



Cloquet Public Schools

Regular Meeting

Monday, September 25, 2023 at 6:00 PM
Garfield Board Room
302 14th Street
Cloquet, MN 55720
302 - 14th Street, Cloquet, MN

5:30 pm Working Session

6:00 pm Regular Meeting

I. Roll Call	
II. Pledge of Allegiance	
III. Consider Approval of Board Agenda	
1. Monday, September 25, 2023 School Board Agenda	3
IV. Consider Approval of School Board Minutes	
1. Monday, September 11, 2023 School Board Meeting Minutes	5
V. Open Forum and Reception of Delegations, Petitions, and Communications	
1. Building and Department Reports	8
VI. Claims, Hand Checks	
1. Claims, September 20, 2023	12
2. Hand Checks, September 8, 2023	17
3. Hand Checks, September 14, 2023	19
VII. Consent Items	
1. Retirement Letters	
a. 6.5 hrs./day Middle School Cook (Nancy Manty)	
2. Resignation Letters	
a. 6.5 hrs/day Paraprofessional at Cloquet Middle School (Crystal Holland) pending hire	
b. 3.5 hrs./day Food Service Staff at Cloquet Middle School (Amber Sherwood) pending hire	
3. Recommendations for Employment	
a. 1.0 FTE Long Term Substitute English Teacher at Cloquet High School (Deb Fisher) starting October 23, 2022 for approximately 12 weeks	21
b. 5.5 hrs/day Paraprofessional at Washington Elementary (Crystal Holland)	22
c. 30 hrs./week ESCE Paraprofessional (Shari Steffes)	23
d. 6.5 hrs./day Middle School Cook (Amber Sherwood)	24
e. 3.5 hrs/day Food Service Worker at Cloquet Middle School (Cheryl Beck)	25
f. 4 hrs./day Part Time Cleaner at Churchill Elementary School (Jackson Reynolds)	26
g. Program Manager at Kids Corner through Community Education (Shauna Hendrickson)	27
4. Extra Service Contracts	
a. 6th Period Assignment for Ojibwe Teacher with Cloquet Schools (Julian Kitto)	28
b. Summer Volleyball Through Activities Fund (Heidi Anderson)	29
c. First Robotic Advisor and Assistant Advisor (Richard Rhoades and Michelle Wick)	30
d. Fall Musical Stipends (Updated)	31
5. Permission to Post	
a. Two (2) Homebound Teachers at Cloquet High School	33
b. Two (2) Homebased Teachers at Cloquet ¹ High School	34

c. 6.5 hrs/day Consistent Support/Noon Supervision Paraprofessional at Cloquet Middle School	35
d. 6.5 hrs/day Middle School Cook	36
e. Head Boys Lacrosse Coach	37
6. Grant Applications	
a. Grant Applications to Cloquet Education Foundation	38
VIII. School Board Committee Report	
1. Student Enrollment Report as of September 20, 2023	39
IX. Agenda Addendums	
X. New Business	
1. Consider Approving the 2023 Proposed School Levy for Taxes Payable in 2024 and Setting the Truth and Taxation Hearing Date of December 11, 2023	40
2. Consider Proposed Increase in Hours for Business Office	41
3. Consider Approving a Solar Construction Contract with Wolf Track Energy	42
4. Consider Approving the 2023-2024 Cloquet Middle School Student Handbook	52
5. Consider Approving the 2023-2024 Washington Family Handbook	67
6. Consider Approving the 2023-2024 Churchill Parent Handbook	126
7. Consider Approving the Elementary Kindergarten Handbook	154
8. Consider Accepting Grant Donation from MN Natural Resources Sea Grant for CAAEP Science Program	181
9. Consider Approving a Grant from Jay Cooke Park for Bus Transportation for Washington 3rd Grade	191
10. Consider Approving a Grant from Great Lakes Aquarium for Bus Transportation for Washington 3rd Grade	192
11. Consider Approving a Grant from Inland Seas Education Association for Bus Transportation for Washington 3rd Grade	193
12. Consider Approving a Grant from Ewald Consulting for Educator Days 2023	194
13. Consider Approving a Grant from MN History Center for Bus Transportation for Washington 3rd Grade	195
XI. Superintendent's Report	
1. Negotiation Update	
2. New Earned Sick and Safe Time	
3. 2023-2024 District Priorities Update	
4. SRO Update	
5. Outdoor Facilities Update	
XII. For Your Information	
1. Cloquet Schools Naloxone Standing Order and Procedures	196
XIII. Upcoming Meetings/Events	
1. Tuesday, September 26, 2023 - EM-C Teacher Negotiations - 4 p.m. - Garfield Boardroom	
2. Wednesday, September 27, 2023 - Equity Committee Meeting - 4 p.m. - Washington Elem.	
3. Monday, October 2, 2023 - Lunch in the Community - 12 p.m. - Cloquet Public Library	
4. Monday, October 9, 2023 - Regular School Board Meeting	
5:30 p.m. Working Session	
6:00 p.m. Regular Meeting	
5. Tuesday, October 10, 2023 - DAC Meeting - 4 p.m. - Garfield Boardroom	
XIV. Adjournment	

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V. Open Forum and Reception of Delegations, Petitions, and Communications

1. Building and Department Reports

VI. Claims, Hand Checks

1. Claims, September 20, 2023
2. Hand Checks, September 8, 2023
3. Hand Checks, September 14, 2023

VII. Consent Items

1. *Retirement Letters*

- a. 6.5 hrs./day Middle School Cook (Nancy Manty)

2. *Resignation Letters*

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- b. 3.5 hrs./day Food Service Staff at Cloquet Middle School (Amber Sherwood) pending hire

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- a. 1.0 FTE Long Term Substitute English Teacher at Cloquet High School (Deb Fisher) starting October 23, 2022 for approximately 12 weeks
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- g. Program Manager at Kids Corner through Community Education (Shauna Hendrickson)

4. *Extra Service Contracts*

- a. 6th Period Assignment for Ojibwe Teacher with Cloquet Schools (Julian Kitto)
- b. Summer Volleyball Through Activities Fund (Heidi Anderson)
- c. First Robotic Advisor and Assistant Advisor (Richard Rhoades and Michelle Wick)
- d. Fall Musical Stipends (Updated)

5. *Permission to Post*

- a. Two (2) Homebound Teachers at Cloquet High School
- b. Two (2) Homebased Teachers at Cloquet High School

- c. 6.5 hrs/day Consistent Support/Noon Supervision Paraprofessional at Cloquet Middle School
- d. 6.5 hrs/day Middle School Cook
- e. Head Boys Lacrosse Coach

6. Grant Applications

- a. Grant Applications to Cloquet Education Foundation

VIII. School Board Committee Report

- 1. Student Enrollment Report as of September 20, 2023

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XI. Superintendent's Report

- 1. Negotiation Update
- 2. New Earned Sick and Safe Time
- 3. 2023-2024 District Priorities Update
- 4. SRO Update
- 5. Outdoor Facilities Update

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- 1. Cloquet Schools Naloxone Standing Order and Procedures

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September 11, 2023

Board Chair N. Sandman called the working session to order at 5:30 p.m.

Topics discussed:

Dr. Cary introduced the new Director of Facilities and Grounds, Brock Wilton. Dr. Cary reviewed the agenda items including new lacrosse coach pay, retiree health insurance rates, and slight revisions to policy 516.5 Overdose Medication. He also told the board the district would continue a winter bus route. He gave an update on the new ice plant at the hockey arena and discussed current enrollment. D. Carlson, current Director of Facilities and Grounds, provided an update to the outdoor PE/sports complex project and answered questions from the board. Dr. Cary and the board discussed extra service contracts without pay rates listed. There being nothing further to discuss, Board Chair N. Sandman adjourned the meeting at 6:08 p.m.

September 11, 2023

The Regular Meeting of the School Board of Independent School District No. 94, in the City of Cloquet on September 11, 2023, was called to order by Board Chair N. Sandman at 6:12 p.m.

Roll Call – The following members were present on roll call:

- Nathan Sandman, Board Chair
- Melissa Juntunen, Board Clerk
- David Battaglia, Board Treasurer
- Sarah Buhs
- Gary Huard
- Ken Scarbrough

Present in Person:

- Dr. Michael Cary, Superintendent
- Mary Marciniak, Exec. Asst. to the Superintendent
- Dylan Carlson, Director of Building and Grounds
- Brock Wilton, New Director of Building and Grounds
- Bill Bauer, Technology Support Specialist
- Ashlee Lennartson, EMC Representative
- Jana Peterson, Pine Knot Newspaper Representative

Building principals, teacher representatives, AIE Director, Community Education Director, District Facilities & Grounds Director will be excused from attending Board meetings until further notice.

APPROVAL OF BOARD AGENDA

- RESOLVED by S. Buhs to approve the September 11, 2023, board agenda, as presented. G. Huard seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.

APPROVAL OF MEETING MINUTES

- RESOLVED by N. Sandman to approve the August 28, 2023, school board meeting minutes, as presented. M. Juntunen seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.

OPEN FORUM AND RECEPTION OF DELEGATIONS, PETITIONS, AND COMMUNICATIONS

- Building and Department Reports were reviewed.
- No Public Comment was given.

CONSIDER APPROVAL OF CLAIMS AND WIRES

RESOLVED by K. Scarbrough to approve Claims, September 6, 2023; Wires, July 7, 14, 19, 20, 26, 2023 and August 8, 2023, as presented. D. Battaglia seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.

CONSENT ITEMS

- RESOLVED by G. Huard to approve the Consent Items, as presented.
 1. **Retirements:**
 - a. Jane Steiner, 5.5 hrs./day Paraprofessional at Washington, effective October 1, 2023
 2. **Terminations:**
 - a. Quanetta Hansmeyer, 3 hrs./day Food Service Staff, effective June 2, 2023

3. Resignations:

- a. Brittney Finn, 5.5 hrs./day Paraprofessional, at Washinton Elementary, effective August 31, 2023

4. Recommendations of Employment:

NAME	POSITION/LOCATION	SALARY**	START DATE
a. Lucas Wiersma	Long Term Substitute Special Education at CMS	BA1 after 30	8/30/23
b. Ken Johnson	6.5 hrs./day Paraprofessional at CAAEP	Step 1 - \$18.93	9/5/23 sub 9/12 reg.
c. Ariel Bonkoski	Adult Enrichment Instructor with CE	% of fees	8/31/23
d. Jovanna Dobransky	Program Manager with Kids Corner	\$18.92/hr.	9/6/23
e. Jillena Hanson	Program Assistant with Kids Corner	\$15.15/hr.	9/5/23

5. Extra Services Contracts

- a. Jeanna Aldridge, 6th Period Stipend at Cloquet High School \$4,994.00*
- b. Jennifer Misquadace, 6th Period Stipend at Cloquet Middle School \$4,994.00*
- c. Anna Gamst, 6th Period Stipend at Cloquet Middle School \$4,994.00*
- d. Collette Lenarz, School Patrol Advisor at Cloquet Middle School \$1943.00*
- e. Rianna Ryan, Fall Musical Helper

*Rate to be increased with 2023-2025 EM-C contract

6. Permission to Post

- a. 1.0 FTE LT Substitute English Teacher starting approximately October 17, 2023 for up to 12 weeks
- b. 0.5 FTE Social Worker at CAAEP (with Title Funding)
- c. 5.5 hrs./day Paraprofessional at Washington Elementary School
- d. 5.5 hrs./day Paraprofessional at Washington Elementary School
- e. 30 hrs./week ECSE Paraprofessional

7. Staffing Adjustments

- a. 3.5 hrs./day to 5.5 hrs./day Activities Van Driver (Jared Bush)
- b. 3.5 hrs./day to 5.5 hrs./day CHS AIE Tutor (Derek Johnson)
- N. Sandman seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.

SCHOOL BOARD COMMITTEE REPORTS

- Student enrollment report from September 7, 2023 was reviewed

NEW BUSINESS

- RESOLVED by K. Scarbrough to approve adding boys' JV and head lacrosse coach pay to Schedule C of the EM-C contract, as presented. D. Battaglia seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.
- RESOLVED by S. Buhs to approve the 2024 Blue Cross/Blue Shield Medicare Employer Plan and Rate Renewal, as presented. K. Scarbrough seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.
- RESOLVED by K. Scarbrough to 2024 Health Partners Medicare Employer Plan and Rate Renewal, as presented. N. Sandman seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.
- RESOLVED by D. Battaglia to approve the revision to policy 516.5, as presented. N. Sandman seconded the motion, and the resolution was approved by unanimous yea vote of all members present on roll call.

SUPERINTENDENT'S REPORT

- Dr. Cary covered most of the items in the working session. He added that teacher negotiations would resume soon. He answered questions about SRO placement.

FOR YOUR INFORMATION

- Internal Transfer of 30 hrs./week ESCE Paraprofessional to 5.5 hrs./day Paraprofessional at Washington Elementary (Tracey Poldoski)
- Internal Transfer of a 3.0 hrs/day District Food Service Floater to CHS Food Service Staff (Brittney Autio)
- Location Changes for NLA Paraprofessional Staff
- Washington Elementary September Newsletter

UPCOMING MEETINGS/EVENTS

- Tuesday, September 12, 2023 - DAC Meeting - 4 p.m. - Garfield Boardroom
- Tuesday, September 19, 2023 - Community Ed Advisory Committee Meeting - 5:30 p.m. - CE Conference Room
- Wednesday, September 27, 2023 - Equity Committee Meeting - 4 p.m. - Washington Elem.

ADJOURNMENT

There being nothing further to discuss, Board Chair N. Sandman adjourned the meeting at 6:20 p.m.

ATTEST:

Clerk of the School Board

Chair of the School Board

Department Reports

Churchill Elementary:

Hello From Churchill,

The school year is off to a good start! We were very happy with our preschool conference turnout of 93%. Having strong conference attendance helps get the year off on the right foot.

Code of Conduct meetings have been held with all grade levels and the students are responding well to our beginning-of-the-year routines. The yearly evacuation drill is scheduled for Monday, 9/25 and our other fire drill and lockdown drills are taking place as well. Churchill held their first parent PIE meeting on Tuesday, 9/19. Plans are underway for the River Run (9/30) and Halloween Carnival (10/27). Churchill will hold a River Run student practice on Friday, 9/22. School bus safety is scheduled for 9/26 and 9/27. Teachers are working hard on the implementation of our new Into Reading language arts series.

Submitted by David Wangen, Churchill Elementary Principal

Washington Elementary:

We are busy as usual at Washington!

-Enrollment changes continue at Washington, with students coming and going almost daily. We hope things settle down soon!

-To help students review expectations we have done Code of Conduct talks to review Purple Pride, Bus Safety presentations to go over bussing basics, and we are starting our "Purple Pride Certified" reminders with support staff in different areas of the building like the media center, bathrooms, playground, and cafeteria. A great deal of time is spent in the fall reviewing positive expectations!

-To that point, we are pleased to share that Washington has been designated a PBIS "Sustaining Exemplar" for the intentional and ongoing work we have been doing over the past 10 years to implement PBIS. New this year, we get cool (little) door signs to put up that just arrived. If you happen to be at Washington, make sure you look for our them! 😊

-Fire Safety presentations with the Cloquet Area Fire District will be taking place the first week in October, and we will practice several drills (both fire, lockdown, and one evacuation drill) over the next month.

-Our American Indian Education department is in the middle of fall cultural presentations on Manoomin (wild rice/ricing). All Washington students get to participate!!

-First and Second grade students have some fun fall themed field trips coming up in the next few weeks.

-Finally, on Monday the 25th staff will be participating in fall data retreats at Washington. This is an annual event (in the winter too, so twice annual) within the building where our team of intervention teachers compile benchmark data in reading and math and guide grade-level teams in review of the data and the creation of intervention groups for kids who need an extra boost of instruction to work toward grade-level skills and expectations.

-All in all, things are going well and every day is one step closer to having our building back into the routine of school!

Submitted by Robbi Mondati, Washington Elementary Principal

Cloquet Middle School:

Cloquet Middle School has added two Americorps staff as math tutors in grades 5-8. Neil Erickson and Megan Bush will work 30 hours a week, and part of their time will be homework help after school from 3:30 to 4:30 every day except Wednesday. Wednesday will be 3-4. The after-school homework help is available to all students. The other students they work with will be identified through test scores and teacher recommendations.

Science Fair begins for interested 7th & 8th Graders this is led by Dr. Welsh & William Bauer. Science Fair offers students the opportunity to conduct their own research project, then share it with real scientists in their field! Middle schoolers are eligible to participate in three science fairs in Duluth and the Twin Cities.

Please check out the district website for pictures of the highlights listed below:

- The 8th-grade girl's volleyball team took 1st out of 12 teams at the Rock Ridge Tournament this weekend.
- Several AIE students participated in the Feed Our Starving Children project at the Armory on Friday, September 15. The students packed food bags, which will be distributed throughout the world.

Submitted by Thomas Brenner, Cloquet Middle School Principal

Cloquet High School:

- Things have settled in and we seem to be finding the rhythm of the new school year.
- Upper Lakes Foods is partnering with us on our new CDL course – we had a crew from WDIO on campus conducting interviews and filming a story that aired on the 9/20 broadcast.
- We're meeting next week with local partners to consider adding a Diesel Mechanic program to our CTE offerings – we're in the early phases of the consideration. We'll provide regular updates to the board.
- We're working with our CITS partners to consider adding class offerings that would allow us to offer a path to complete a full AA on our campus. Again, we'll keep you updated as this progresses.
- Our 9th grade science classes spent the day (9/21) on the St. Louis River with the Canoemobile and participating in numerous other environmental science experiences.
- Fall sports are in full gear – we're seeing a lot of success and have reason to be optimistic come playoff time.
- The Fall musical is cast and rehearsing.
- The athletic complex is very close to being ready for competition.

