**
- **Visitors are not allowed in the lunch room or on the playground.**

Doors will be locked during the school day. Visitors will need to use the buzzer system and report directly to the office.

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

Release of Student

Early dismissal from school is discouraged.

Please try to make all appointments for your children after school hours. However, if your child needs to be released from class during the school day, the following procedure should be used.

- Indicate the time of dismissal in a note to the teacher. A student cannot be released from school without a parent/guardian (or designated adult) present to pick them up.
- Sign your child out from school in the office.
- Pick your child up at the office.
- Your child must sign back in at the office upon returning to school that day.

After School Pick Up

Families are expected to finalize after-school plans prior to the start of the school day.If a student will be picked up after school, parents or guardians must either:

- Provide the classroom teacher with a **dated written note** indicating the pick-up arrangement, or
- **Contact the school <u>office</u> before 1:00 p.m.** to notify staff of the change.

For safety and data privacy reasons, **parents and guardians are not permitted to enter classrooms** at dismissal time. Individuals picking up students must wait in the designated pick-up area.

After School Activities

There are many activities that take place after school during the year. Students should only be in the building to wait for an activity when there is a coach or adult supervisor present. Students should arrive at the building no more than five minutes prior to an activity starting. Students should be picked up at the designated door before the coach departs. Siblings need to be supervised by a parent or guardian if they are staying to watch an after school activity.

Attendance Policy

At ISD #361, we know that showing up to school—on time and every day—makes a big difference. Regular attendance helps your child learn, build friendships, and stay on track for success from PreK through graduation.

When students miss school—whether it's full days or arriving late—they lose valuable learning time that can't always be made up. Even missing just **two days per month** can make it harder for students to catch up and stay connected.

Reporting an Absence

If your child will be absent or tardy, please call the school office attendance line **before 10:00 a.m.** at **218-283-2571 (option 2, then 0)** and leave a detailed message. Please include:

Your child's name
Your name and relationship to the student
The reason for the absence

You may also send a note with your child when they return to school. We check messages throughout the morning. Please do not call your child's teacher to report an absence — all absences are reported through the office attendance line.

All absences must be cleared within 3 school days. Absences not cleared within 3 school days will be recorded as unexcused and will count toward your child's total number of unexcused absences.

When picking up your child early, please sign them out through the school office. Students will be called down from their classrooms for dismissal.

Excused Absences

The following reasons are considered *excused* and will not count as truancy when reported according to school procedures:

- **Illness**: serious illness of the student or an immediate family member
- **Death**: death in the immediate family, or of a close friend or relative
- **Medical or Dental Appointments**
- **Court Appearances**: required by law or family/personal action
- **Religious Instruction or Holidays**: up to 3 hours per week
- **Physical Emergencies**: such as fire, flood, or storm
- **Official School Trips or Activities**: field trips, sports, or school-sponsored events
- **Suspensions**: in- or out-of-school suspensions (students may complete make-up work)
- **Personal or Family Business**: important appointments or obligations that cannot be scheduled outside school hours
- **Family Emergencies**
- **Active Military Duty**: absences related to active duty in any branch of the United States military
- **Family Vacations**: must be approved in advance in writing. Missed work should be completed and turned in promptly.

After six (6) excused absences per trimester, or eighteen (18) total excused absences during the school year, medical or other appropriate documentation may be required for additional absences to be excused. The school district may require formal documentation under the direction of the Superintendent and the ISD 361 Attendance and Truancy Team.

Required Attendance Reporting

Regular school attendance is important, and Minnesota law requires children to attend school regularly. Our goal is to work with families early when attendance becomes a concern and help address any barriers that may be making it difficult for a student to attend school.

When Does an Attendance Concern Become Truancy?

For elementary students, Minnesota law considers a student to be **continuing truant** when they have **three or more days of unexcused absences during the school year**.

If a student reaches this point, the school will contact the parent or guardian to:

Let you know that your child has reached the truancy threshold.
Give you an opportunity to provide information about any absences that may have a valid excuse.
Work with you to identify and address any barriers to regular attendance.
Discuss resources or support that may be available to your family.
Explain the next steps if attendance concerns continue.

Our goal is to partner with families and provide support before attendance concerns become more serious.

When Attendance Concerns Continue

Under Minnesota law, an elementary student who has **seven or more days of unexcused absences during the school year** may be considered a **habitual truant**.