Submitted by Steve Battaglia, Cloquet High School Principal

Cloquet Area Alternative Education Programs:

We have just wrapped up a three day symposium that included Restorative Practices activities, World drumming (thanks to CEF), CAAEP Olympics, break out box/brain teasers, and Indigenous Culture activities. The students rotated into these groups and then on Wednesday we had an afternoon at Jay Cooke state park with a closing circle with the whole group. This early symposium reunites students with staff and RP while the new students get to meet students and staff.

We are back on our regularly scheduled classes and excited to work with some new academic ideas the staff have created. As a staff, we are continuing to improve classes, rubrics and assessments to provide the best academic experience for our students.

Once again, we have started the year with students attending college classes (PSEO) with CAAEP staff on board to assist and support any way we can.

Submitted by Connie Hyde, CAAEP Principal

Community Education

Aquatics

We recently started Saturday swim lessons. After mid-November, we will start up Friday night family open swim and evening lessons. In the past year, we have offered over 160 swim lesson classes teaching more than 1200 children how to swim!

ASE

After school enrichment classes started the week of September 18 at Churchill, Washington, and the middle school. We will be offering a babysitting class in November.

Kids Corner/Li'l Lumberjacks

We had sand and mulch delivered last week and are getting it into the naturescape area. The sand was donated and the mulch was paid for with grant funding. We also received a grant to have a wall built next to the gym area to section off a storage room. We are turning the storage area into another classroom, so we can pull 10 more children off of the waiting list for Kids Corner. We will still have 20 children on the waiting list at that point.

Submitted by Erin Bates, Community Education Director

Business Department:

Candace Nelis, Business Manager, will attend in person

American Indian Education Department:

Greetings School Board Members,

Another generous donation of backpacks and school supplies was received by Simon Says Give. This non-profit organization has been collaborating with the American Indian Education program for the last five years with the help from Cloquet Alumni, Lou Abramowski. Miigwech for helping bring in learning tools to support students and programming.

The National JOM Conference was very well attended and provided loads of information to help guide JOM understanding to our region. Access to scholarships, awards and recognition has always been limited. Navigating through the National JOM website and reaching out to our Region 4 representative will help keep us on top of new resolutions, opportunities and connect closer to other Region 4 JOM recipients. Our Parent Committees are extremely valuable to the operation of AIE programming. Additional training and information are being developed to help guide their roles. The next JOM and LIEC parent committees will be Wednesday September 27, 2023 with



JOM beginning at 5:30pm and LIEC at 6:00pm at the Garfield Board Room. A remote option is in the works for attendees unable to be in person.

October 9th is Indigenous Peoples Day. MN Department of Education has released new requirements on school districts to provide at least an hour of school program to be devoted to the observance of this day. The AIE staff are working with building leadership to create content, engagement, and celebration of Indigenous Peoples Day.

Framework Ogichidaag, our HS Collaboration with the Fond du Lac Ojibwe School in CTE, has 6 enrollments for the fall semester. We are currently awaiting on equipment purchases to help support the CDL course and anticipate maintaining or increasing participation for the spring semester.

Building and Grounds

Brock Wilton, Building and Grounds Director, will attend in person

Technology

During the first two weeks of the school year, the Technology Department has been dedicated to providing robust technological support and ensuring a smooth transition into the academic year.

One of our significant accomplishments during this period was the successful deployment of essential devices. We distributed over 1600 iPads to students, 800 Chromebooks to students, and equipped 85 staff members at the high school with new laptops. In addition, my team worked diligently to resolve and close more than 400 helpdesk tickets efficiently. This timely assistance ensured minimal disruptions to the learning environment.

The start of the school year brought with it a high volume of technology-related requests and inquiries. This surge in demand presented challenges in terms of managing resources effectively. Balancing device deployments with daily support tasks required careful resource allocation.

Looking ahead, the Technology Department is committed to providing exceptional support throughout the academic year. We are also actively exploring opportunities to enhance our technology infrastructure, services and security, aiming to further improve the overall learning experience for both students and staff.

My department takes pride in the accomplishments achieved during this critical period. We recognize the importance of maintaining a high standard of support and remain dedicated to ensuring that technology remains a valuable tool within our educational environment. I'd like to extend my gratitude to the hardworking team members who contributed to our success and look forward to a successful academic year ahead.

Submitted by T.J. Smith, Technology Director

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General	\$91,477.61
02	Food Services	\$320.56
03	Transportation	\$83.50
04	Community Services	\$6,611.41
05	Capital Expenditure	\$2,403.45
06	Building Construction	\$1,002.96
12	Activities	\$22,775.29
45	OPEB Irrevocable Trust	\$885.75
Report Total		\$125,560.53

Cloquet Public Schools

Check Register by Bank and Check

Batch	Co	Bank	Pynt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0094		2	101352	21452	Check	1	11025		95 PERCENT GROUP LLC	Yes	No	No	USD	09/26/2023	800.00
			101332	21453	Check	1	10454		ADVANCED DESIGN AWNINGS AND	Yes	No	No	USD	09/26/2023	875.00
			101405	21454	Check	1	7329		AFTERLIFE ELECTRONICS GRAVEY	Yes	No	No	USD	09/26/2023	424.00
			101377	21455	Check	1	2830		AQUA LOGIC	Yes	No	No	USD	09/26/2023	2,019.37
			101336	21456	Check	1	10636		ASFAHA SELAM	Yes	No	No	USD	09/26/2023	20.00
			101322	21457	Check	1	05105		BERNICKS VENDING	Yes	No	No	USD	09/26/2023	3,945.36
			101400	21458	Check	1	6157		BIEBL, STEPHANIE	Yes	No	No	USD	09/26/2023	335.90
			101442	21459	Check	1	9540		BIRMAN, LAURA	Yes	No	No	USD	09/26/2023	118.42
			101369	21460	Check	1	14850		BLICK ART MATERIALS	Yes	No	No	USD	09/26/2023	542.80
			101432	21461	Check	1	9026		BRENNER, JILL	Yes	No	No	USD	09/26/2023	178.26
			101406	21462	Check	1	7378		BSN SPORTS LLC	Yes	No	No	USD	09/26/2023	690.84
			101356	21463	Check	1	11054		BUCA SALES & MARKETING LLC	Yes	No	No	USD	09/26/2023	700.25
			101436	21464	Check	1	9348		BULK BOOKSTORE	Yes	No	No	USD	09/26/2023	703.80
			101360	21465	Check	1	11058		CARDS N THINGS BY BECKY	Yes	No	No	USD	09/26/2023	375.00
			101440	21466	Check	1	9500		CARSON, QUITDEE	Yes	No	No	USD	09/26/2023	90.00
			101331	21467	Check	1	10432		CASSERBERG ELISABET	Yes	No	No	USD	09/26/2023	111.00
			101329	21468	Check	1	10397		CHRISTENSON NAOMI	Yes	No	No	USD	09/26/2023	694.40
			101346	21469	Check	1	10835		CITY LAUNDERING CO	Yes	No	No	USD	09/26/2023	35.15
			101330	21470	Check	1	10401		CITY OF CLOQUET	Yes	No	No	USD	09/26/2023	2,670.30
			101344	21471	Check	1	10811		CLIFFORD TALON	Yes	No	No	USD	09/26/2023	150.00
			101349	21472	Check	1	11006		CLOQUET SANITARY	Yes	No	No	USD	09/26/2023	4,575.93
			101350	21473	Check	1	11011		CLOQUET SENIOR HIGH	Yes	No	No	USD	09/26/2023	30.00
			101447	21474	Check	1	9800		COCA-COLA BEVERAGES OF DULUT	Yes	No	No	USD	09/26/2023	712.40
			101364	21475	Check	1	11550		COMMUNITY PRINTING	Yes	No	No	USD	09/26/2023	3,396.10
			101365	21476	Check	1	11620		COMPENSATION CONSULTANTS, LTI	Yes	No	No	USD	09/26/2023	1,876.00
			101383	21477	Check	1	4073		CONSOLIDATED COMMUNICATIONS	Yes	No	No	USD	09/26/2023	2,944.66
			101411	21478	Check	1	7961		COTTINGHAM, ALAN JAMES	Yes	No	No	USD	09/26/2023	180.00
			101423	21479	Check	1	8314		CPM EDUCATIONAL PROGRAM	Yes	No	No	USD	09/26/2023	14,650.00
			101444	21480	Check	1	9705		CREATIVEDGE DESIGNS, LLC	Yes	No	No	USD	09/26/2023	717.50
			101367	21481	Check	1	13457		D&H CERAMIC	Yes	No	No	USD	09/26/2023	290.01
			101404	21482	Check	1	7093		DAUGHERTY APPLIANCE	Yes	No	No	USD	09/26/2023	1,090.00
			101371	21483	Check	1	1717		DULUTH NEWS TRIBUNE	Yes	No	No	USD	09/26/2023	65.55
			101437	21484	Check	1	9445		EDPUZZLE INC	Yes	No	No	USD	09/26/2023	2,315.25
			101324	21485	Check	1	10243		ERICKSON AUSTIN	Yes	No	No	USD	09/26/2023	81.00
			101410	21486	Check	1	7953		ESPENSON, ROBERT D	Yes	No	No	USD	09/26/2023	198.50
			101420	21487	Check	1	8229		ESSE, DAVID	Yes	No	No	USD	09/26/2023	432.30
			101353	21488	Check	1	11034		FABBRO GIACOMO	Yes	No	No	USD	09/26/2023	150.00
			101354	21489	Check	1	11036		FAMEREE BENJAMIN	Yes	No	No	USD	09/26/2023	67.00
			101381	21490	Check	1	3900		FRABONIS	Yes	No	No	USD	09/26/2023	784.20
			101341	21491	Check	1	10789		GARBANZO LLC	Yes	No	No	USD	09/26/2023	612.00
			101419	21492	Check	1	8095		GILBERTSON, KYLE	Yes	No	No	USD	09/26/2023	95.00

Cloquet Public Schools

Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0094		2	101368	21493	Check	1	1362		GOODIN CO	Yes	No	No	USD	09/26/2023	1,438.84
			101366	21494	Check	1	12271		GREAT LAKES OFFICE SOLUTIONS I	Yes	No	No	USD	09/26/2023	225.51
			101333	21495	Check	1	10462		HAYNES JEREMIAH	Yes	No	No	USD	09/26/2023	182.27
			101408	21496	Check	1	7736		HIETALA, LISA	Yes	No	No	USD	09/26/2023	17.95
			101396	21497	Check	1	5684		HILLYARD INC MINNEAPOLIS	Yes	No	No	USD	09/26/2023	11,557.21
			101399	21498	Check	1	5992		HORIZON COMMERCIAL POOL SUPP	Yes	No	No	USD	09/26/2023	3,457.67
			101342	21499	Check	1	10790		HUSETH KEVIN	Yes	No	No	USD	09/26/2023	148.89
			101434	21500	Check	1	9072		INNOVATIVE OFFICE SOLUTIONS LL	Yes	No	No	USD	09/26/2023	210.16
			101376	21501	Check	1	26371		INSECT LORE	Yes	No	No	USD	09/26/2023	98.92
			101348	21502	Check	1	1093		ISD #0094 FOOD SERVICE	Yes	No	No	USD	09/26/2023	39.47
			101435	21503	Check	1	9276		JAGO, CARA	Yes	No	No	USD	09/26/2023	164.63
			101340	21504	Check	1	10786		JOHNSON ADAM	Yes	No	No	USD	09/26/2023	81.00
			101415	21505	Check	1	7999		JOHNSON, DANIEL	Yes	No	No	USD	09/26/2023	95.00
			101386	21506	Check	1	43503		JW PEPPER & SON INC	Yes	No	No	USD	09/26/2023	93.58
			101372	21507	Check	1	1729		KAHLSTORF, SHEILA	Yes	No	No	USD	09/26/2023	167.55
			101378	21508	Check	1	2924		KILROY, MICHELLE	Yes	No	No	USD	09/26/2023	121.65
			101443	21509	Check	1	9563		KOLANCZYK RICHARD	Yes	No	No	USD	09/26/2023	103.00
			101379	21510	Check	1	29600		L & M SUPPLY	Yes	No	No	USD	09/26/2023	882.98
			101380	21511	Check	1	30075		LAKESHORE LEARNING MATERIALS	Yes	No	No	USD	09/26/2023	360.51
			101446	21512	Check	1	9792		LEAF	Yes	No	No	USD	09/26/2023	24.75
			101351	21513	Check	1	11019		LEXIA	Yes	No	No	USD	09/26/2023	798.00
			101416	21514	Check	1	8001		LINDBERG, STEVEN	Yes	No	No	USD	09/26/2023	117.00
			101343	21515	Check	1	10798		LUMBERJACK DESIGN AND FABRIC/	Yes	No	No	USD	09/26/2023	275.00
			101409	21516	Check	1	7843		MAIJALA, ARNE	Yes	No	No	USD	09/26/2023	77.36
			101361	21517	Check	1	11059		MCNEAL GILLIAN	Yes	No	No	USD	09/26/2023	111.00
			101441	21518	Check	1	9531		MEDCO	Yes	No	No	USD	09/26/2023	265.00
			101325	21519	Check	1	10246		MEYERS TONIA	Yes	No	No	USD	09/26/2023	115.91
			101433	21520	Check	1	9031		MICKELSON, LARAIN LYNN	Yes	No	No	USD	09/26/2023	600.00
			101374	21521	Check	1	2106		MIDWAY SEWER SERVICE	Yes	No	No	USD	09/26/2023	50.00
			101427	21522	Check	1	8706		MITCHELL, MARTHA	Yes	No	No	USD	09/26/2023	534.52
			101407	21523	Check	1	7693		MONDATI, ROBERTA	Yes	No	No	USD	09/26/2023	24.87
			101337	21524	Check	1	10672		MRI SOFTWARE LLC	Yes	No	No	USD	09/26/2023	4.00
			101424	21525	Check	1	8602		MSCA	Yes	No	No	USD	09/26/2023	60.00
			101359	21526	Check	1	11057		MUSICFIRST	Yes	No	No	USD	09/26/2023	727.38
			101401	21527	Check	1	6299		NELSON, BETH	Yes	No	No	USD	09/26/2023	59.80
			101428	21528	Check	1	8720		NIEMANN, JUSTIN	Yes	No	No	USD	09/26/2023	81.00
			101370	21529	Check	1	1539		NIEMI, BRENDA	Yes	No	No	USD	09/26/2023	65.93
			101431	21530	Check	1	8972		NIESEN, PAMELA	Yes	No	No	USD	09/26/2023	240.00
			101394	21531	Check	1	5371		NORTHERN CONSULTING ACTUARIE	Yes	No	No	USD	09/26/2023	3,866.00
			101384	21532	Check	1	41000		NORTHERN PRINTERY	Yes	No	No	USD	09/26/2023	120.98
			101338	21533	Check	1	10686		NORTHLAND PIANO LLC	Yes	No	No	USD	09/26/2023	400.00

Cloquet Public Schools

Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0094		2	101358	21534	Check	1	11056		NU LUXE SALON	Yes	No	No	USD	09/26/2023	10,000.00
			101413	21535	Check	1	7977		OLIN, COURTNEY	Yes	No	No	USD	09/26/2023	386.97
			101439	21536	Check	1	9496		PACE ANALYTICAL SERVICES LLC	Yes	No	No	USD	09/26/2023	3,521.40
			101412	21537	Check	1	7965		PERALA, THEODORE	Yes	No	No	USD	09/26/2023	142.00
			101326	21538	Check	1	10302		PETTY CASH ATTN: CANDACE NELIS	Yes	No	No	USD	09/26/2023	260.00
			101362	21539	Check	1	11060		PHAM HUNG	Yes	No	No	USD	09/26/2023	67.00
			101382	21540	Check	1	3994		PHONAK	Yes	No	No	USD	09/26/2023	7,824.45
			101421	21541	Check	1	8248		PILON, MICHAEL	Yes	No	No	USD	09/26/2023	103.00
			101373	21542	Check	1	2037		PINE KNOT, LLC	Yes	No	No	USD	09/26/2023	744.56
			101391	21543	Check	1	5087		PITNEY BOWES GLOBAL FINANCIAL	Yes	No	No	USD	09/26/2023	957.84
			101393	21544	Check	1	5286		PITNEY BOWES PURCHASE POWER	Yes	No	No	USD	09/26/2023	4,007.00
			101450	21545	Check	1	9882		PMA ASSET MGMT	Yes	No	No	USD	09/26/2023	885.75
			101387	21546	Check	1	44930		PREMIERE THEATRES	Yes	No	No	USD	09/26/2023	796.05
			101402	21547	Check	1	6748		PRICE, HARMONI	Yes	No	No	USD	09/26/2023	81.22
			101385	21548	Check	1	4115		RIESS, PAUL	Yes	No	No	USD	09/26/2023	121.83
			101327	21549	Check	1	10356		ROBIDEAUX SHELLEY	Yes	No	No	USD	09/26/2023	190.00
			101430	21550	Check	1	8763		rSCHOOLTODAY	Yes	No	No	USD	09/26/2023	595.00
			101417	21551	Check	1	8035		SCHMIDT, MICHAEL P	Yes	No	No	USD	09/26/2023	81.00
			101388	21552	Check	1	48700		SCHMITT MUSIC COMPANY	Yes	No	No	USD	09/26/2023	306.41
			101335	21553	Check	1	10557		SCHOMMER PETER	Yes	No	No	USD	09/26/2023	81.00
			101355	21554	Check	1	11040		SCHOOL CONNECT LLC	Yes	No	No	USD	09/26/2023	950.00
			101389	21555	Check	1	48980		SCHOOL SPECIALTY LLC	Yes	No	No	USD	09/26/2023	1,082.20
			101448	21556	Check	1	9805		SCHUSTER LAURA	Yes	No	No	USD	09/26/2023	225.00
			101403	21557	Check	1	7086		SCRIPPS NATIONAL SPELLING BEE	Yes	No	No	USD	09/26/2023	187.50
			101429	21558	Check	1	8745		SHELDON, DARREN	Yes	No	No	USD	09/26/2023	120.00
			101375	21559	Check	1	2300		SHI INTERNATIONAL CORP	Yes	No	No	USD	09/26/2023	1,014.00
			101390	21560	Check	1	50250		SKUTEVIKS FLORISTS	Yes	No	No	USD	09/26/2023	41.95
			101363	21561	Check	1	11061		SPLINTER JIM	Yes	No	No	USD	09/26/2023	111.00
			101357	21562	Check	1	11055		SPORTSFIELD SPECIALTIES	Yes	No	No	USD	09/26/2023	2,030.00
			101426	21563	Check	1	8631		SQUIRES, WALDSPURGER & MACE I	Yes	No	No	USD	09/26/2023	132.50
			101449	21564	Check	1	9828		STARK TIMOTHY	Yes	No	No	USD	09/26/2023	144.10
			101392	21565	Check	1	52404		STATE INDUSTRIAL PRODUCTS	Yes	No	No	USD	09/26/2023	276.10
			101418	21566	Check	1	8080		STEIN, PAUL J	Yes	No	No	USD	09/26/2023	90.00
			101422	21567	Check	1	8275		SWEETWATER	Yes	No	No	USD	09/26/2023	1,364.70
			101451	21568	Check	1	9923		TAFS WILLIAM	Yes	No	No	USD	09/26/2023	95.00
			101345	21569	Check	1	10817		TARALSETH KEVIN	Yes	No	No	USD	09/26/2023	34.20
			101347	21570	Check	1	10855		TREVENA BRAD	Yes	No	No	USD	09/26/2023	111.00
			101414	21571	Check	1	7990		UECKER, JEREMY	Yes	No	No	USD	09/26/2023	228.50
			101395	21572	Check	1	56350		UPPER LAKES FOODS	Yes	No	No	USD	09/26/2023	1,160.60
			101445	21573	Check	1	9768		VAN LOON SAMUEL	Yes	No	No	USD	09/26/2023	48.50
			101425	21574	Check	1	8605		VOYAGER SOPRIS LEARNING	Yes	No	No	USD	09/26/2023	4,598.90

Cloquet Public Schools Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0094		2	101323	21575	Check	1	10134		WALKER TROY	Yes	No	No	USD	09/26/2023	90.00
			101438	21576	Check	1	9471		WALTERS, TYLER	Yes	No	No	USD	09/26/2023	180.00
			101397	21577	Check	1	57280		WANGEN, DAVID	Yes	No	No	USD	09/26/2023	288.20
			101398	21578	Check	1	58008		WEST MUSIC	Yes	No	No	USD	09/26/2023	526.90
			101339	21579	Check	1	10782		WHITTET NIKI	Yes	No	No	USD	09/26/2023	251.16
			101328	21580	Check	1	10365		WICK SYDNEY	Yes	No	No	USD	09/26/2023	134.00
			101334	21581	Check	1	10482		WOOD CITY MOTORS	Yes	No	No	USD	09/26/2023	83.50
Bank Total: 2														\$125,560.53	
Report Total:														\$125,560.53	

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description	Total
01 General	\$510.13
12 Activities	\$775.00
Report Total	\$1,285.13

Cloquet Public Schools Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0094		2	101303	21437	Check	1	11048		ARK SPORTS	Yes	No	No	USD	09/08/2023	775.00
			101301	21438	Check	1	10664		BECKER HIGH SCHOOL ATTN: ACTIV	Yes	No	No	USD	09/08/2023	200.00
			101300	21439	Check	1	1064		ISD #0318 GRAND RAPIDS	Yes	No	No	USD	09/08/2023	150.00
			101302	21440	Check	1	11047		ISD 696 ELY MEMORIAL HIGH SCHO	Yes	No	No	USD	09/08/2023	130.00
			101304	21441	Check	1	9288		RASMUSSEN, BRENDA	Yes	No	No	USD	09/08/2023	30.13
Bank Total: 2														\$1,285.13	
Report Total:														\$1,285.13	

Cloquet Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description		Total
01	General	\$1,014.92
04	Community Services	\$113.95
12	Activities	\$813.07
45	OPEB Irrevocable Trust	\$879.79
Report Total		\$2,821.73

Cloquet Public Schools Check Register by Bank and Check

Batch	Cc	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0094		2	101313	21442	Check	1	9548		BRENNER MARK	Yes	No	No	USD	09/14/2023	70.00
			101308	21443	Check	1	11052		CARLTON BIKE	Yes	No	No	USD	09/14/2023	378.00
			101306	21444	Check	1	10451		DULUTH EAST CROSS COUNTRY	Yes	No	No	USD	09/14/2023	175.00
			101307	21445	Check	1	11050		HEXUM GREG	Yes	No	No	USD	09/14/2023	90.00
			101311	21446	Check	1	2714		MSBA	Yes	No	No	USD	09/14/2023	300.00
			101314	21447	Check	1	9882		PMA ASSET MGMT	Yes	No	No	USD	09/14/2023	879.79
			101309	21448	Check	1	11053		SIMEKS FARM	Yes	No	No	USD	09/14/2023	72.00
			101312	21449	Check	1	53551		SUPER ONE	Yes	No	No	USD	09/14/2023	344.54
			101305	21450	Check	1	10319		VIRGINIA HIGH SCHOOL ACTIVITIES	Yes	No	No	USD	09/14/2023	300.00
			101310	21451	Check	1	2267		WALMART CAPITAL ONE	Yes	No	No	USD	09/14/2023	212.40
Bank Total: 2															\$2,821.73
Report Total:															\$2,821.73



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Central Administration	302 14th St	218.879.6721
Cloquet Senior High School	1000 18th St	218.879.3393
Cloquet Middle School	2001 Washington Ave	218.879.3328
Churchill Elementary School	515 Granite St	218.879.3308
Washington Elementary School	801 12th St.	218.879.3369
Cloquet Area Alternative Education	302 14th St	218.879.0115
Community Education	2001 Washington Ave	218.879.1261

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia, Principal Cloquet High School

DATE: September 19, 2023

RE: **RECOMMENDATION FOR EMPLOYMENT**

I am recommending the employment of Deb Fischer as a Long-Term Sub 1.0 English Teacher. The position will start on October 23, 2023, for approximately 12 weeks. The teacher will be paid the daily substitute rate for the first thirty (30) days. After working 30 days in the same position for the same teacher, the teacher will start being paid the contracted rate and will receive back pay to the first day of the assignment.

RATE OF PAY: First 30 days at daily substitute rate
From 31st day on (with back pay) at MA Step 1

TOTAL COST: Per Contract

HOURS TO BE WORKED: Monday - Friday

STARTING DATE: October 23, 2023

LENGTH OF CONTRACT: 12 weeks

POSTED: Yes

REASON FOR HIRE: Staff out on Medical

RATIONALE FOR HIRE: Mrs. Fischer has been an English teacher for the district prior to her retirement and as been a wonderful sub for the Cloquet High School. We are excited that she was available for this position.

(Employment is contingent upon Cloquet School Board approval)



Independent School District No. 94
Cloquet, Minnesota 55720

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Washington Elementary School
801 12th Street • 218-879-3369 • FAX-879-3360
Community Education
2001 Washington Avenue • 218-879-1261 • FAX-878-3013
Cloquet Area Alternative Education Programs
302 14th Street • 218-879-0115 • FAX-879-6941
<http://www.isd94.org>

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Robbi Mondati, Washington Elementary Principal
DATE: September 15, 2023
RE: Recommendation for employment / transfer

I am recommending the transfer of Crystal Holland to a 5.5 hour/day consistent support paraprofessional position at Washington, to begin on October 2, 2023 due to a paraprofessional retirement.

RATE OF PAY:	Per contract
HOURS TO BE WORKED:	5.5 hours/day (Monday – Friday)
START DATE:	October 2, 2023
LENGTH OF CONTRACT:	ongoing
BUDGETED CURRENT YEAR:	yes
POSTED:	Posted internally and externally
RATIONALE FOR HIRE:	Ms. Holland was a paraprofessional at Washington Elementary for the 2022-23 school year, and was a valuable member of the team. We look forward to having her back.
STAR CODE:	999821

(Employment is contingent upon Cloquet School Board approval.)

RM/BA

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<http://www.isd94.org>

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Robbi Mondati, Washington School Principal
DATE: September 20, 2022
RE: Recommendation for Employment

I am recommending the employment of Shari Steffes as an ECSE Consistent Support Paraprofessional for the Cloquet School District. Ms. Steffes is a qualified and competent individual, who will be a valuable addition to the team.

RATE OF PAY:	\$18.93/hour
HOURS TO BE WORKED:	30 hours/week (Monday – Friday)
START DATE:	September 26, 2023
LENGTH OF CONTRACT:	Ongoing
BUDGETED CURRENT YEAR:	Yes
POSTED:	Posted, internally and externally
RATIONALE FOR HIRE:	Ms. Steffes impressed us in the interview process and has a strong history of positive work experience! Her personal references spoke extremely well of her, and she will be an asset to our Early Childhood Special Education team, and school district. This vacancy is due to an internal transfer of a different employee. It is not a new position.
STAR CODE:	999821

(Employment is contingent upon Cloquet School Board approval.)



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302 14th Street • 218-879-0115 • FAX-879-6941
<http://www.isd94.org>

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Beth Dohnansky, Food Service Director
DATE: September 21, 2023
RE: Recommendation for Employment

I am recommending the employment of Amber Sherwood for the 6.5 hour day Food Service Cook at Cloquet Middle School.

RATE OF PAY:	\$20.57 per hour
HOURS TO BE WORKED:	6.5 Hours/Day (Monday –Friday)
START DATE:	October 4, 2023
LENGTH OF CONTRACT:	Ongoing
BUDGETED CURRENT YEAR:	Yes
POSTED:	Posted, internally and externally
RATIONALE FOR HIRE:	Amber has been working for food service and has been trained in on the job.

(Employment is contingent upon Cloquet School Board approval.)

BD: mm

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Cloquet Area Alternative Education Programs
302 14th Street • 218-879-0115 • FAX-879-6941
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MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Beth Dohnansky, Food Service Director
DATE: September 21, 2023
RE: Recommendation for Employment

I am recommending the employment of Cheryl Beck for the 3.5 hour day Food Service Staff Cloquet Middle School.

RATE OF PAY:	\$18.18 per hour
HOURS TO BE WORKED:	3.5 Hours/Day (Monday –Friday)
START DATE:	September 26, 2023 (Substitute as of September 18, 2023)
LENGTH OF CONTRACT:	Ongoing
BUDGETED CURRENT YEAR:	Yes
POSTED:	Posted, internally and externally
RATIONALE FOR HIRE:	Cheryl has great customer service skills and will an asset to our team.

(Employment is contingent upon Cloquet School Board approval.)

BD: mm

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MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Brock Wilton, Director of Buildings and Grounds
DATE: September 22, 2022
RE: Recommendation for Employment

I am recommending the employment of Jackson Reynolds as a 4 hours/day part time cleaner at Churchill Elementary.

RATE OF PAY:	\$16.79/hour* - Step 1
HOURS TO BE WORKED:	4 hrs./day (Monday – Friday)
START DATE:	September 26, 2023
LENGTH OF CONTRACT:	Ongoing
BUDGETED CURRENT YEAR:	Yes
POSTED:	Posted, internally and externally
RATIONALE FOR HIRE:	Jackson has been serving as a part-time substitute cleaner and doing a great job. He comes recommended from the current team at Churchill and the head custodian.
STAR CODE:	999950

* Rate will be updated with new contracted amount based on increase to EM-C contract.

(Employment is contingent upon Cloquet School Board approval.)

BW/mjm

MEMORANDUM

TO: Dr. Michael Cary, Superintendent
FROM: Erin Bates, Community Education Director
DATE: September 6th, 2023
RE: Hiring of Shauna Hendrickson

I am recommending that she be hired as a Program Manager for Kids Corner.

RATE OF PAY: \$18.92

HOURS TO BE WORKED: 25-40 (full time in the summer)

STARTING DATE: 09/06/2023

LENGTH OF CONTRACT: ongoing

BUDGETED CURRENT YEAR: Yes

REASON FOR HIRE: Resignation of Staff

QUALIFIES FOR BENEFITS: n/a

“Employment is subject to Cloquet School Board Approval”



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MEMORANDUM

TO: Cloquet School Board
FROM: Dr. Michael Cary, Superintendent
DATE: September 19, 2023
RE: Sixth Assignment – Julian Kitto

I am recommending adding 6th period assignment to Julian Kitto’s district-wide Ojibwe teaching position.

- Sixth Period Assignment for 2023-2024 school year for Julian Kitto \$4994.00*

*This amount came from 2020-2023 EMC Teachers’ Master Agreement and will be updated with the new 2023-2025 contract.

(Employment is contingent upon Cloquet School Board approval.)

MC: mjm

From the Desk of:

**Paul Riess
Activities Director
Cloquet Senior High School
1000 18th Street
Cloquet, MN 55720
Phone: 218-879-3393
Fax: 218-879-6494**

To: Mary Marciniak, Superintendent Cary, School Board
From: Paul Riess- Activities Director
Re: Stipend for volleyball summer coaching

Please approve the stipends listed below. This is for individuals who helped with our volleyball program this summer. This amount, in addition to any taxes and benefits, will be paid out of the volleyball activities account. There is no cost to the school district.

- Heidi Anderson - \$1000

If anyone has any questions regarding this recommendation, please feel free to call me.

PR



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Community Education 2001 Washington Ave	218.879.1261

MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia, Principal Cloquet High School

DATE: September 14, 2023

RE: **RECOMMENDATION FOR CHS 2023-2024 EXTRA SERVICES CONTRACTS**

I am recommending extra services contracts for Cloquet High School be issued for the following positions for the 2023-2024 school year.

Activity	Name	Amount (\$)
INSTRUCTION:		
First Robotics	Richard Rhoades	5,500*
1 Assistant Robotics	Michelle Wick	3,849*

* Amount based on 2021-2023 Teachers' Master Agreement. Rates will be updated with the 2023-2025 EM-C Teacher Contract

Employment is contingent upon Cloquet School Board approval.)

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From the Desk of:

**Paul Riess
Activities Director
Cloquet Senior High School
1000 18th Street
Cloquet, MN 55720
Phone: 218-879-3393
Fax: 218-879-6494**

To: Mary Marciniak, Superintendent Cary, School Board
From: Paul Riess- Activities Director
Re: Stipend for school musical help

Please approve the updated list of individuals listed below for helping with the school musical. These amounts in addition to any taxes and benefits will be paid out of the school musical activity account. There is no cost to the school district.

Audrey Beryl- hair and makeup- \$500
Rianna Ryan- hair and make up- \$500
Lonna Witte- Costumes- \$1000
Anita Johnson- Set assistant-\$750
Martha Stephenson- general assistant- \$500
Liz Sinisalo- accompanist- \$1000
Chandra Allen- Publication- \$650

Please also approve the following individuals to work as volunteers

Timber Latvala
Lydia Salatel
Jessica Lavan- costumes
Carol Jurek-costumes
Tara Venditto - costumes
Ethan Hollinger- Light Design
Phil Stephenson- props/ plant construction
Jill Elwood- Costumes
Joan Hakala- Costumes

Anthony Venditto
Heath Moulding
Craig Latour
Gary Pederson
Bob Weix
Dave Drumsta

If anyone has any questions regarding these recommendations, please feel free to call me.

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MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia, Principal Cloquet High School

DATE: September 21, 2023

RE: **Permission to Post**

I am requesting permission to post for two (2) homebound teachers for the Cloquet High School. This request is for 5 hours per week of instruction and 1 hour per week of prep per student.



MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Steve Battaglia, Principal Cloquet High School

DATE: September 21, 2023

RE: **Permission to Post**

I am requesting permission to post for two (2) homebased teachers for the Cloquet High School. This request is for 5 hours per week of instruction and 1 hour per week of prep per student.



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MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Thomas Brenner, Cloquet Middle School Principal

DATE: September 18, 2023

RE: Permission to Post

I am requesting permission to post for 6.5 hrs/day Special Education Consistent Support and Noon Supervision Paraprofessional at Cloquet Middle School due to staff transfer.

(Employment is contingent upon Cloquet School Board approval.)