When this occurs, the school may work with the family and county services to provide additional support and address the attendance concerns. If unexcused absences continue, the matter may be referred for further truancy intervention or legal action as required by Minnesota law.

We understand that families may face challenges that make regular attendance difficult. Please communicate with us if your child is struggling to attend school. We want to work together to find solutions and support your child's success.

Unexcused Absences

Unexcused absences occur when a student misses school without a valid reason or when the absence is not reported within 3 school days. Examples include:

- Truancy (absence not approved by parent or school)
- Not reporting an absence as required
- Oversleeping or missing the bus
- Hair/beauty appointments during school hours
- “Skip days” or choosing not to attend
- Working at home or a family business (unless part of a school program)
- Family trips or vacations not approved in advance
- Excessive personal trips to post-secondary schools
- Taking care of family members
- Any other absence not included under the attendance procedures set out in this policy

Exempt Absences

These absences **do not count** toward total absences or truancy:

- In-school or out-of-school suspension
- School-sponsored activities (sports, field trips, etc.)
- Required court appearances
- Active military duty

Why Attendance Matters

- Students who attend school regularly are more likely to do well academically and graduate on time.
- Consistent attendance helps children build positive routines, friendships, and confidence.
- Good attendance in elementary school builds strong habits for middle school, high school, and beyond.

Our Attendance Process

We want to work with families to identify and solve barriers to regular attendance. The steps below outline how we support students and families when unexcused absences begin to accumulate:

Number of Absences	What Happens	Purpose
3 unexcused absences	Friendly postcard and/or phone call from the school	Check in, show care, and offer support
5 unexcused absences	Letter or email from the district and possible meeting with parent/guardian	Talk through what's happening and offer help
7 unexcused absences	Follow-up letter or meeting with parent/guardian	Continue working together and provide interventions
7+ unexcused absences	Possible referral to county services or truancy court	Ensure additional supports are in place
6 excused absences *per trimester* ~ total of 18 per year	Medical or other appropriate documentation may be required for additional absences to be excused	Reinforce the need for communication and documentation

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These steps are designed not as consequences, but as interventions to ensure we are working together to address barriers that may be preventing regular attendance. We are here to support and work with you as home/school partners.

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Working Together for Student Success

Our Attendance Team's goal is to partner with families to:

- Identify barriers that make attendance difficult.
- Create solutions and supports that help your child get to school.
- Build lifelong habits of responsibility and engagement.

If your family is facing challenges that affect your child's attendance—such as illness, transportation, or family circumstances—please reach out. We are here to help.

Together, we can help every student show up, learn, and thrive.

Breakfast and Lunch

Breakfast is available to students from 7:35-8:00 . Grades K-1 enjoy a class breakfast together from 8:00-8:30. Minnesota has approved universal free meals for all students for both breakfast and lunch. Students in Pre-K- Grade 12 are eligible for one free breakfast and one free lunch. If a student chooses to purchase a second breakfast or lunch, the cost is as follows: Breakfast: $3.50 Lunch: $5.30

Free and Reduced Lunch Form

We encourage all families to complete and turn in a free and reduced-priced lunch form despite the approval for universal free meals. The free and reduced meal forms determine how much funding Falls Elementary school will get for certain areas, without this funding we are not able to provide additional supplemental services for students who need them most. Federal Education Dollars are directly tied to the number of children who qualify for free or reduced lunch. By filling out a LUNCH APPLICATION form, your family could help our schools qualify for more Federal Education dollars.

By filling out this form:

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

Bus Service

Bus transportation is provided for all eligible students. The bus schedule and routes are available by contacting the Director of Transportation at 218-283-2571, ext. 1185.

Students are expected to be at the bus stop 5 minutes prior to the pick-up time. Any student in preschool or kindergarten must have an adult present at the bus drop off. **The bus driver will not release a preschool or kindergarten student without seeing an adult present.** If there is no adult present, the bus driver may contact law enforcement (i.e. school or county social worker) for assistance.

School bus safety is the highest priority for our Transportation Department. Behaviors that take the bus driver's attention off the road endanger the safety of all staff and students on the bus. The school bus is considered an extension of the school environment and as a result, students are expected to follow the same expectations:
BE SAFE, BE RESPECTFUL, BE RESPONSIBLE

School Bus Safety Expectations:

1. Immediately follow the directions of the driver.
2. Sit in your assigned seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus seats.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, intimidation, or horseplay.
7. Do not throw any object.
8. No eating, drinking, or use of tobacco or drugs, including e-cigarettes.
9. Do not bring any weapon or dangerous objects on the school bus.
10. Refrain from vandalism or damaging the school bus.
11. Students should report all problems to the driver or principal.

Consequences for Bus Violations:

Riding the bus to school is a privilege, not a right. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or district policies, or for violation of any other law governing student conduct. Consequences for school bus/stop misconduct apply to all routes, including co-curricular and extra-curricular events (i.e. field trips, activities/athletics). Parents or guardians will be notified of any suspension of bus privileges. Consequences are based on the severity of the offense and may be paired with restorative action to prevent future violations.

The following outlines an example of progressive discipline for continued violation of school bus expectations. Assigned seating may be used at the full discretion of the driver or school administration. Refusal to comply with assigned seating may result in immediate loss of riding privileges.

- **1st Offense:** Verbal conference with student by the driver and call to the parent.
- **2nd Offense:** Written referral to building administrator/transportation department from driver; (may include meeting with student, driver, parent and administration).
- **3rd Offense:** Possible consequences include, but not limited to-Detention, ISS, OSS, up to 3-5 days suspension from the bus; suspension from riding the bus will require a parent/student meeting to return to full bus privileges.

Further Offenses: Individually considered. Students may be suspended for longer periods of time (5-10 days), up to and including the remainder of the school year.

Serious misconduct may result in police action**.** Student use of electronic devices to take pictures or video of anyone on the bus or school grounds is strictly prohibited. Drivers need to be notified regarding any specific student behavior plans.

Examples of behaviors that may result in immediate bus suspension include vandalism, assault/fighting, harassment/bullying, and drugs/weapons violation.

Home and School Communication

Open communication between home and school is essential to your child's success. We use a variety of methods—such as conferences, open house events, report cards, school bulletins, and newsletters—to keep families informed about their child's school experience.

Parents and guardians are also asked to keep the school informed of important updates. A dated, signed note is required in the following situations:

- When your child needs to stay indoors during recess or be excused from physical education (a doctor's note is required for the latter).
- When your child will leave school early or leave and return during the school day.

If your child's end-of-day plan will differ from the norm, please discuss it with them before school and send a note with your child indicating the change. Please do not call the school office to speak with your child unless it is a family emergency.

Connecting with your child's teacher

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

Field Trips

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

Data Privacy

Due to data privacy laws, student information cannot be shared for any reason other than with parents/guardians.

Conferences and Report Cards

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

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

Minnesota Comprehensive Assessment (MCA) Refusal to Participate

Parents have the right to refuse to have their student complete the state-required standardized assessments. Parents need to complete an authorization form to opt out. This form must be returned to the school no later than January 15 if they wish to opt their student out of testing in the spring. See attached.

We encourage parents to allow their students to participate in the MCA testing in the spring at our school. This is a way that we can measure how well the academic standards have been aligned to our curriculum and daily instruction. Having our students participate in the assessments and then analyzing the results is an effective way to measure how well we are doing as a school and helps us to make necessary changes to help improve our instruction.
More information regarding MCA testing can be found at the following website
http://education.state.mn.us/MDE/fam/tests/index.htm

Discipline

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

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

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

The goal of school discipline is to assist all students in functioning in their educational and social environments as well as to protect the school community and public property. Discipline aims to promote positive behavior change. School staff will use a wide array of behavioral interventions to support students that are having behavioral difficulties that are not a direct threat to the safety of students and staff. Administrative and staff actions and interventions should be designed to address student behavior, reinforce school and classroom expectations for appropriate behavior, and prevent future behavioral issues. Disciplinary actions should ensure time out of the classroom is minimal to avoid missing key instruction needed for making academic progress.

Our school uses restorative practices to build a strong, positive community where relationships are valued and harm can be repaired through meaningful dialogue. Rather than focusing solely on punishment, we address misbehavior by bringing together those involved to discuss what happened, how it affected others, and what steps can be taken to make things right. We are committed to fostering a school climate grounded in respect, accountability, and cooperation for all students, staff, and families.

Below is an outline of general guidelines that represent the majority of behavioral violations that occur in schools, but other violations may occur that would result in disciplinary action. Within these general guidelines of behavioral violations there is also an array of possible disciplinary interventions that may be implemented for each violation.