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MEMORANDUM

TO: Dr. Michael Cary, Superintendent

FROM: Beth Dohnansky, Food Service Director

DATE: September 13, 2023

RE: Permission to Post

I am requesting permission to post a 6.5 hour/day Middle School Cook position to begin October 4, 2023. This position is to fill a vacancy created by an employee's retirement.

We request that the position posting close internally on September 21, 2023.

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MEMORANDUM

TO: Dr. Cary, ISD 94 School Board

FROM: Paul Riess, Activities Director

DATE: September 12, 2023

RE: **Permission to Post**

I am requesting permission to post for a **Head Boys Lacrosse Coach** due to it being added as an activity.

PR

**Cloquet Educational Foundation Grants
October 3, 2023**

Amount Available to Grant - \$46,813

<u>Letter</u>	<u>Description</u>	<u>Submitter</u>	<u>Previously Funded</u>	<u>Amount Requested</u>	<u>Amount Granted</u>
A.	Reading Intervention Library Materials	J. Kolodge/M.Mattson	\$1,500	\$1,500	
B.	The Lion King	R. Card	New	\$3,600	
C.	CHS Pep Squad	D. Carter	New	\$1,937.34	
D.	Consortium for Native Composers	K. Huseth/R. Hanson	\$2,000	\$10,000	
E.	Snacks/Drinks for Students	K. Danielson/J. Backus	\$500	\$1,000	
F.	All Night Grad Party	S. Gunelson/L. Smith	\$3,000	\$5,000	
G.	Winter Symposium 2023	G. Dold	\$2,700 (Spring)	\$1,500	
H.	CAAEP Drum Ensemble	G. Dold	Replacement Pieces	\$350	
I.	SOS Cloquet High School	S. Sams	\$2,000	\$3,000	
J.	SOS Cloquet Middle School School	C. Lenarz	\$2,000	\$3,000	
K.	SOS CAAEP	C. Hyde	\$2,000	\$3,000	
L.	Battle of the Books	J. Gagne	\$750	\$1,875	
M.	Family Fun Sensory Night	S. Krikava	NEW	\$1,000	
N.	Climb Theater	S. Lemae/A. Sewell	NEW	\$5,600	
O.	Ripsaw Robotics	M. Kayser/M. Wick	\$3,000	\$3,500	
P.	Wood Benches for Tennis Complex	D. Johnson	NEW	\$1,750	
Q.	Flexible Seating for Art	A. Dahl Sales	NEW	\$753.34	
R.	Student Council	V. Green/J. Jazdzewski	NEW	\$3,223	
S.	BRIDGES Training & Teacher Development Project	C. Kermend/L. Berube	NEW	\$2,000	
T.	Lumberjack Design & Fabrication	M. Wick/D. Rhoades	Various Grants	\$2,288.95	
U.	Recreation Games & Activities	C. Josefson/L. Johnson	NEW	\$960	
V.	7th Grade Literature Circles	V. Green/L. Lamirande	NEW	\$672	
TOTAL				\$57,510	

2023-2024 Student Enrollment Report

5/25/2023	Dates	9/7	9/20																
CHURCHILL																			
23	Handicap Kindergarten	0	0																
21	Early Five/Dev Kindergarten	8	9																
60	Kindergarten - All Day	74	73																
71	First Grade	73	72																
46	Second Grade	71	72																
77	Third Grade	46	46																
75	Fourth Grade	83	83																
373	TOTAL CHURCHILL	355	355	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
WASHINGTON																			
19	Handicap Kindergarten	0	0																
83	Kindergarten - All Day	94	91																
106	First Grade	108	107																
86	Second Grade	109	109																
100	Third Grade	88	89																
102	Fourth Grade	105	105																
496	TOTAL WASHINGTON	504	501	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
869	TOTAL ELEMENTARY	859	856	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Open Enrollment-Elementary																			
MIDDLE SCHOOL																			
183	Fifth Grade	185	181																
200	Sixth Grade	189	188																
190	Seventh Grade	206	204																
210	Eighth Grade	198	197																
783	TOTAL MIDDLE SCHOOL	778	770	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Open Enrollment-CMS																			
HIGH SCHOOL																			
191	Ninth Grade	221	219																
200	Tenth Grade	193	192																
192	Eleventh Grade	206	199																
176	Twelfth Grade	197	196																
759	TOTAL HIGH SCHOOL	817	806	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Open Enrollment-CHS																			
2411	TOTAL HK-12	2454	2432	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL OPEN ENROLLMENT		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
CAAEP- FULL-TIME																			
92	High School (grades 9-12)	85	90																
11	Junior High (grades 6-8)	4	4																
103	TOTAL CAAEP-Full-Time	89	94	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
** CAAEP - PART-TIME																			
EDHS																			
Extended Programming																			
Targeted Services																			
2514	GRAND TOTAL	2543	2526	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

** NOT included in totals.

I. COMPUTATION OF 2023 PAYABLE 2024 LEVY LIMITATION BY FUND (BEFORE COUNTY AUDITOR ADJUSTMENTS):

FUND	INITIAL LEVY LIMITATION	LIMITATION ADJUSTMENTS	ABATEMENT ADJUSTMENTS	OFFSET ADJUSTMENTS	TAC/MAX EFF ADJUSTMENT	MAXIMUM LEVY LIMITATION
GEN-RMV VOTER-EXEMP			N/A			
GEN-RMV OTHER-EXEMP	2,039,011.60	63,148.55	N/A			2,102,160.15
GEN-NTC VOTER-EXEMP			N/A			
GEN-NTC OTHER-GENED	N/A	N/A	N/A		N/A	N/A
GEN-NTC OTHER-EXEMP	935,346.06	435,696.00-	265.80	N/A		499,915.86
TOTAL GENERAL	2,974,357.66	372,547.45-	265.80			2,602,076.01
COM SERV-EXEMP	250,073.07	5,149.73	31.05			255,253.85
DEBT-VOTER-NONEXEMP	4,186,274.86	550,604.37-	369.37			3,636,039.86
DEBT-OTHER-NONEXEMP	1,010,690.53	185,930.57-				824,759.96
TOTAL DEBT SERV	5,196,965.39	736,534.94-	369.37			4,460,799.82
OPEB-VOTER-NONEXEMP						
OPEB-OTHER-NONEXEMP	503,941.00	51,101.94-				452,839.06
TOTAL OPEB/PENSION	503,941.00	51,101.94-				452,839.06
TOTAL	8,925,337.12	1,155,034.60-	666.22			7,770,968.74

II. COMPARISON OF 2022 PAYABLE 2023 LEVY LIMITATION WITH 2023 PAYABLE 2024 LEVY LIMITATION (BEFORE COUNTY AUDITOR ADJUSTMENTS):

FUND	2022 PAY 2023 LIMITATION	2023 PAY 2024 LIMITATION	INCREASE (DECREASE)	PERCENT CHANGE
GENERAL	2,314,756.88	2,602,076.01	287,319.13	12.41
COMMUNITY SERVICE	323,228.19	255,253.85	67,974.34-	21.03-
GENERAL DEBT SERVICE	4,263,477.99	4,460,799.82	197,321.83	4.63
OPEB DEBT SERVICE	514,583.55	452,839.06	61,744.49-	12.00-
TOTAL	7,416,046.61	7,770,968.74	354,922.13	4.79

III. COMPARISON OF 2022 PAYABLE 2023 CERTIFIED LEVY PLUS COUNTY AUDITOR ADJUSTMENTS WITH 2023 PAYABLE 2024 CERTIFIED LEVY PLUS COUNTY AUDITOR ADJUSTMENTS:

FUND	2022 PAY 2023 CERTIFIED LEVY + ADJUSTMENTS	2023 PAY 2024 CERTIFIED LEVY + ADJUSTMENTS	INCREASE (DECREASE)	PERCENT CHANGE
GENERAL	2,314,756.88			
COMMUNITY SERVICE	323,228.19			
GENERAL DEBT SERVICE	4,263,477.99			
OPEB DEBT SERVICE	514,583.55			
TOTAL AFTER ADJUSTMENTS	7,416,046.61			



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MEMORANDUM

TO: Dr. Michael Cary, Superintendent
Cloquet School Board Members

FROM: Candace Nelis, Business Manager

DATE: September 19, 2023

RE: Request to Increase 1 hour of staff time to the Business Office

I am requesting an additional 1 hour added to Business Office staff time. In previous years when we were in budget cuts, we ended up losing a part-time secretary but when we brought back that staff member, we reduced it by 1 hour to a 4-hour position. I am asking that we reinstate the part time secretary position to a 5-hour position because of the change in payroll and online registration that has happened over the last few years. This position is the first point of contact to the public when they come in to register and we have found that we are pulling this position in for helping with processes more often.

Thank you for your consideration.

SOLAR DEVELOPMENT AGREEMENT

THIS SOLAR DEVELOPMENT CONTRACT (“Contract”) dated as of September 13, 2023 by and between Cloquet Public Schools (“Owner”) and Wolf Track Energy, LLC, a Minnesota Limited Liability Company (“Solar Developer”).

Owner and Solar Developer, in consideration of the mutual covenants hereinafter set forth, agree as follows:

Article 1. Work.

Solar Developer will perform the solar project management, finance and construction services identified in Exhibit “A” (“Work”) in accordance with the Contract Documents, as identified in Article 5 of this Contract on property which is located at 2001 Washington Ave, Cloquet (“Property”).

Article 2. Contract Time.

The Work will be completed on or before Jun 1, 2024 (“Completion Date”), subject to modifications in approved Change Orders. Solar Developer’s estimated progress schedule identifying the various stages of the Work and the corresponding payments to be made to the Solar Developer is identified in Exhibit “B” (“Payment Schedule”).

Article 3. Contract Price.

Owner will pay to Solar Developer an amount equal to \$113,114 (“Contract Price”) for completion of the Work, see Exhibit “B.”

The expected total cost of the system over its 25-year life (“Lifecycle Costs”) is \$127,114. This price includes the original Contract price, \$6,000 for end-of-life disposal, and \$8,000 for inverter replacement. Solar Developer represents that these are only estimated future costs and does not guarantee the actual costs.

Article 4. Change Orders.

Any increase or decrease in the Contract Price, change in the Work or change in the Contract Time must be set forth in a change order signed by Owner and Solar Developer and approved by the Lender (“Change Order”).

Article 5. Contract Documents.

The Contract Documents which comprise the entire Contract between Owner and Solar Developer concerning the Work consist of this Contract, Exhibit “A,” Exhibit “B,” the blue prints, shop drawings, plans and specifications for the Work (“Plans”), an itemized description of each segment of the Work that sets the timetable for completing the Work, and the corresponding

payments for the Work (“Work” and “Payment Schedule”) and any Change Orders.

Article 6. Payment Procedures

6.1 **Progress Payments.** Solar Developer will submit to Owner a request for payment in a format agreed to by Owner and Solar Developer and approved by Lender (“Request for Disbursement”) which will cover completed and inspected work consistent with Exhibit “B.”

Within thirty calendar days after a Request for Disbursement is presented, Owner will notify Solar Developer if Owner has any concerns about the Request for Disbursement that Owner believes should be resolved before Owner pays the amounts specified in the Request for Disbursement, and, in this event, Owner and Solar Developer will promptly meet to address such concerns. Owner will pay Solar Developer ninety percent (90%) of the full amount covered by the Request for Disbursement within thirty calendar days from the day it was presented while retaining ten percent (10%) thereof (“Holdback”) to be paid simultaneously with the final payment. Payment may be withheld for: (1) failure to perform the Work in accordance with the Contract Documents; (2) defective Work that is not corrected; or (3) failure of the Solar Developer to pay Subcontractors or to pay for labor, materials or equipment when due.

6.2 **Final Payment.** Final payment of the balance of the Contract Price including the Holdback will be made in accordance with Exhibit “B” and the following procedures:

a. When Solar Developer considers the Work substantially complete, Solar Developer will notify Owner in writing. Within a reasonable time thereafter, Owner and Solar Developer will inspect the Work. Promptly after such inspection, Owner will deliver to Solar Developer a written punch list of the items that must be completed in order for the Work to reach final completion (“Final Completion”). Alternatively, Owner will deliver to Solar Developer a written statement that Final Completion has been reached because no punch list items remain to be completed.

b. If Owner delivers a written punch list to Solar Developer, then Solar Developer will deliver to Owner a written notice that the Work is finally complete when Solar Developer believes that the punch list items have been completed. Then Owner and Solar Developer will promptly inspect the punch list items. Promptly after such inspection, Owner will deliver to Solar Developer either (i) a written statement that Final Completion has been reached or (ii) another written punch list of the items that still must be completed in order for the Work to reach Final Completion in which event the punch list procedure described above will be repeated until all punch list items have been completed.

c. When Final Completion has been reached and after Solar Developer has delivered to Owner all maintenance and operating instructions, schedules, guarantees, certificates of inspection, marked-up record documents and other documents, Solar Developer may make application for final payment following the procedure for progress payments. The final Request for Disbursement will be accompanied by all documentation called for in the Contract Documents, together with complete and legally effective releases or waivers (satisfactory to Owner and Lender) of all potential liens arising out of or filed in connection with the Work.

Article 7. Interest.

Payments due and unpaid to Solar Developer will bear no interest.

Article 8. Solar Developer's Representation.

In order to induce Owner to enter into this Contract, Solar Developer makes the following representation:

Solar Developer has familiarized itself with the nature and extent of the Contract Documents, Work site, locality, and all local conditions and laws and regulations that in any manner may affect cost, progress, performance or furnishing of the Work.

Article 9. Solar Developer's Responsibilities.

9.1. **Performance.** Solar Developer will perform the Work in accordance with the Contract Documents. Solar Developer will be solely responsible for the means, methods, techniques, sequences and procedures of construction.

9.2. **Personnel.** Solar Developer will provide competent, suitable personnel to perform construction services as required by the Contract Documents. Solar Developer will at all times maintain good discipline and order at the Property.

9.3. **Furnished Items.** Solar Developer will furnish and be fully responsible for all materials, equipment, labor, transportation, construction equipment and machinery, tools, appliances, fuel, power, light, heat, telephone, water sanitary facilities, temporary facilities and all other facilities and incidentals necessary for the furnishing, performance, testing, start-up and completion of the Work, except as specified in the Contract Documents.

9.4. **Materials.** All materials and equipment will be of good quality and new, except as otherwise provided in the Contract Documents. All materials and equipment will be applied, installed, connected, erected, used, cleaned and conditioned in accordance with the instructions of the applicable supplier.

9.5. **Subcontractors.** Solar Developer will be fully responsible to Owner for all acts and omissions of its subcontractors, suppliers and other persons and organizations performing or furnishing any of the Work under a direct or indirect contract with Solar Developer just as Solar Developer is responsible for Solar Developer's own acts and omissions. Nothing in the Contract Documents will create any contractual relationship between Owner and any such subcontractors, supplier or other person or organization, nor will it create any obligation on the part of Owner to pay any such subcontractors, supplier or other person or organization except as may otherwise be required by laws and regulations.

9.6. **Pre-lien Notice.** Any person or company supplying labor or materials for this improvement to the property may file a lien against the property if that person or company is not

paid for the contributions. Under Minnesota law, Owner has the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from the Solar Developer contract price, or withhold the amounts due them from Solar Developer until 120 days after completion of the improvement unless Solar Developer gives Owner a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.

9.7. **Permits; Inspections.** Solar Developer will obtain and will pay for all construction permits and licenses unless otherwise agreed to by the Owner in writing. Owner will assist Solar Developer, when necessary, in obtaining such permits and licenses. Solar Developer will pay all governmental charges and inspection fees necessary for the Work and arrange for all such inspections to occur if required. Solar Developer will give all notices and comply with all laws and regulations applicable to furnishing and performance of the Work.

9.8. **Taxes.** Solar Developer will pay all sales, consumer, use and other similar taxes required to be paid by Solar Developer in accordance with the laws and regulations of the place of the Work which are applicable during the performance of the Work.

9.9. **Use of Premises.** Solar Developer will confine construction equipment, the storage of materials and equipment and the operations of workers to the Property, and will not unreasonably encumber the Property with materials or equipment. Solar Developer will be fully responsible for any damage to the Property or areas contiguous thereto resulting from the performance of the Work. During the progress of the Work, Solar Developer will keep the Property free from accumulations of waste materials, rubbish and other debris resulting from the Work. At the completion of the Work, Solar Developer will remove all waste materials, rubbish and debris from and about the Property as well as all tools, appliances, construction equipment and machinery, and surplus materials, and will leave the Property clean and ready for occupancy by Owner.

9.10. **Record Documents.** Solar Developer will maintain in a safe place at the Property one record copy of all drawings, specifications, addenda, written amendments, Change Orders, and the like in good order and annotated to show all changes made during construction which will be delivered to Owner.

9.11. **Safety.** Solar Developer will be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work. Solar Developer will comply with all applicable laws and regulations relating to the safety of persons or property.

9.12. **Continuing the Work.** Solar Developer will carry on the Work and adhere to the progress schedule during all disputes or disagreements with Owner.

9.13. **Damage to the Work.** Solar Developer will repair or replace, at Solar Developer's sole expense, every portion of the Work that is damaged or destroyed prior to Final Completion and caused in whole or in part by the acts or omissions of Solar Developer. Notwithstanding the foregoing, Owner will bear the cost of such repair or replacement if the sole cause of the damage or destruction of the Work was Owner's negligence.