The principal's discretion regarding enforcement of policy will be used when age, culture, and development/ability are factors in behavioral matters.

CELL PHONE & ELECTRONIC DEVICE PROCEDURES

GRADES K-6

ISD 361 • INTERNATIONAL FALLS BRONCOS

ELECTRONIC DEVICES, MUSIC, TELEPHONES, CELL PHONES, HEADPHONES, IPODS, E-READERS, ETC.

GENERAL GUIDELINES

- **Cell Phone Use:** Students may NOT use cell phones during the academic day - first bell to last bell.
- **Device Storage:** It is strongly suggested that all electronic devices be kept off and in a locker during school hours.

CONFISCATION AND CONSEQUENCES

- **Unauthorized Use:** If any electronic device, including cell phones, is seen or heard during school hours, it may be confiscated by any staff member.
- **First Infraction:** The device will be taken to the office and the student will pick it up at the end of the school day.
- **Second Infraction:** A parent/guardian must pick up the device, and additional consequences may be assigned.
- **Third Infraction:** A parent/guardian must pick up the device, and additional consequences may be assigned.
- **Fourth Infraction:** A cell phone plan will be created. The phone may be held by administration during school days or may not be allowed on site. Parents/guardians will develop a plan with school administration.

SPECIFIC RESTRICTIONS

- **Locker Rooms and Bathrooms:** Devices with photo-taking capabilities are NOT allowed in locker rooms or bathrooms at any time. Confiscation and search of such devices is standard procedure if found in these areas.
- **Lockdowns and Fire Drills:** Phone usage during lockdowns and fire drills is prohibited.
- **Unauthorized Recording:** Students who take pictures or videos of others without permission in any school setting, including the bus, will face disciplinary action.
- **Smartwatches, Devices, and Earbuds:** These items may be required to be placed in a designated classroom area as determined by the instructor and building administrator.
- **Headphones:** Earbuds are not allowed in classrooms, hallways or the cafeteria. Over-the-ear headphones are not permitted during the school day unless a teacher or administrator gives permission.

INVESTIGATIONS AND INSPECTIONS

- **Device Disabling:** Disabling a cell phone or computer to thwart an investigation of a disciplinary matter will result in disciplinary action.
- **Device Inspection:** The school reserves the right to inspect a student's electronic device, through proper legal channels, if there is reason to believe the student violated school policies or engaged in misconduct while using the device.

SCHOOL RESPONSIBILITY

- **Lost, Stolen, or Damaged Devices:** The school is not responsible for, nor required to investigate, lost, stolen, or damaged electronic devices brought onto school grounds or the bus.

ADDITIONAL RULES

- **Recording and Posting:** Students may not record, transmit, or post photos or videos of anyone on school grounds or the bus without express permission from an administrator and the individual(s) being recorded.
- **Phone Calls and Texts:** Students are not to use phones to call or text during the school day. An office telephone is available for student use. Students will not be called to the phone during the school day except for emergencies.

COMPLIANCE

- Following these guidelines helps maintain a focused and respectful learning environment. Failure to comply will result in disciplinary action as described above.

Behavior	Definition	Possible Consequences
Disruption - minor	Any behavior (verbal, Physical, etc.) that disrupts the classroom lesson or classroom activity.	Take a break, Buddy room, individualized instruction, student conference, review classroom expectations, parent phone call, temporary loss of privileges
Disruption - major	Any repeated disruptive behavior (verbal, physical, etc.) that disrupts the classroom lesson or classroom activity; behavior may be unsafe or intentional in nature	Parent phone call or meeting, individual instruction, possible detention, referral to School Social Worker, temporary loss of privileges
Teasing/Taunting - minor	Making fun of someone, or provoking them, in a manner more playful than malicious	Classroom teacher mediates altercation, students take a break, Buddy room, temporary loss of student privileges, Parent phone call
Harassment: **Sexual/Racial -** major	Any unwanted physical advance or verbal confrontation of a sexual or racial nature taking place between two or more individuals	Parent phone call, individualized instruction, possible out of school suspension, possible referral to School Social Worker, Parent/Student/Staff conference
Property Misuse - minor	Using an object in a manner other than directed; in a manner that may cause harm to self, others, or property	Loss of privilege relating to the item being misused, take a break, re-teaching or modeling desired behavior, recognize or reward appropriate behavior, student conference, written apology, detention