9.14. **Warranty.** Solar Developer warrants and guarantees to Owner that all Work will be in accordance with the Contract Documents and will not be defective. If within ten years after the date of Final Completion or such longer period of time as may be prescribed by laws or regulations or by the terms of any specific provision or applicable special guarantee in the Contract Documents, any Work is found to be defective, Solar Developer will promptly, without cost to Owner and in accordance with Owner's written instructions, promptly either correct such defective Work, or if it has been rejected by Owner, remove it from the Property and replace it with non-defective Work. If Solar Developer does not promptly comply with the terms of such instructions, or in an emergency where delay would cause serious risk of loss or damage, Owner may have the defective Work corrected or the rejected Work removed and replaced, and all direct, indirect and consequential costs of such removal and replacement (including but not limited to fees and charges of engineers, architects, attorneys and other professionals) will be paid by Solar Developer.

9.15. **Indemnity and Hold Harmless.** Solar Developer will indemnify and hold harmless Owner against all loss, liability, cost expense, damage and economic detriment of any kind whatsoever that arises out of or results from performance of the Work but only to the extent caused in whole or in part by the acts or omissions of the Solar Developer.

9.16. **Related Work at Property.** Owner may perform other work at the Property which is not part of the Work by Owner's own forces or let other direct contracts therefor. Solar Developer will afford Owner's own forces and each other Solar Developer who is a party to such a direct contract proper and safe access to the Property and a reasonable opportunity for the introduction and storage of materials and equipment and the execution of such work. Solar Developer will do all cutting, fitting and patching of the Work that may be required to make its several parts come together properly and integrate with such other work. Solar Developer will not endanger any work of others by cutting, excavating or otherwise altering their work and will only cut or alter their work with the written consent of Owner and the others whose work will be affected.

9.17. **Prevailing Wages.** Solar Developer is aware of and will comply with the requirements of Minn. Stat. 177.42, subd. 6 and Section 177.43 ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" projects.

Article 10. Insurance.

10.1. **Solar Developer's Insurance.** Solar Developer will purchase and maintain the following insurance policies: (i) public liability insurance with limits of liability equal to at least \$1,000,000 per occurrence; (ii) workers' compensation insurance as required by applicable state law; (iii) automobile liability insurance as required by applicable state law.

10.2 **Owner's Insurance.** Owner will be responsible for purchasing and maintaining Owner's liability insurance and other reasonably appropriate insurance.

Article 11. Termination.

11.1 **Termination by Owner.** If the Solar Developer breaches any of its obligations under this Agreement, then Owner may give Solar Developer written notification identifying such breach. If Solar Developer has not cured such breach within seven (7) calendar days from its receipt of Owner's written notification or if such breach cannot be cured within such seven (7) day period, then if Solar Developer either does not begin cure within such seven (7) day period or fails to diligently prosecute cure to completion, Owner may terminate this Contract and take possession of the Work. Alternatively, instead of terminating the Contract, Owner may cure the breach and deduct the cost thereof from amounts otherwise owed to the Solar Developer.

11.2 **Termination by Solar Developer.** If the Owner breaches any of its obligations under this Agreement, then Solar Developer may give Owner written notification identifying such breach. If Owner has not cured such breach within seven (7) calendar days from its receipt of Solar Developer's written notification, or if such breach cannot be cured within such seven (7) day period, then if Owner either does not begin cure within such seven (7) day period or fails to diligently prosecute cure to completion, Solar Developer may terminate this Contract. Should Solar Developer find it necessary to take legal action of any kind to enforce the terms of this contract, Solar Developer shall be entitled to all costs of such legal action, including reasonable attorney fees.

Article 12. Miscellaneous.

12.1. Assignment of any rights or interests under this Contract will not be binding on any party to this Contract without the written consent of such party. Payments due under this Contract may not be assigned.

12.2. Owner and Solar Developer each binds itself, its partners, successors, assigns and legal representatives, to the other party hereto, its partners, successors, assigns and legal representatives in respect to all covenants, agreements and obligations contained in the Contract Documents.

12.3. This Contract and all issues, disputes and matters arising out of it will be governed by and construed in accordance with the law of the State of Minnesota, exclusive of that body of law governing conflicts of laws. Any claims arising out of this contract shall be brought in State District Court within St. Louis County, State of Minnesota.

12.4. Notwithstanding anything contained in this Agreement to the contrary, neither Party will be deemed liable or to be in default for any delay or failure in performance under this Agreement deemed to result, directly or indirectly, from acts of God, acts of civil or military authority, acts of public enemy, war, or any like cause beyond its reasonable control unless such delay or failure in performance is expressly addressed elsewhere in this Agreement.

12.5 Owner hereby grant permission to Solar Developer to use my/our likeness, names, images, digital assets, property photographs/videos, and appearances in any photographs or videos and other media relating to the work being performed on our personal property taken or

produced for Solar Developer's marketing purposes including but not limited to website publications, social media channels, case study materials, print materials, or any other print and digital materials for Solar Developer.

Owner understands and agrees that Solar Developer owns all rights and publications to the aforementioned marketing materials and may use, edit, reproduce, and distribute these materials for any and all marketing purposes.

Owner hereby releases Solar Developer and its employees from any and all actions, claims, and causes of action that arise from or are in any way connected to such use of the marketing materials. Solar Developer will not use your nonpublic personal information including your personal property address and financial information. Owner shall notify Solar Developer of any existing image and likeness agreements that may be infringed upon by Solar Developer's marketing materials, and Solar Developer shall not publish such materials.

12.6. This agreement includes a maintenance plan provided by Solar Developer through December 31, 2033.

Solar Developer is to provide free online monitoring (internet connection provided by Owner). Solar Developer will perform an annual site safety inspection, which includes an on-site, visual inspection for any defaults or safety hazards.

Maintenance plan does not include: Labor or material costs for faulty or defective equipment. Solar Developer will not be responsible for snow removal on solar array.

12.7 Owner will be responsible for any and all fees associated with disposal of solar modules.

Article 13. Contingencies

13.1. Ground Mount Solar Array In the event Solar Developer discovers bedrock within 6.5 feet (78 inches) of the surface, Solar Developer will notify Owner of the discovery of bedrock and the ensuing change in installation procedure and price.

IN WITNESS WHEREOF, Owner and Solar Developer have signed this Contract.

This Contract will be effective on _____, _____.

OWNER

WOLF TRACK ENERGY

By _____

Address:

Address:

2001 Washington Ave

818 6th Ave

Cloquet, Minnesota 55720

Two Harbors, Minnesota 55616

EXHIBIT A
CONSTRUCTION SERVICES

The project scope includes the installation of a 45.92 kW-DC, 40 kW-AC rated roof-mounted solar photovoltaic system at the property located at address listed above.

This includes all equipment, labor, and construction materials needed to complete this project. Photovoltaic system shall consist of:

(112) Jinko 410 Watt Solar Modules

(60) SolarEdge P960 DC optimizers

(1) 40 kW SolarEdge 3-phase inverter

(1) EcoFoot ballasted racking system

(1) Wire and conduit

(1) All electrical labor

(1) Interconnection application

(1) Permitting

(1) Professional engineering letter

System shall be supported by Premium Grade aluminum mounting system, and other balance of system (BOS) components, including but not limited to Solar Performance Meter Box (if required), AC disconnect, and electrical hardware (circuit breakers, wire, conduit, junction boxes, etc.).

All equipment will be installed as required by applicable codes, the local utility company, and Homeowner's Association guidelines (if applicable). During daylight hours this photovoltaic system (solar electric) will provide electricity in parallel with the local utility service provider. Or to Batteries in a Stand-Alone system.

At completion of work remove all waste, debris, rubbish, tools, equipment, machinery and surplus materials.

Solar Developer shall not be responsible for landscaping improvement services as part of this contract.

EXHIBIT B
PAYMENT SCHEDULE

Purchaser shall pay Solar Developer for the materials and labor to be performed under this agreement in an amount of: \$113,114

Contractor shall invoice for, and purchaser shall make, payments under this contract in accordance with the following schedule:

Ten percent (10%) (\$11,311.40) of the contract price is due upon signing of this agreement;

Fifty Percent (50%) (\$56,557.00) of the contract price is due upon scheduling of solar installation date.

Forty percent (40%) (\$45,245.60) of the contract price is due upon completion of Solar Modules installation (roof or ground mount) and all connecting circuitry. Dissemination of appropriate documents, warranties, approved final inspection.

Payment shall be made to the order of Wolf Track Energy, in one of three ways: (1) check, (2) credit card (2.9% fee applies), (3) or cashier's check.

Welcome to the Cloquet Middle School!!

Middle school is an exciting time for our students! We do our best to provide the very best opportunities for ALL students as they learn, grow, and prepare for high school. At CMS we talk a lot about Lumberjack Pride. We take pride in our school, our community, and of course our students. We believe in supporting, encouraging, and preparing each and every student who enters our doors. Our motto is “**All kids can learn, We can teach them, No exceptions, No excuses**”.

We have provided this handbook to help students and parents understand the policies and procedures used at the Cloquet Middle School. Students are encouraged to read this document carefully with their parent/guardian. It should answer many of your questions regarding school rules, student dress, discipline, and attendance policies.

The Student/Parent Handbook is comprised of four parts:

- Part I - Information
- Part II - Academics
- Part III - Rules and Discipline
- Part IV - Health and Safety

Cloquet District policies referenced throughout the handbook can be found on the Cloquet District website (www.isd94.org). Click on “Our District” at the top and then “District Policies” on the left.

Cloquet Middle School is committed to maintaining effective communication. We encourage both students and loved ones to keep current with upcoming events and activities by checking our website at www.isd94.org and making sure we have updated contact information. As always if you have any questions or concerns please call the Middle School Main Office (218-879-3328) and we will get you the help you need.

Cloquet Middle School Mission Statement

Cloquet Middle School is dedicated to connecting academic, social and personal growth to empower student ownership in problem solving during the learning process. Consistent expectations and standards will be used to assure literacy and individual mastery in all academic areas. We are committed to using all available resources by evaluating classroom, district, and state assessments to support the ongoing success of the individual learner.

PART I – INFORMATION

Arrival and Dismissal Hours

School building hours are 8:30 AM to 3:30 PM.

- ***Students will not be allowed into the building before the doors open at 8:00 AM.***

Closed Campus Policy

Students will remain in the building from the opening of school in the morning until the close of school in the afternoon. THIS INCLUDES THE NOON BREAK FOR LUNCH. Students MUST obtain an out-of-building pass in the main office for approved appointments.

- ***Students leaving the building without office approval will be considered truant.***

Backpacks / Bags

Backpacks and bags are allowed to be brought to school. These items need to be left in the students locker throughout the day. They may not be taken to classrooms, bathrooms, or the lunchroom.

Extra-Curricular Eligibility Rules

Middle school students participating in school activities will follow the same guidelines for eligibility as the Cloquet High School and the Minnesota State High School League.

Middle school students participating in activities cannot use, or possess, any illegal substance, including (but not limited to): alcohol, tobacco, vape paraphernalia, marijuana or any other controlled substance.

The penalties for such behavior will follow Cloquet High School rules and guidelines for activities.

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 are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.

- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the Head Principal.

Fundraising

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

Interviews of Students by Outside Agencies

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

Lunch

Lunch is to be eaten in designated areas only. Lunch times vary by classroom. Students will be notified of their assigned lunch time on the first day of school. Students may purchase lunch at school or bring a prepared lunch from home. Milk will be available for purchase to supplement lunches brought from home.

Lunch money may be deposited either online or paid directly to lunch personnel in the lunchroom. If paying online parents/guardians may create/access your students **PAYPAMS** account on the district website.

Details on negative account balances and unpaid meal charges can be located in the **District Policies** section of the district website (Policy #534).

Students may be eligible for free and reduced price lunches and/or breakfasts. Free and reduced price eligibility forms are available in the CMS main office or on the district website. For more information regarding eligibility for free and reduced price meals, contact the CMS main office.

Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated the District Superintendent as the district's human rights officer to handle inquiries regarding nondiscrimination.

Notice of Violent Behavior by Students

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The

student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Outside Deliveries To School

On occasion deliveries to students during the school day might occur (i.e. flowers, balloons, etc.). Students will be notified at the end of the school day to pick up such deliveries. At no time will the student be allowed to pick up and carry items during the normal school hours. **REMINDER:** No latex balloons are allowed in the building.

Parent and Teacher Conferences

7th and 8th grade parent and teacher conferences are held in the middle of each quarter. 5th and 6th grade are held twice a year. Dates for CMS conferences can be found on the district calendar which can be downloaded from the district website. For more information, contact the CMS Main Office.

Parent Volunteers

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in the school building or classroom, parents/guardians should contact the classroom teacher. Parents/guardians who visit the school should sign in at the **CMS Main Office** before entering the school. For more information, contact the Head Principal.

School Activities

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline. Parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The Cloquet School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer as applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact the Cloquet Activities Director.

School Closing Procedures

School may be canceled 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 broadcast over the following:

- Direct Phone Message/Email sent from district Office
- TV... KBJR (6), WDIO (10), CBS (3), FOX 21 (21)
- Radio... WKLK (1230 AM, 96.5 FM), KDAL (610 AM, 95.7 FM)

If you are unsure you may always contact the CMS Main Office.

Student Property and Valuables

Students are encouraged not to bring valuables to school. A general rule of thumb to protect valuables is, if you do not need it in school, don't bring it. The school does not assume liability for lost or stolen property. (See **District Policy #502** regarding stolen property and reasonable care of confiscated items).

Steps to protect valuables:

- Never leave valuables unsecured – keep in your possession or in a locked locker
- Students should never give anyone their locker combinations
- Inquire early and often about lost property
- Label all possessions
- Make payments at the main office before school, preferably by check
- Hand any large sums of money to the main office for safekeeping

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.

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. Non School-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. For detailed information, see the complete “Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees” policy on the district website (policy #904)

School-Sponsored Student Publications

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. “Official school publications” means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in an official school publication or school-sponsored activity is subject to school district editorial control over the style and content when the school district’s actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

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. A complete copy of the school district’s “Protection and Privacy of Pupil Records” policy may be obtained on the District Policies page of the district website (Policy #515).

Tardiness

It is the student’s responsibility to report to school and classes on time. When a student reports to school after 8:30 AM they must report to the office for a pass. Students who repeatedly break this rule shall be reported to the office for disciplinary action.

Transportation of Public School Students

The school district will provide transportation, at the expense of the school district, for all resident students who live two miles or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide

transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent or guardian.

Truancy Policy

Cloquet Public Schools attendance policy obligates us to notify the parent/guardian in writing when a student has compiled eight (8) excused and/or unexcused absences from school regardless of the reason.

If a student reaches three (3) unexcused absences or a total of fifteen (15) excused and/or unexcused absences from school regardless of the reason; the truancy officer may elect to determine that student a "continuing truant".

At this point they may request a meeting to address the issue further. Other school officials may be requested to attend this meeting. School services or other outside services will be offered to assist with the problem when appropriate. A parent/student contract may be ordered.

- **Students need to provide a medical excuse from a doctor's office for all illnesses to be excused without consequence towards truancy.**

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.

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. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

PART II — ACADEMICS

Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline" policy (Policy #506).

Field Trips

Field trips may be offered to supplement student learning in which students voluntarily participate and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

Grades

Students' report cards are available at mid quarter conferences, we do not mail them home. Students' progress may be viewed anytime online throughout the school year via Parent Portal. Contact the CMS Guidance Office if you need help getting that set up.

Promotion and Retention

Promotion from grades 5-8 will be based upon student achievement in all academic areas of study. In order to advance from one grade to the next in sequence, a student must not:

1. Fail 2 or more year-long courses; this will show as an "F" or "Does Not Meet"
OR
2. Fail a combination of 3 quarter courses and 1 year-long course

Students not meeting these criteria will be given the option to complete all terms and conditions of the Cloquet Middle School summer school program. Students not choosing to attend the summer school program OR not meeting the conditions set forth to pass summer school may be retained.

Summer School

The school district may provide summer school learning opportunities. Requirements for summer school vary from grade to grade. Class failure, teacher recommendation, and parent request are all potential pathways to summer school availability. For more information, contact the CMS Guidance Office.

PART III — RULES AND DISCIPLINE

Attendance

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. For detailed information, see the district "Student Attendance" policy on the district website (*policy #503*).

Bullying Prohibition

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district's "Bullying Prohibition" policy on the district website (*policy #514*).

Buses – School Buses Conduct and Consequences for Misbehavior

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

- ***Repeated misconduct on the bus may result in suspension of bus privileges.***

Cell Phones and Other Electronic Communication Devices

The school district holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies such as cellular phones, digital picture/video cameras and/or phones and other personal electronic devices capable of capturing and/or transmitting data or images. Students who possess and/or use such devices at school or school sponsored events shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community. The Cloquet Middle School highly recommends that all personal electronic devices be left at home. School issued devices can be used for all school-related electronic needs. Cloquet Middle School will not be responsible for lost, stolen or damaged personal electronic devices. Standards for responsible use at school, on buses or at school activities:

Respect for the educational environment:

- Cellular phones, earbuds, and other personal electronic devices shall be turned off and kept in the student's locker during school hours. They are prohibited in any

classroom during the school day unless specifically needed for the classroom activity (ie.. MCA tests, etc..)