Vandalism - major	Defacing either school, or another individual's property	Student cleans mess, student pays restitutions, loss of privilege, Parent phone call, Student/Parent/Staff conference, detention, possible out of school suspension, possible referral to School Social Worker, possible referral to Law Enforcement
Property Damage - major	Damaging either school, or another individual's property	Student cleans mess, student pays restitution, loss of privilege, parent phone call, Student/Parent/Staff conference, detention, possible out of school suspension, possible referral to School Social Worker or Home Interventionist, possible referral to Law Enforcement
Physical Contact - minor	Horseplay, "roughhousing", or intentionally disrespectful or harmful contact with another student/staff member	Take a break, Buddy room, loss of privilege, student conference, detention, Parent phone call
Fighting/Physical Aggression - major	Fighting with students or staff, using one's body to intentionally harm another person	Loss of privilege, mediation between students, re-teaching desired behavior, detention, possible out of school suspension, Parent phone call, Student/Parent/ Staff conference, conflict resolution
Inappropriate Language - minor	Using inappropriate slang terms/using words out of context to create an inappropriate or disrespectful environment	Individualized instruction with student, loss of privilege, conference with student and/or Parent phone call

Abusive/Inappropriate Language - major	Swearing, using slurs, or using derogatory terms or slang, etc.	Loss of privilege, individualized instruction with student, re-teach Bronco Pride expectations, detention, student/staff/parent conference, possible out of school suspension, referral to School Social Worker
Dress Code Violation - minor	Wearing clothes that displays offensive images or verbiage	Change clothing, conference with student, individualized instruction, phone call home
Non-Compliance - minor	Refusing to follow adult directions	Loss of privilege, individualized instruction with student, re-teach Bronco Pride expectations, Parent phone call, Student/Staff/Parent conference
Insubordination/Defiance - major	Consciously and purposely defying adult directions or school rules and guidelines	Phone Call, referral to Home School Interventionist or School Social Worker, possible out of school suspension, Behavior Intervention Plan if necessary, IEP referral if appropriate
Disrespect - minor	Showing intentional and brash contempt or rudeness towards a staff member or fellow student	Parent phone call, loss of privilege, conference with student, review Bronco Pride expectations on matrix, possible referral to School Social Worker
Disrespect - major	Showing repeated or intentionally malicious contempt or rudeness towards a staff member or fellow student	Parent phone call, loss of privilege, conference with student, review Bronco Pride expectations on matrix, Students/Staff/Parent conference, detention, possible referral to School Social Worker

Skipping Class/Truancy - major	Any instance where a student is independently responsible for missing class or not being present at the time they were directed to be present	Parent phone call, individualized instruction, student conference, referral to Home School Interventionist
Weapons - major	Bringing to school any object identified as a weapon per the student handbook	Parent phone call, referral to Law Enforcement, out of school suspension, loss of privilege, could result in expulsion
Lying/Cheating - major	Intentionally misinforming an adult when questioned about an incident	Parent phone call, individualized instruction, conference with student, detention, Student/ Staff/Parent conference
Theft - major	Claiming another's property as one's own	Parent phone call, individualized instruction, conference with student, detention possible OSS, Student/Staff/Parent conference
Forged Note - major	Presenting a false document in an attempt to achieve permission to participate in an activity	Parent phone call, individualized instruction, conference with student and family, detention
Bullying - minor/major	Behavior that is aggressive in nature and includes a perceived imbalance of power; the behavior is repetitive and happens many times over a given period of time	Parent phone call, individualized instruction, conference with student, loss of privilege, detention, eventually OSS, possible referral to School Social Worker, Student/Staff/ Parent conference

Possession of Illegal Substance - major	Possessing any substance that is either illegal or disallowed per the school handbook	Parent phone call, referral to Law Enforcement, individualized instruction, conference with student, loss of privilege, detention, eventually OSS
Threats of Violence-major	Any direct threat made that is specific and targeted	Conference with student, parent phone call, parent meeting, conduct threat assessment, Law Enforcement contacted, possible OSS

Discipline Complaint Procedure:

If you have concerns that district policies on discipline are not being followed, information and necessary forms to report this are available in the FES and FHS offices.

General School Rules While Riding the Bus

Listed below you will find general school rules to assist in promoting a safe and positive experience for all students while on campus. Please review the rules below with your children to ensure they understand the expectations while at school.

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

Lunchroom Guidelines

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

Playground Rules

- When the bell rings, line up properly and enter the school quietly.
- Keep hands and feet to yourself.
- Tell an adult about:

  Any injuries.

  Unsafe playground conditions.

  Unsafe behavior of other students.

All Playgrounds

- Students will come down slides feet first.
- Electronics are not allowed on the school playground.
- Students will not slide down the supporting poles.
- Staff may choose to keep students off the equipment when it is wet or icy.
- Wall ball is only permitted on the north wall
- Only tennis balls or soft pucks are permitted for hockey

Spider Web Playground

Boundaries

- Avoid going beyond the bike rack.
- Avoid play on/around the bike rack out of respect for bike owners
- Stay within the spider web playground boundaries
- The edge of the building (basketball court) marks the boundary line.

Spider web

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

Zip line/Monkey Bars

- Sitting on top of the monkey bars or the rock wall is prohibited.

Back Playground

- Sliding on Ice can lead to injuries~ this will not be allowed.

Boundaries

- Stay on the FES side of the tree line.

Spinners

- Hands and feet stay on spinners at all times.

Monkey Bars/Climbing Wall

- Sitting on top of the monkey bars or climbing wall is prohibited.

Kindergarten and Grade 1 Playground

Boundaries

- Avoid woods
- Stay back of the tree line

General Rules

- Slide down slides and hills only; Avoid playing on the back of the snow hills.
- No sliding on the ice at any time.
- Sand toys need to stay in the sandbox.
- No throwing wood chips.
- No sitting on top of the monkey bars.
- No standing on top of the bus or ambulance bars.

Miscellaneous

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

Snow:

- Students are not allowed to throw snowballs.
- Students will not put snow in other children's faces, down their backs, etc.
- Students will not play "King of the Hill."
- Students MUST have boots and snow pants to slide down the hill.

Bullying Prohibition

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

For further information on our bullying policy and procedures refer to ISD 361 Policy #514. ISD 361 policy information can be found at www.isd361.org

Bullying Definition

Bullying is aggressive behavior that involves unwanted, negative actions.

Bullying involves a pattern of behavior repeated over time.

Bullying involves an imbalance of power or strength.

Recognizing the Difference

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

The complete bullying policy (514) is available on the District 361 web page at: http://www.isd361.org

Harassment and Violence Prohibition

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Detailed information on the school district's "Harassment and Violence Prohibition" policy is included on our website. ISD 361 policy information can be found at www.isd361.org

Assault and Dangerous Threats

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

Physical Assault~ Fighting

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

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

Verbal Assault

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

Dangerous Weapons and Articles

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

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

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

Dress/Clothing

The School District of International Falls recognizes that the primary responsibility for a student's attire resides with the student and his/her parents or guardians. However, as part of the District's commitment to creating a safe and inclusive environment to learn, work, and succeed, a Dress Code is necessary for the following purposes:

1.) To protect the health and safety of staff and students,
2.) To ensure students are prepared to fully participate in the class or activity; and
3.) To establish a respectful and positive school environment free of hostility, intimidation, marginalization, or oppression.

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

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

Generally, students should be given the most choice possible in how they dress for school for their own comfort and self-expression. Restrictions shall be made only to support the overall educational goals of the school and will be explained within the dress code.

1.) **Basic Principle**: Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, and nipples are fully covered with non-transparent (opaque) fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2.) **Students Must wear**, while following the basic principle:
   a. Shirt
   b. Bottom (pants/sweatpants/shorts/skirt/dress/leggings), AND
   c. Shoes

3.) **Students May Wear**, as long as these items do not violate the Basic Principle above or Section 4 below:
   a. Religious headwear
   b. Hats, as long as face and ears remain visible (classroom teachers may choose not to allow hats in classrooms.
   c. Fitted pants, including opaque leggings, yoga pants and "skinny jeans" d. Pajamas
   e. Ripped jeans, as long as underwear and buttocks are not exposed
   f. Tank tops, including spaghetti straps
   g. Halter Tops
   h. Athletic Attire
   i. Midriff baring shirts
   j. Visible waistbands/straps on undergarments worn under clothing
   k. Strapless shirts

4.) **Students Cannot Wear:**
   a. Violent language or images
   b. Images or language depicting or promoting drugs or alcohol (or any illegal item or activity).
   c. c. Hate speech, profanity, pornography.
   d. Images or language that creates a hostile or intimidating environment based on any protected class.
   e. Visible undergarments. Visible waistbands or straps on undergarments worn under other clothing are not a violation.
   f. Swimsuits (except as required in class, in which case, one-or two piece swimsuits are acceptable).
   g. Accessories that could be considered dangerous or could be used as a weapon.