- Students shall not use any electronic device that in any way disrupts or detracts from the educational environment.
- Students will not be allowed to leave class in response to any electronic device.
- Cellular phones and other devices may be used appropriately and respectfully before and after classes, in common areas such as near lockers or the cafeteria or outside on school grounds.
- With prior approval of the school principal, teachers may permit the purposeful use of personal electronic devices in support of curriculum learning objectives.
- In the case of medical necessity or emergency, a student shall be permitted to possess or use a cell phone or other personal electronic device provided the student receives advanced authorization from the school principal.

Respect for privacy rights:

- Students shall not photograph or videotape other individuals at school or at school sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances.
 - Students shall not e-mail, post to the internet or otherwise electronically transmit images of other individuals taken at school without their expressed written consent.
 - Use of cellular phones or other personal electronic devices is strictly prohibited in locker rooms and restrooms.
- **First Infraction** – An employee shall direct the student to turn off the device. The employee shall then confiscate the device and turn it into the school office, where the student may retrieve it at the end of the school day.
 - **Second Infraction** – The second infraction shall result in confiscation of the device, which is to be turned in to the school office. The parents/guardians will be notified and must come in and pick up the device. A warning will be given that the next infraction will result in the termination of the right to possess a cellular phone or any electronic device at school for a period of 45 days.
 - **Third Infraction** – The third infraction shall result in confiscation of the device, which is to be turned into the school office, notification of parent/guardian, and termination of the right to possess a cellular phone or any electronic device at school for a period of 45 days.
 - **Repeated or Severe Infraction** – Any violation of this policy may also, at the principal's discretion, result in additional disciplinary action.

Discipline

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the "Student Discipline" policy on the district website (policy #506).

Non Exclusionary Discipline (NED)

The Cloquet Middle School is committed to creating a safe environment for students to learn and grow. Our discipline philosophy is based in the belief that it is critical to keep students in school whenever possible. To achieve this we have a wide variety of non exclusionary discipline

techniques that we use before we would consider whether a student would need to be suspended out of school.

- Here are some examples of NED that the middle will employ when discipline issues arise:
 - Handbook and Rules review with every student to start the year
 - Restorative chats with teachers and/or office staff
 - Referral to counselor/school social worker
 - Parent contact (phone or email)
 - Administrative conference
 - Assignment to the Recovery Room
 - Referral to outside mental health expert (parent permission required)
 - Assignment to In School Suspension
 - Harm Repair Circle

Dress and Appearance

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

- Appropriate clothing includes, but is not limited to, the following:
 - Clothing appropriate for the weather.
 - Clothing that does not create a health or safety hazard.
 - Clothing appropriate for the activity (i.e., physical education or the classroom).
- Inappropriate clothing includes, but is not limited to, the following:
 - Clothing with violent language or images.
 - Clothing with images or language regarding alcohol/drugs/tobacco.
 - Clothing with hate speech, profanity, or pornography.
- Hats/Hoods
 - Hats and hood may be worn with the understanding that a student's eyes and ears must be visible at all times.

Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment into a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

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 "Student Sex Nondiscrimination" policy on the district website (policy #522).

Hazing Prohibition

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. Please see the school district's "Hazing Prohibition" policy on the district website (policy #526).

Internet Acceptable Use

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A copy of the school district's "Internet Acceptable Use" policy is available on the district website (policy #524).

Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form.

Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction

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; Vaping Awareness and Prevention Instruction" policy on the district website.

The following consequences will apply regarding student use and/or possession of alcohol, tobacco, vapes or drugs:

- **First violation:** Student will be suspended out of school 1 day and are required to attend a re-entry meeting with school staff and their parent/guardian.
- **Second violation:** Student will be suspended out of school for 1 day. Student will receive a ticket from the police. Student will also be assigned two days of In School Suspension and will complete the INDEPTH program created by the American Lung Association which consists of four fifty minute education sessions.
- **Third and subsequent violations:** Student will be ticketed and suspended out of school for 3 days. Student and parents will be required to participate in a re-entry restorative circle with school restorative justice staff.

Vandalism

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons.

Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students can include: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. You can locate the “School Weapons” policy on the district website (policy #501).

PART IV — HEALTH AND SAFETY

Accidents

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the ***teacher or adult in charge immediately***. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

Crisis Management

The school district has developed a “Crisis Management” policy. Each school building has its own building-specific crisis management plan. Students and parents can be provided with information as to district- and school-specific plans. Contact the CMS Main Office for more details.

The “Crisis Management” policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

Emergency Contact Information

In the event of an emergency at school parents will be notified via email and via voice message from the district office. Be sure that your contact information is accurate in Infinite Campus. Please notify the CMS Main Office if there are changes to your contact information during the school year.

Health Information

First Aid

The nurse's office is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

Health Service

The student health office is staffed by a trained nurse.

Students who become sick at school should ask their teacher to go to the nurses office. In the event of an emergency, the nurse will evaluate the situation and determine if 911 should be called. The nurse will contact parent/guardian as soon as reasonably possible.

In the event that a student is too ill to continue the day at school the nurse will contact parent/guardian and arrange for students to go home early.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. Contact the CMS Main Office as soon as possible that morning.

Immunizations

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the CMS School Nurses Office.

Medications at School During the School Day

The school district acknowledges that some students may require prescribed medication during the school day. The administration of prescription medications at school requires a completed signed request from the student's parent. A "Cloquet Public Schools Medication Administration Authorization" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left in the CMS Nurses Office. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). The school district is to be notified of any change in administration of a student's prescription medication. For further information please see the district policy on the district website (policy #516).

Pesticide Application Notice

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15

as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting the District Building and Grounds Director. That office is located at the Cloquet District Office (879-6721).

Visitors in District Buildings

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the CMS Main Office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the CMS Main Office and to wear a "visitors badge" while in the building during the school day.

Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employees, or the school district.

- **Students are not allowed to bring visitors to school without prior permission from the principal.**

Washington Elementary School



FAMILY HANDBOOK

2023-2024



Principal: Robbi Mondati
rmondati@isd94.org

801 – 12th Street
Cloquet, MN 55720
Phone: (218) 879–3369
Fax: (218) 879–3360

www.isd94.org

TABLE OF CONTENTS

Contents

TABLE OF CONTENTS	3
MISSION.....	6
PHILOSOPHY	6
PHONE NUMBERS.....	7
WASHINGTON SCHOOL STAFF	8
ATTENDANCE POLICY	10
BIRTHDAYS	10
CALENDAR – CLOQUET SCHOOL DISTRICT	10
CELL PHONES/ELECTRONIC DEVICES	12
CHANGES TO AFTER-SCHOOL DEPARTURE PLANS	12
CLASSROOM VISITATIONS	12
COMPLAINTS.....	12
CONFERENCES.....	12
DATA PRIVACY POLICY	13
DRESS AND APPEARANCE	14
APPROPRIATE CLOTHING	14
PLAYGROUND.....	14
INAPPROPRIATE CLOTHING.....	14
E-LEARNING	14
EMERGENCY SCHOOL CLOSING	14
EMPLOYMENT BACKGROUND CHECKS.....	15
FEES.....	15
FIELD TRIPS	16
FOOD SERVICES	16
HOMEBOUND INSTRUCTION.....	16
ILLNESS & HEALTH SERVICES	17
INTERNET ACCEPTABLE USE.....	18
LIBRARY/MEDIA CENTER	18
LOCKERS AND PERSONAL POSSESSIONS WITHIN A LOCKER.....	18
LOST & FOUND	18
LUNCH RECESS.....	19
OPEN ENROLLMENT.....	19
PARENTS IN NEED OF CHILDCARE.....	19
PARENT RIGHT TO KNOW	20
PARTNERS IN EDUCATION (P.I.E).....	20

P.I.E. MISSION STATEMENT	20
PLEDGE OF ALLEGIANCE.....	21
PROTECTION FROM HAZARDOUS SUBSTANCES	22
RELIGIOUS, RACIAL, SEXUAL HARASSMENT AND VIOLENCE	22
SCHOOL BUSES.....	23
CLOQUET PUBLIC SCHOOLS PENALTIES	24
BUS CONDUCT REPORTS.....	24
SCHOOL DISCIPLINE.....	24
WASHINGTON BEHAVIOR EXPECTATIONS - <i>GRADES K-4</i>	25
CONSEQUENCES & NON-EXCLUSIONARY DISCIPLINE	28
ALCOHOL-DRUG POLICY	28
PLAYGROUND RULES	29
SMOKING AND TOBACCO	29
STUDENT SURVEYS.....	29
VIDEO AND AUDIO RECORDING	29
School Buses.....	29
Places Other Than Buses	30
VIOLENCE – AGGRESSION	30
WEAPONS POLICY	30
SCHOOL HOURS.....	30
SCHOOL PATROL.....	32
SCHOOL STORE.....	32
SOLICITATIONS / FUNDRAISERS	32
SPECIAL EDUCATION SPECIALISTS	33
STATEMENT OF NONDISCRIMINATION.....	34
STUDENTS BRINGING GUESTS	34
STUDENT RECORDS.....	35
TELEPHONE USE.....	35
TESTING OPT-OUT	35
TEXTBOOKS – LIBRARY BOOKS.....	35
WIRELESS/MOBILE DEVICES	35
Appendix A – Student Attendance Policy	36
Appendix B - District Food Allergy Policy	41
REFERENCES	47
Appendix E – Bullying Prohibition Policy	51



Dear Washington Parents,

A sincere welcome to Washington Elementary School! At Washington, parent involvement is encouraged and welcomed. As principal, I welcome the opportunity to be PARTNERS IN EDUCATION. This means together we will work to help each child reach their potential as well as improve areas in need. We are excited to start the year and to work with your child and family!!

Student learning and behavior go hand in hand. At Washington, productive social skills are taught through PBIS "Positive Behavior Intervention Strategies" helping children be successful in social situations which they face daily. Clear expectations for appropriate behavior are communicated and reinforced with Washington students. Our goal is to continue to provide a safe learning environment where children will grow academically, socially and emotionally. Please carefully review our school and district policies.

As PARTNERS, your feedback, suggestions, and comments are welcomed. Please take the opportunity to connect with me sometime this school year. I look forward to the opportunity of meeting with you and discussing your child's education.

Sincerely,

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

Robbi Mondati
Principal



MISSION

DISTRICT: Linking school and community to provide quality lifelong learning and success for all.

WASHINGTON: The staff, students and parents of Washington Elementary School are dedicated to creating a climate that promotes academic, artistic and physical excellence, high expectations, cultural pride, respect for individual differences and the rights of others in a safe and nurturing environment.

PHILOSOPHY

We believe the educational process must empower all students with the knowledge base, interpersonal skills, reasoning power, and foundation for lifelong learning enabling them to function to the best of their abilities in a complex multi-cultural and changing global society.

We believe quality education is research based, founded on sound curriculum, facilitated by excellent staff, arises from high expectations, demands demonstrated achievement and embraces the belief that all learners can be successful.

We believe self-motivated learning and personal achievement nurture self-esteem, character and creativity in all learners.

We believe the school environment must value cultural diversity, and foster interpersonal respect, caring attitudes and positive learning experiences for all.

We believe it is the responsibility of the community, and tribal community, including parents and non-parents, business and industry, religious and social agencies, in cooperation with the educational system to support all students in their efforts to learn.

We believe appropriate technology employed in learning, teaching, and management strategies empowers students and staff to better function in an increasingly technological society.

PHONE NUMBERS

Administration Office: **879-6721** (Superintendent, Dr. Michael Cary; Admin. Assist., Mary Marciniak)

Washington: 879-3369

Principal, Robbi Mondati – Ext. 5076
Dean of Students, Julie Midas – Ext. 5079
Head Secretary, Barbara Anthony – Ext. 5077
Receptionist/Attendance Secretary, Tara Fast – Ext. 5000
LPN/Nurse, Vickie Nordin – Ext. 5078
School Counselor, Abbi Sewell – Ext. 5074
School Social Worker, Misha Alaspa – Ext. 5014

Churchill: 879-3308

Middle School: 879-3328

Senior High: 879-3393

Cloquet Area Alternative Education Programs: 879-0115

Community Education and Recreation: 879-1261

Northern Lights Special Education Cooperative: 879-1283

Additional Numbers:

Activities/Athletics: 879-3393

Bus Transportation: 879-1291

Cloquet Educational Foundation: 879-3806

College in the Schools: 879-3393

Community/School Resources: 879-3806

District Nurse: 879-3393

Student Health: 879-3393

Buildings & Grounds: 879-6721

Food Service Program: 879-5164

Gifted & Talented Program: 879-3328

American Indian Education: 879-1457

Parent Portal information : 879-6721

Technology information : 879-6721

Community Education Programs

- After School Enrichment, Washington Elementary: 879-3369
- After School Activities, Middle School: 879-1261
- After School Enrichment, Churchill Elementary: 879-3308
- Early Childhood Screening: 879-9291
- ECFE/Time for Tots: 879-9291
- Kid's Corner School Age Child Care: 879-3309
- Li'l Lumberjacks/Li'l Thunder Learning Centers: 879-0830
- Recreation and Facility Use Before/After School: 879-1261

WASHINGTON SCHOOL STAFF

Principal Robbi Mondati
Dean of StudentsJulie Midas
CounselorAbbi Sewell
Social Worker.....Misha Alaspa
LPN..... Vickie Nordin
Secretaries Barbara Anthony
..... Tara Fast

Kindergarten Teachers Annika Bogucki
.....Zoe Bystrom/Shelly Kallis
..... Kriston Clark
..... Tracy Mattson
..... Shannon Switzer

Grade 1 Teachers..... Jill Benner
..... Ann Doesken
..... Sheila Kahlstorf
..... Tyler Olin
..... Gina Painter

Grade 2 Teachers..... Cassie Abrahamson
..... Kim Broman
..... Jill Engstrom-Brula
..... Annette Wick
..... Nicole Zander

Grade 3 Teachers..... Jason Godnai
..... Hailey Graves
..... Amanda Gustafson
..... Kim Peddle

Grade 4 Teachers..... Darrin Johnson
..... Jennifer Mangan
..... Elizabeth Waldorf
..... Heather Young

E.B.D. Teachers Madeline Belden
D.C.D. TeacherJenna Lundquist
Speech Language Pathologist Nicole Waters
Multi-categorical teachers Maggie Hartmann
..... Aubree Jaeger
..... Abbie Rahne
..... Rachel Schmidt
Psychologist..... Stephanie Gibson

Physical Education Teachers Scott Carlson
 Patty Rothamel
 Art Teacher Rachel Holte
 Music Teachers Katy Buytaert
 Rachel Holte
 Media Specialist Heather Johnson
 Media Aide Kymm Martin
 Gifted Education.....Heather Johnson
 American Indian Education Teachers..... Kyra Paitrick
 Nick Heck
 American Indian Education – Home School Liaison.....Karen Hedman
 American Indian Education Tutor Nicole Milewski
 Title One Teachers Jolene Aho
 Bobbee Conway
 Claire Graves
 Intervention Teachers.....Mike Mattson
 Sheila Fritsinger
 C.O.T.A.....Jackie Majerle
 Technology..... Brett Gibson
 Hailee Meisner
 Kitchen..... Deb Hartwig
 Lunch Aide Amy Wirtanen
 Head Custodian Trevor Neff
 Afternoon Cleaners Mark Frey/Keith Johnson
 Family School Support Worker Nicole Peterson

ATTENDANCE POLICY

The state law requires that all children between seven and seventeen must attend school every day that school is in session. (MN Statute 120A.22) No child can be excused from compulsory school attendance until after completion of the tenth grade or age 17. Parents of children enrolled at Washington are responsible for getting their children to school every day unless they are seriously ill.

School begins at 8:15am. If students arrive at the classroom after 8:15am they are considered late and will have a "tardy" in our system. Students arriving after 11:00am but before noon will be documented as missing the full half day. If your child has appointments during the school-day a note from the practitioner is appreciated, but not mandated.

At Washington an Attendance Review Panel meets monthly to review student attendance data. If attendance is a concern, parents will be notified and may be requested to meet with the principal and Carlton County Truancy Officer. **See Appendix A**

BIRTHDAYS

Birthdays are a special time for elementary school children.

In School

Please **check in advance** with your child's teacher if you wish to bring treats for your child's birthday. Homemade treats are **NOT** allowed to be served due to health regulations.

Parties at Home

If you are having a party for your child at home, please mail the invitations or phone parents, unless you are inviting the entire class. We have badly hurt feelings if invitations are passed out in school and some children are excluded.

Also, our school buses are filled to capacity, so if your home party is scheduled after school, please arrange to pick the children up at school. Parents of those children should write the school a note saying that their child will be going home with you.

CALENDAR – CLOQUET SCHOOL DISTRICT

For your convenience a copy of the Cloquet Public Schools 2023-2024 School Year Calendar (also found at isd94.org) is included within this Parent-Student Handbook. Important dates, such as Professional Days, Conferences and Breaks are listed on the right side of the calendar. If you have questions about the district calendar, please contact the main office at Washington.



Cloquet Public Schools 2023-2024 School Year Calendar

Where caring for students is not just an idea, it's tradition!