Weather Policy:

The following are the guidelines we will use this winter to determine whether recess will be outdoors. We will check the weather at 9:00 AM to assess conditions prior to the 10:00 AM recess and continue to monitor throughout the day. Weather conditions can change, so for example, we may keep morning recess indoors but determine that temperatures have improved enough for outdoor recess in the afternoon. **Safety comes first!**

We will primarily use The Weather Channel and cross-reference with 1–2 other sources as needed to verify conditions. Listen for the announcements.

Guidelines:

- **Above 0°F -10°F (Feels Like):** Outdoor recess is usually held. Warm gear is required.
- **Cold: 10°F to -15°F (Feels Like):** Outdoor recess may be held, but we will monitor conditions closely. **Wind will be considered**. Students should wear extra warm layers.
- **Very Cold: Below -16°F (Feels Like):** Recess will be held indoors to ensure safety.
- **Precipitation:** Rain, heavy snow, or high winds may also trigger indoor recess.

These guidelines are designed to balance the benefits of fresh air with student safety, protecting against frostbite and other cold-related risks.

*****"Feels like" refers to wind chill factor**

Volunteers

Volunteers are truly a gift to our schools! Volunteers are invaluable members of the school-home-community team dedicated to enriching public education. Please check with your child's teacher to see how you can help in your child's classroom. If you come to volunteer, please check in at the office. You will be required to check in through our Raptor system. Some volunteer experiences will need background checks, such as for overnight field trips.

Confidentiality

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

Mandated Reporting

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

Medication Policy

If your child takes medication at school, a signed doctor's order, parent signature and the original prescription bottle or container for this medication are all necessary. Medicine in envelopes or baggies will not be accepted.

Aspirin or other over the counter drugs cannot be given to a child without written permission from a doctor. A Medication Authorization Form for both prescription and over the counter medication is included in this handbook. If you need additional forms, please contact your school nurse.

Immunization

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

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

A notarized statement that immunization goes against personal beliefs.

Illness at School

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

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

Special Education

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

Student Registration

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

Emergency Phone Numbers

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

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

Lost and Found

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

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

Personal Property

Children should not bring expensive jewelry, valuable toys, money, etc. to school. The use of cell phones, and hand-held games are not permitted during school hours. These items must be kept in the student's backpack or locker. The school district is not responsible for lost, stolen or damaged items brought to school.

If it is necessary to send money to school, please put it in a sealed envelope with the child's name, date, and purpose of the money written on the envelope. Any payments should be brought to the office before classes begin each morning.

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

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

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

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

Independent School District No. 361

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

Section 504 Officer (Gr. K-6)

Lisa West, FES Principal
1414 15th Avenue; International Falls, MN 56649

218-283-2571 ext. 1104

Alternative: Marc Glowack

Section 504 Officer (Gr. 7-12)

Melissa Tate, FHS Principal
1515 11th Street; International Falls, MN 56649

218-283-2571 ext. 1157

Alternative: Chelsea Ness

Title IX Officer (District-wide)

Beth Shermoen, Superintendent of Schools
1515 11th Street; International Falls, MN 56649

218-283-2571 ext. 1112

Title IX Officer (Alternate)

Melissa Tate, FHS Principal
1515 11th Street; International Falls, MN 56649

218-283-2571 ext. 1104

Human Rights Officer

Lisa West, FES Principal
1414 15th Avenue; International Falls, MN 56649

218-283-2571 ext. 1104

Human Rights Officer (Alternate)

Melissa Tate, FHS Principal
1515 11th Street ; International Falls, MN 56649

218-283-2571 ext. 1232

DEPARTMENT OF EDUCATION

Statewide Assessments:
Parent/Guardian Participation Guide and Refusal Information

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

Assessments Connect to Standards

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

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

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

ACCESS and Alternate ACCESS for English Learners

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

Statewide Assessments Help Families and Students

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

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

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

Taking Statewide Assessments Helps Your Student's School

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

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

Student Participation in Statewide Assessments

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

Consequences of Not Participating in Statewide Assessments

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

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

Explore the Statewide Testing page for more information.