COLOR INFORMATION KEY

Professional Days/No School for Students

No School for Students and Staff

(K-4) Conferences

(5-6) Conferences

(7-12) & CAAEP Conferences

Kindergarten Round-Up-(3/12 @ Churchill)

Kindergarten Round-Up-(3/14 @ Washington)

School Board Approved: January 23, 2023

District Office: (218) 879-6721 / Fax (218) 879-6724

Cloquet Transit: (218) 879-1291

Quarter 1: 9/6 - 11/2 = 40 days Trimester 1: 9/6 - 11/30 = 57 days

Quarter 2: 11/6 - 1/19 = 43 days Trimester 2: 12/4 - 2/29 = 53 days

Quarter 3: 1/23 - 3/22 = 42 days Trimester 3: 3/4 - 5/31 = 57 days

Quarter 4: 4/2 - 5/31 = 42 days (167 Student Days)

Snow Makeup Days: 3/1 & 4/1 (16.5 K-12 Professional Days)

Please Note: Beginning Wednesday, September 13, (K-12) classes will be dismissed 30 minutes early on each Wednesday of the month for the remainder of the 2023-2024 School Year.

July 2023							August 2023							September 2023							October 2023							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1							1															
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	
23	24	25	26	27	28	29	27	28	29	30	31	24	25	26	27	28	29	30	29	30	31							
30	31																											

November 2023							December 2023							January 2024							February 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1												1		
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31	25	26	27	28	29	25	26	27	28	29

March 2024							April 2024							May 2024							June 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1												1		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30	26	27	28	29	30	31	23	24	25	26	27	23	24	25	26	27	28	29

8/21 - First Year Teachers Professional Day
8/22 - First Year/Non-Tenured Teachers Professional Day
8/24/23 OR 6/5/24(AM) and 6/6/24(AM) - Prof. Day Choice
8/28 - (K-12) Professional & Paraprofessional Day
8/29 - (K-12) All Staff Back to School Gathering
8/30 - (K-12) Uninterrupted Professional Day
8/31 - (K-12) Open Houses/Conferences
9/1 & 9/4 - No School for Students & Staff
9/5 - (K-12) Professional Day
9/6 - (1-12) FIRST DAY OF SCHOOL
9/6 - Kindergarten Preschool Conferences
9/7 - KINDERGARTEN - FIRST DAY OF SCHOOL
10/9 & 10/11 - (5-6) Conferences
10/11 - (7-12) & CAAEP Conferences
10/19 & 10/20 - ED MN Break (No school K-12)
11/3 (K-4) Conferences/ Professional Day (No school K-12)
11/6 & 11/8 (K-4) Conferences
11/23 & 11/24 - Thanksgiving Break (No school K-12)
12/1 - (K-12) Professional Day
12/6 - (7-12) & CAAEP Conferences
12/22 - 1/2 - (K-12) Winter Break, No school K-12
1/15 - (K-12) Professional Day (No school K-12)
1/22 - (K-12) Professional Day (No school K-12)
2/19 - Presidents' Day (No school K-12)
2/20 & 2/21 - (5-6) Conferences
2/21 - (7-12) & CAAEP Conferences
2/27 & 2/29 - (K-4) Conferences
3/1 (K-4) Conferences/Professional Day (No school K-12)
3/12 Churchill & 3/14 Washington - Kindergarten Roundup
3/25 - 3/29 - Spring Break (No school K-12)
4/1 - (K-12) Professional Day (No school K-12)
4/26 - No School for Students & Staff
5/1 - (7-12) & CAAEP Conferences
5/23 - CAAEP Graduation at Garfield School, 2 pm
5/24 - CHS Graduation at Cloquet Middle School, 7:30 pm
5/27 - Memorial Day (No school K-12)
5/31 - (K-12) LAST DAY OF SCHOOL - 2 Hours Early Out
6/3 - 6/5 (K-12) Professional Days (6/5 - 0.5 Prof. Day)
8/24/23 OR 6/5/24(AM) and 6/6/24(AM) - Prof. Day Choice

CELL PHONES/ELECTRONIC DEVICES

Cell phones are NOT allowed in school during the day, including morning and lunch recess. The school is not responsible for lost or stolen cell phones or personal electronic devices.

CHANGES TO AFTER-SCHOOL DEPARTURE PLANS

If you wish to make a change in the way you usually have your child come home from school (maybe Grandma is to pick him/her up etc.), we must have a note from home. Children sometimes become confused and may not do as you wish. **For your child's safety we ask that you let us know of any change in departure plan at least 1 hour prior to dismissal time.**

STUDENTS ARE NOT TO MAKE PLANS DURING THE DAY TO GO SOMEPLACE OTHER THAN HOME.

CLASSROOM VISITATIONS

All Visitors

All visitors, including Washington Parents, should make prior arrangements with the student's teacher and/or the principal, and are to enter the school through the main 12th Street door. Visitors must first report to the **OFFICE** and present photo identification to receive a visitor pass and sign in. This requirement is to protect our children from possible problems and also to eliminate any unnecessary classroom interruptions.

COMPLAINTS

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

CONFERENCES

When

We will have 20-minute conference periods scheduled November 3, 6, and 8, 2023, and 20-minute conferences February 27 and 29, 2024, and tentatively March 1, 2024. A specific appointment will be scheduled with your child's teacher during the conferences.

What to Expect:

Conference time is a chance to exchange information about your child. You will be informed of your child's performance in class and on standardized tests where given. It is helpful to share your goals for your child and your concerns and feelings. Major changes in the family affect students' performance so it is helpful if someone in the school is aware of those events.

Conferences other than on conference day

Please call to schedule a conference any time you see a need to meet with the classroom teacher or other staff member. Teachers also may wish to schedule additional conferences.

DATA PRIVACY POLICY

It is the policy of Cloquet Independent School District 94 to collect, maintain, and release educational records concerning present and former students in such a manner that the student and parental rights are fully protected as stated in the Family Educational Rights and Privacy Act, the Minnesota Government Data Practices Act, and any other law or statute which pertains.

Parents/guardians of minor and/or dependent students and individual students have the right to examine all records concerning the individual student which are maintained by the school district, as well as to receive copies of those records at a nominal fee. Those wishing to examine these records or to receive copies of such should contact the building principal at the school where the student is presently enrolled or, for records of former students, the principal should be contacted at Cloquet Senior High School. The building principal or designee will arrange a conference with a knowledgeable School District employee in order to explain and/or interpret the records.

Parents/guardians of minor and/or dependent students and individual students may challenge the accuracy/completeness of these records or assert that the maintenance of the information contained in the record violates the privacy or other rights of the parent/guardian or student and request that the school district amend the educational record. If the school district refuses to amend the records as requested, it shall inform the parent/guardian and/or student of their right to protest the decision not to amend the record. The person filing the complaint with the school district may place a statement concerning the disputed portion of the record in the record until the complaint is resolved.

If the school district does not resolve the complaint at the hearing, the parent/guardian of a minor and/or dependent student or the individual student may appeal to the Commissioner of Administration, State Administration Building, St. Paul, MN 55155 and/or The Family Educational Rights and Privacy Office, Department of Education, Washington, D.C. 20201.

The School District will not release any personally identifiable information from educational records without the written consent of the parent/guardian of a minor and/or dependent student of the individual student except in the following instances: School District employees; school board members upon official action by the entire board in connection with the school board responsibilities; other schools within the district when the student transfers; non-district schools to which a student has transferred; officials of the state and federal governments during official audits of district programs; subpoena or court order; health authorities in connection with legal immunization programs; other officials in health or safety emergencies; directory information. A record of those accessing education records in the above instances (excluding directory information) will be maintained in the individual educational record.

DRESS AND APPEARANCE

APPROPRIATE CLOTHING

We'd like our students to wear comfortable, neat and weather-appropriate clothing. Our buildings may be cool in the winter, so it is a good idea to send an extra layer with your child. Clothing should be suitable to a serious learning environment. **Please label all clothing items.**

PLAYGROUND

Our playground catches the northwest wind and is cold even when the thermometer registers warm. Hats and gloves are needed nearly year-round. In the winter we require that students wear hats, mittens or gloves, coats, snow pants and boots on the playground. We want them to be warm and dry as they enjoy the outdoors and so they can learn as much as possible once they are back indoors.

Footwear – Clean tennis shoes are required for the gym. No black-soled shoes, please.

Hats – While necessary outside in cold weather, hats are not permitted in our school except to and from outdoors. Students are expected to remove hats unless it is a special dress-up day.

INAPPROPRIATE CLOTHING

Clothing which is inappropriate to be worn in a serious learning environment includes short shorts, halter tops, clothing with drug, alcohol, tobacco and/or gang symbols, and clothing with inappropriate language or graphics. Such clothing will not be allowed, and discipline consequences may be assigned to continual violators.

E-LEARNING

Should the district or school declare an "e-learning day" student choice boards for each specific grade are available on the Washington website under "e-learning/snow day link": www.isd9r.org/page/1401

EMERGENCY SCHOOL CLOSING

BEFORE SCHOOL:

The Cloquet School District Website provides information on school closings, and you will also receive a text and/or phone message from the school messaging system if there is a late start, early dismissal or closure. During severe winter storms or other serious emergency situations, when the superintendent deems it unsafe for our buses to run, school will be closed or will start late. Our official radio station for school closings is KDAL 610 AM. Please listen any morning the weather looks severe. Other stations that may report school closings are 95.7 FM (96 Lite), WKLK at 1230 AM or 96.5 FM. Duluth TV Stations are also broadcasting school closings or late starts.

DURING SCHOOL:

When serious storms develop during the school day and the superintendent feels it would be better to send students home early, the radio stations will relay this information, **along with a text/phone message from our automated calling system**. It is crucial that your child know where to go if this situation arises so we are not sending him or her to a locked or empty house. Discuss ahead of time with your child a safe alternative if no one is at home.

EMPLOYMENT 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 are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Items of personal use or products that a student has an option to purchase such as a yearbook.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs such as After School Enrichment clubs through Community Ed.

Students will be charged for electronic devices, textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the principal.

FIELD TRIPS

To extend learning opportunities, many classrooms go on one or more field trips during the year. Before the year starts you will be asked to fill out a field trip permission form during online registration, which will cover permission for field trips. In some classrooms permission forms will be sent home closer to the event. Field trip permissions may also be given in the Online Registration Process and would then be sufficient for all field trips scheduled during the school year. You may be asked to donate a small amount of money to help with the cost of these trips if you are able to do so. **No student may participate without parent permission received prior to the scheduled trip. Family members who volunteer to chaperone field trips will be required to provide full name and date of birth for a background check. Volunteers will be required to meet district expectations to chaperone with our school. If chaperones wish to drive student home directly from field trip, proper pre-authorization must be completed.**

FOOD SERVICES

Due to Minnesota State Legislation, breakfast and lunch will be free to all students in 2023-2024.

Breakfast Program

Breakfast is available to students who wish to eat at school. The meal will be served between 7:45am and 8:10am. All Kindergarten students will have free breakfast provided in their classrooms.

Lunch Program

Hot Lunch: Our district hot lunch program provides balanced nutritional meals for our grades K-12 students. The menus, given to each child at the beginning of each month, are planned using federal standards.

Cold Lunch

Students may bring their own lunch to school and may buy milk or juice. Please see that your child's name is on the lunch box and thermos.



Food Waste

We have a problem with waste of food in both hot and cold lunch. Please discuss menus with your child to avoid food waste and to ensure your child has enough food to eat. Packaged food items can be donated to the Share Cooler for students who may want more to eat. Students must check with cafeteria staff on what qualifies.

HOMEBOUND INSTRUCTION

If a child is or will be absent from school for more than fifteen consecutive days as the result of a serious accident or illness, he or she may be eligible for homebound instruction. Contact the principal for more information.

ILLNESS & HEALTH SERVICES

Illness At Home

Although good school attendance is important for learning, please keep your child at home when she/he is too ill to function properly or when she/he could place other students at risk of contracting the illness.

We occasionally have students who will fake illness to not attend school and, in this case, keeping him or her at home would not be in your child's best interest. Please call the principal or school counselor if this is a problem.

PLEASE CALL SCHOOL IN THE MORNING WHEN YOUR CHILD IS ABSENT SO WE KNOW SHE/HE IS SAFE AT HOME. You can call 218-879-3369 24/7 and leave a message!

Illness At School

If your child should become sick at school, we will allow him/her to rest in the nurse's office. If no improvement is seen, we will notify you, using the telephone numbers provided on your child's Online Registration. Please confirm updated contact information on the online Parent Portal.

Please keep the Census Verification Report up-to-date. Notify the school if there are any changes. We have a school LPN who tracks student health records and monitors their health-related needs. Please call her with specific questions.

Medicines/Drugs

There is a **State Law** regarding the dispensing of medication in school. According to this law, "**Administration of medication by school personnel must only be done according to the written order of a licensed physician and written authorization of a parent.**" Forms are available in the nurse's office.

WHAT THIS MEANS TO YOU: If your child needs to take a prescription OR non-prescription medication at school the following is necessary:

1. Bring the medication to school in the original container.
2. Complete the "Authorization to Administer Medication Form" with both physician and parent authorization, OR send a note from both a parent and the prescribing physician.
3. It the student must bring the medication – please put the original bottle in a sealed envelope with the # of pills written on the outside of it.

If possible, the medication should be taken at home. As always, feel free to call Vickie Nordin, the school nurse, at 879-3369 ext. 5078 if you have any questions.

INJURIES & ACCIDENTS AT SCHOOL

If your child is seriously injured at school, you and the school nurse will be notified. If emergency treatment is needed and we cannot contact you, we will notify your family physician, take the child to the hospital, or contact 911 for emergency care and transportation if needed.

INTERNET ACCEPTABLE USE

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies.

A copy of the school district's "Internet Acceptable Use" policy is available at www.isd94.org/domain/256

LIBRARY/MEDIA CENTER

Washington School has a well-stocked library/media center and part time librarian. We are proud of our library program. We want our students to love to read and to have the skills to acquire information independently through print, non-print and computer resources. All elementary K-4 students have a library period one day out of eight. At this time, they may check out books which they may take home. We ask that you support this program by providing a backpack or book bag to carry books and a safe spot at home to store them. If students return their books on time they may check out new books. Fines are charged for lost or damaged books.

LOCKERS AND PERSONAL POSSESSIONS WITHIN A LOCKER

According to state law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials 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.

LOST & FOUND

Please put your child's name in everything that comes to school. Also, encourage your child to check the Lost & Found located by the cafeteria and by the gymnasium doors.

Lost & Found items will be on display each conference day. In addition, you are welcome to check for a missing item at any time after checking in at the office during school hours. Items NOT claimed after several months will be donated to other Washington students or charity. Small items and more valuable items are kept in the office. Please talk to the secretary if your child is missing such an item.

LUNCH RECESS

All grades of students have about 20 minutes of outdoor recess before lunch each day when weather allows. Students must go outdoors unless they have been ill and have a note from their parents or if the school decides they are too ill to be outside. They should dress accordingly.

MONEY, VALUABLE ITEMS, TOYS AND OTHER ITEMS NOT ALLOWED IN SCHOOL

Young students are discouraged from carrying money during school. If they need to have money, please put it in an envelope with their name on it. This should be given to his/her teacher for safe-keeping.

Valuable items such as jewelry, computer games, radios, etc., are not to be brought to school. Students are not to bring their toys to school except for items on the playground (football, jump ropes) and for Show & Tell.

No squirt guns, etc., are allowed in school.

The school is not responsible for loss or damage to personal property of the student, which includes cell phones and personal electronic devices.

NONCUSTODIAL PARENT ACCESS TO RECORDS

Upon request, a noncustodial parent has the right of access to (and to receive copies of) school records and information, to attend conferences, and to be informed about the child's welfare, educational progress, and status, as authorized under section 518.17, subdivision 3. **The school is not required to hold a separate conference for each parent. Any noncustodial parent wishing access to this information must notify the school in the fall and be placed on the school mailing list.**

OPEN ENROLLMENT

The State of Minnesota allows parents to apply to have their children attend the school district of their choice. Applications for the school year must be made by January 15 of the preceding year in order to be considered for open enrollment. Applications are available in the district office and information is available at the district website.

PARENTS IN NEED OF CHILDCARE

The Cloquet Community Education sponsors a quality non-profit day care program called Kid's Corner School Age Childcare. Currently, the program is available for kindergarten age students through grade 4, from 6:00am – 8:00am, and 2:45pm – 6:00pm. For more information call Caitlin at 879-0929 or 879-6080 or visit the district website for more information.

PARENT RIGHT TO KNOW

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

PARTNERS IN EDUCATION (P.I.E)

Partners In Education (P.I.E.) is our own version of the PTA. We encourage all parents and guardians to get involved and attend monthly meetings whenever they can. PIE will be asking for involvement from one adult representative from each of our classrooms. Information about P.I.E. and can be found on our website: www.isd@94.org/Washington, and P.I.E. Meeting dates are found on the next page.

P.I.E. MISSION STATEMENT

Our goal is to be a welcoming and easily accessible organization to all parents, guardians, school staff, and the community, to promote parent/guardian involvement in the schools by providing a parent-managed organization for each school building, to establish the P.I.E. organization as a dependable resource and communication link to and from school and within the school district with the goal of improving and enhancing our children's education.

WASHINGTON P.I.E. Meeting Dates 2023-2024

Tuesdays:

September 12

October 10

November 14

December – No meeting

January 9

February 13

March 19

April 16

May 14 (If needed)



ALL MEETINGS ARE TYPICALLY HELD FROM 6:30 – 7:30 IN THE
WASHINGTON MEDIA CENTER
Food and childcare are provided.

PHOTO PERMISSION

During the school year the newspaper staff and/or school staff may come to take pictures of the activities that our students are working on and include photos on our Schoology page, Seesaw page, district website, school newsletter, and/or outside publications. If you do not want your child's picture taken, please update the online Parent Portal. There will be an option to exclude your child's information from all published material, and another option to allow your student to be in the Yearbook but not online publications.