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

Additional Information

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

(Note: This form is only applicable for the 20_____to 20_____school year.)

DEPARTMENT OF EDUCATION

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

Statewide Assessment: Parent/Guardian Decision Not to Participate

Student Information

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

Date of Birth: _____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal: _____

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

- ☐ MCA/MTAS Reading
- ☐ MCA/MTAS Science
- ☐ MCA/MTAS Mathematics
- ☐ ACCESS/Alternate ACCESS

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

FALLS SCHOOLS

(218) 283-2571 ~ FAX (218) 283-8104 1515 – 11th Street ~ International Falls, MN
Nurse ext. 1231

Medication Permit Form

Student's Name:_____ **Birthdate:**_____ **Grade:**_____

School Year: _____ **Teacher:**_____

Parents of students requesting prescription medication to be given to their child during school hours by school personnel are **required** to provide the school with the following information:

1. Written doctor's order
2. Written parent's consent
3. Medication **must** be supplied in the **original** pharmacy-labeled bottle; ask for prescription medication to be divided into two bottles completely labeled—one for home and one for at school.

All medication must be provided by the parent/guardian. All medications should be delivered to the school by the parent/guardian or parent/guardian-designated responsible adult. Medication **should not** be sent on the school bus.

Please have your physician complete this part of this form and return it to the health office.

PHYSICIAN ORDER

I have prescribed the following medication for this child and request this dosage be given during school hours.

Medication	Dosage	Time	Route	Possible side effects

Diagnosis:_____

Other medications student is taking: _____

Start date:_____ End date:_____ **(All authorizations expire at end of school year.)**

- _____Student is knowledgeable about the medication(s) and how to self administer
- _____Student may self-administer the medication(s). (Not applicable for controlled substances).

Special Instructions:_____

Physician signature_____ Date: _____
Print or Type Name of Physician or Licensed Provider:_____
Phone #:_____ Fax #:_____
Health Care Facility Name and Address: _____

PARENTS: PLEASE READ AND SIGN BACK OF THIS FORM

PARENT REQUEST FOR ADMINISTRATION OF MEDICATION

Parents please complete this area of form and return to health office.

1. ____I request that the above medication(s) be given during school hours as ordered by this student's physician/ licensed health care provider.
2. I release school personnel from liability in the event adverse reactions result from taking medication(s).
3. I will notify the school nurse of any changes in medication(s) such as dosage changes, time changes, discontinuations, etc. and obtain the appropriate health care provider order.
4. I give permission for the school nurse to communicate with the student's teachers, coaches, and necessary school staff about the student's health care condition(s) and the action and side effect of the medication(s).
5. I give permission for the school nurse to consult with the above-named student's physician/licensed prescriber and/or pharmacist regarding questions that arise with regard to the medication(s) or medical condition(s) being treated by the medication.
6. I give permission for the medications(s) to be given designated school personnel as delegated by the school nurse.
7. Field trips and Extra Curricular Activities. I give permission for the assigned teacher or other responsible adult to dispense the medication(s) on a field trip and/or extracurricular activity as arranged by the school nurse.
8. I agree to provide the medication(s) in a container labeled by the pharmacy or physician/health care provider with current prescription number and date or in the original over the counter medication bottle.
9. ___ I request that my child be allowed to carry and self-administer asthma treatment medication(s) as ordered by the physician and arranged with the school nurse.
10. ___I request that my child be allowed to carry and self-administer_____medication(s) as arranged with the school nurse. (Applicable to high school students for over the counter pain medications only).

Name of medication_____ Dosage: _____How often:_____

Parent/ Guardian signature: _____Date: _____

Phone number: _____

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Nurse ext. 1231

Over the Counter Medication Authorization Form

Tim Everson - FHS Principal **Melissa Tate - FES Principal** **Kevin Grover - Superintendent**

Leah Bacon- School Nurse

_____ has my permission to take _____
(student's name) **(medication and dosage)**

while at school. The reason this student is to take the above listed medication is _____

_____

_____

He/she understands that the medication will be locked in the nurse's cabinet and that he/she may come and request it for the above stated reason only. The school nurse or staff will assess the student and based on her judgment, may choose not to allow the student access to the medication.

_____
(parent or guardian's signature)

_____
(phone number)

_____
(date)