PHYSICAL AND/OR SEXUAL ABUSE AND NEGLECT

School district employees are mandated by state law to report all suspected cases of child physical and sexual abuse and neglect to the Human Services Center and/or the police or sheriff. These agencies review the complaint within twenty-four hours, and determine if an investigation is warranted.

PLEDGE OF ALLEGIANCE

Students will recite the Pledge of Allegiance to the flag of the United States of America on Monday mornings during daily announcements. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

PROTECTION FROM HAZARDOUS SUBSTANCES

All ISD 94 buildings are monitored for presence of potentially toxic substances. These reports are maintained at the District Office, 302 - 14th Street, and are available to the public upon request.

RELIGIOUS, RACIAL, SEXUAL HARASSMENT AND VIOLENCE

It is the policy of ISD 94 to maintain a learning and working environment that is free from sexual harassment and violence. Sexual Harassment is defined as unwelcomed sexual contact and other verbal or physical conduct or communication of a sexual nature. Religious and Racial Harassment consists of physical or verbal conduct which is related to an individual's race or religion and creates an intimidating hostile or offensive working educational environment. For a complete copy of the policy, (District Policy #413) please contact the school.

Victims of alleged sexual harassment and third persons with knowledge or belief of sexual harassment are to report the alleged act to his/her building principal, superintendent, or the District Nurse.

Disciplinary action will be taken against any student or employee found to be sexually harassing others at ISD 94.

SCHOOL BUSES

The Cloquet Schools contract with Cloquet Transit to provide transportation for eligible students. It is our shared goal to provide safe, efficient transportation within the budget restrictions. With state budget limitations on transportation funding, we are forced to consolidate and simplify routes wherever possible.

Bus Routes: Cloquet Transit – 879-1291.

Information about bus routes is available by calling Cloquet Transit. Pick-up times vary, especially as weather changes, so be sure to have your child waiting at the designated location several minutes prior to that listed on the schedule. Our buses will not wait for late students.

Transfers

Many of our Washington students transfer buses at the Middle School/High School campus after school. At first, this can be confusing for our young people so please have a name tag with bus information on your child for the first several days of school.

Riding a bus other than assigned

We always have requests for students to ride a bus to a birthday party, scouts, or lessons. Our buses this year will be at capacity. If arranging for your child to ride a different bus, first call Cloquet Transit at 879-1291 to arrange and see if route has availability. Once Transit has confirmed the change, send a signed note stating that your child has permission. All bus notes must be verified at the office or by the teacher child is assigned to. Again, advance notice is important to ensure the safety of our students.

Behavior

On our school buses safety is of primary importance. Our rules are designed to ensure safety. Students are to **REMAIN IN SEATS, NO SHOUTING OR SWEARING, NO THROWING OF ITEMS AND NO PHYSICAL AGGRESSION TOWARD OTHERS OR PROPERTY.**

Violations for inappropriate behavior will be issued and will be sent to the Washington office from Cloquet Transit. A copy will be entered into Infinite Campus and mailed home.

**Bus violations count as school violations and school consequences are applied.
IN ADDITION, students who violate bus rules may be suspended from riding the bus.**

CLOQUET TRANSIT COMPANY
PHONE NUMBER 879-1291



CLOQUET PUBLIC SCHOOLS PENALTIES BUS CONDUCT REPORTS

1. VIOLATIONS

I. MINOR CONDUCT VIOLATIONS

Pushing/tripping
Shooting/throwing objects
Not following Bus Driver's instructions
Littering
Verbal Harassment
Loud Noises
Out of Seat
Bullying

MAJOR CONDUCT VIOLATIONS

Assault/fighting
Gross insubordination
Possession of drugs, alcohol, tobacco
Destruction of property
Possession or use of weapons
Sexual harassment
Bullying

II. PENALTY (K-4) (IN ADDITION TO SCHOOL PENALTIES)

TYPICAL BUS VIOLATION CONSEQUENCES

1ST OFFENSE – Warning + assigned bus seating 3 to 5 days.

2ND OFFENSE – Up to 5 days suspension of bus riding privilege.

3RD OFFENSE – 2 to 5 days suspension of bus riding privilege.

4TH OFFENSE – 10 days suspension of bus riding privilege, which may include a permanent removal from that bus route, and a parent, student, bus driver, and principal/school dean conference.

- School consequences may also be applied depending on circumstances.

Carrying large items on bus

Large items such as toboggans, sleds, etc. are not to be carried on the bus. These can be hazardous to other students. Please make other arrangements if your child is asked to bring a sled or other large item to school.

SCHOOL DISCIPLINE

The Washington Staff believes very strongly that our students must learn basic rules of societal living and that they should understand the consequences of following or not following these rules. We appreciate and need parental cooperation in emphasizing these rules. We are continuing this year with PBIS (Positive Behavior Intervention Strategies). We have made great strides with the implementation of PBIS and we look forward to an even better year in 2023-2024!

Individual classroom teachers have their own behavior intervention and discipline plan, in conjunction with PBIS, which will be explained to you by them.

*The **All-School Intervention and Discipline Plan** is in effect on the playground, in the cafeteria and other all-school locations (hall, restrooms) in addition to classrooms.*

*Please review the **School Rules and Bus Rules** with your children.*



WASHINGTON BEHAVIOR EXPECTATIONS - GRADES K-4

1. Treat others with respect, dignity, and equality.
 - A. Keep hands and feet to self.
 - B. Use appropriate language – no swearing, name calling.
2. Treat property with respect.
3. Keep yourself and others safe.
 - A. Do not try to cause harm to others.
 - B. No using tobacco, alcohol, or drugs.
 - C. No weapons of any kind, or using anything as a weapon.
4. Play in designated areas and according to playground rules.
5. No bullying.

*Bullying is defined as intentionally seeking to harm, intimidate or coerce someone else, typically over multiple occasions. Could include verbally (name calling, malicious teasing), physically (hands, feet), and in writing (notes, posting online). **See Appendix E***

RESPONSIBILITY

One of our goals at Washington is to develop in each child a sense of responsibility. This year, as in the past, we are going to stress this goal. Students are encouraged to remember to bring to school all that they need for the day. Students who forget may not call home or ask someone to bring items unless it is needed for their health or safety. It may be helpful to have a designated staging place at home to prepare each evening for the next school day, to make sure that nothing is forgotten and to alleviate stress before school begins.

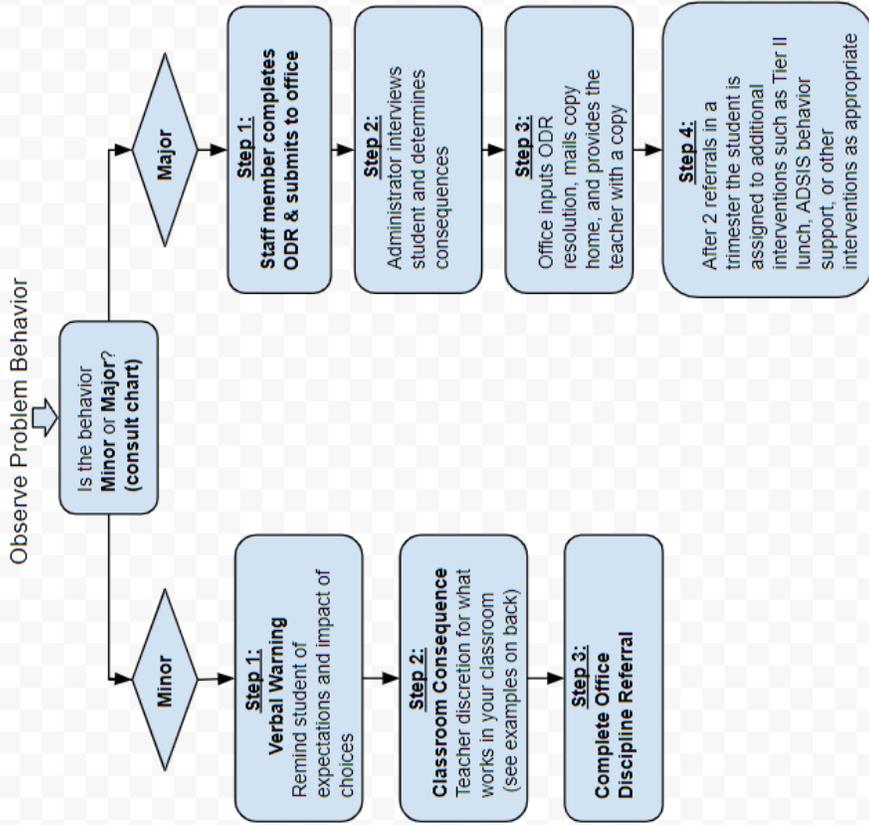
Washington Purple Pride Matrix

	Hallways	Cafeteria	Playground	Bathrooms	Media Center	Assemblies	Bus
P Be Positive	<ul style="list-style-type: none"> Greet others with a smile Share the hall with others Stay to the right Listen for directions 	<ul style="list-style-type: none"> Stand quietly in line Keep hands and feet to yourself Be thankful for what's provided Use kind words Be patient 	<ul style="list-style-type: none"> Use kind words Play and have fun 	<ul style="list-style-type: none"> Stay on task Use restroom quietly and quickly 	<ul style="list-style-type: none"> Keep voice level at a "0" or a "1" Focus on your task/job 	<ul style="list-style-type: none"> Be prompt Smile and applaud 	<ul style="list-style-type: none"> Use kind words Walk to the bus Wait patiently to be seated Smile and greet others
R Show Respect	<ul style="list-style-type: none"> Voice level "0" Respect art on walls Hands by your sides Walk in one line Eyes forward Quiet feet Go directly to your destination 	<ul style="list-style-type: none"> Use "please," "thank you," and "no thank you" Use manners Voice level "0" - "3" Follow cafeteria procedures Wait for directions 	<ul style="list-style-type: none"> Ask for what you need Line up when first called Follow line basics Stay within the boundaries Use equipment properly 	<ul style="list-style-type: none"> Keep voice at "0" Flush when done Wash your hands Put your paper towels in the trash Respect others' privacy 	<ul style="list-style-type: none"> Follow the rules of the library/media center Return books on time and in good condition Keep it neat and clean 	<ul style="list-style-type: none"> Be prompt Eyes up, bottoms down Voices off Appropriate response to presentation 	<ul style="list-style-type: none"> Keep hands and feet to yourself, facing forward Keep your spot clean Follow bus driver's and aide's directions Remain seated Keep aisles and exits clear
I Include Others	<ul style="list-style-type: none"> Silent smiles encourage others 	<ul style="list-style-type: none"> Welcome others to sit by you Offer to help your neighbor 	<ul style="list-style-type: none"> Invite others to play Take turns Share equipment 	<ul style="list-style-type: none"> Wait patiently for your turn Work together to keep the bathroom clean 	<ul style="list-style-type: none"> Listen when others are speaking Help others 	<ul style="list-style-type: none"> Sit on your pockets so your friends can see 	<ul style="list-style-type: none"> Invite others to sit with you Have a polite conversation
D Do Your Best							
E	V	E	R	Y	D	A	Y

Our Mission:

The staff, students and parents of Washington Elementary School are dedicated to creating a climate that promotes physical, artistic, and academic excellence, high expectations, cultural pride, and respect for individual differences and the rights of others in a safe and nurturing environment.

Washington Elementary Behavior Management Flow Chart



Minor Addressed by classroom teacher	Major Immediate Office Referral
1. Inappropriate Language <ul style="list-style-type: none"> • Swearing • Name Calling • Verbal argument • Negative comments • Talking back • Dishonesty • Impolite Language 2. Physical contact <ul style="list-style-type: none"> • Pushing/shoving • Bumping • Touching someone else 3. Defiance/Disrespect <ul style="list-style-type: none"> • Uncooperative behavior • Breaking class/school rule • Talking back • Refusal to work • Cheating • Out of assigned seat 4. Disruptions <ul style="list-style-type: none"> • Making noise • Yelling out • Disrupting instruction • Constant talk • Crying • Throwing small objects 5. Property Misuse <ul style="list-style-type: none"> • Ripping books • Breaking pencils/crayons • Pushing Furniture • Writing on desks, books • Going into another person's desk, backpack/locker 	1. Inappropriate Language <ul style="list-style-type: none"> • Excessively vulgar language • Severe verbal threats • Harassment • Threats and intimidation 2. Physical contact <ul style="list-style-type: none"> • Physical intimidation • Sexual misconduct • Fighting/Physical aggression 3. Defiance/Disrespect <ul style="list-style-type: none"> • Walking out of classroom • Leaving your class while in the hallway • Leaving school building and/or grounds without permission • Excessive arguing with refusal to redirect 4. Disruptions <ul style="list-style-type: none"> • Throwing objects with intent to harm or disregard for the safety of others 5. Property Misuse <ul style="list-style-type: none"> • Vandalism • Major graffiti • Setting fires • Use of combustibles • Stealing from peers/adults • Tipping/throwing furniture 6. Other <ul style="list-style-type: none"> • Possession of weapons

CONSEQUENCES & NON-EXCLUSIONARY DISCIPLINE

Washington School has both a school-wide discipline plan and individual classroom discipline plans that are based on non-exclusionary interventions to positively impact behavior. These interventions include but are not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. These plans lay out for students what is expected of them behaviorally and what the progressive interventions may be if they violate expectations. Consequences may include, but are not limited to:

- Removal from the classroom or peers
- Restorative chat with Social Worker or Counselor
- Restorative chat with Dean of Students or Principal
 - Think sheet completion and review
 - Assigned check-in/check-out plan
- Circle process with others involved or impacted
 - Behavior Contracts
- Small group or 1:1 lessons with Social Worker, Counselor, or Dean
 - Morning/lunch/afternoon restorative process away from peers
 - Restitution
- Restorative Responses not outlined above
 - Dismissal from school (one day or less)
 - In School Suspension
- Out of School Suspension/Expulsion based on severity and exhausted interventions

ALCOHOL-DRUG POLICY

No student shall possess or consume alcohol or illegal drugs* or simulations of illegal drugs during the day, on school property or at any school activity, or come to school after having used alcohol or an illegal drug. Violators of this policy will be subject to school discipline, his/her parents will be notified, and police will be notified. The student may also be assigned additional consequences. A chemical use evaluation may be required.

**Includes prescription drugs not prescribed for the student or over-the-counter drugs taken without written parental permission.*

BULLYING PROHIBITION

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district's "Bullying Prohibition" policy (Appendix E)

HAZING PROHIBITION

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy.

PLAYGROUND RULES

To encourage injury-free play, Washington staff has the following rules for the playground:

1. Play in a way that is safe for self and others.
2. Swing: Sit only – no jumping off while swinging.
3. Slide: Only go down slides, not up – feet first.
4. No tackle football.
5. No throwing rocks, snow or ice.
6. No food unless for class picnic.
7. Dress appropriately.

Not following playground rules results in a violation.

Our Purple Pride Playground Matrix encourages the following:

1. Use kind words.
2. Play and have fun.
3. Ask for what you need.
4. Line up when teachers call the first time.
5. Follow line basics.
6. Stay within the boundaries.
7. Use and share equipment properly.
8. Invite others to play.
9. Take Turns.

SMOKING AND TOBACCO

Cloquet Public Schools, as of August 1987, are Tobacco Free Schools. As of August 1989, this also extends to **all school grounds**. Students are not to smoke or to carry cigarettes in school or on school grounds. The use of e-cigs and vapes are also prohibited. Students using or carrying products or devices at school will be subject to school discipline.

STUDENT SURVEYS

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, go to www.isd94.org/page/1487

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 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.

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. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

VIOLENCE – AGGRESSION

If it appears that a child has created an immediate and substantial danger to persons or property around him or her, he or she will be subject to school discipline immediately. Parents will be called to come into school. This includes threatening with a weapon. If the incident is deemed dangerous, the police will be called. Repeated acts of aggression will result in escalated consequences. Threats (either written or verbal) will be considered serious.

WEAPONS POLICY

Possession of a weapon may result in any or all of the following:

- A. school consequences that may result in an initial suspension of up to five (5) days;
- B. confiscation of the weapon;
- C. contact made with the police department; and
- D. a possible recommendation to the Superintendent that the student be expelled.

"Possession" refers to having a weapon on one's person or in an area subject to one's control on school property, or at a school activity, or on vehicles used to transport students.

"Weapon" means any firearm, whether loaded or unloaded; any device or instrument designed as a weapon, or through its use is capable of threatening or producing bodily harm or death; or any device or instrument that is used to threaten or cause bodily harm or death, including handmade items.

Some examples of weapons include, but are not limited to the following: guns (including pellet guns, **look-alike guns** and non-functioning guns that could be used to threaten others), knives (**pocket knives included**), clubs, metal knuckles, num-chuks, throwing stars, explosives, stun guns, and ammunition. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office, shall not be considered in possession of a weapon.

SCHOOL HOURS

Washington School Grades K-4 start at 8:15 and the students are dismissed at 3:00pm
*****Starting September 13, 2023 through May 29, 2024 – Classes will start 5 minutes earlier (8:10 a.m.) and will be dismissed 30 minutes earlier (2:30 p.m.) on each Wednesday of the month.**

Tardy students should report to the office before going to their rooms. Students arriving late must enter through Door 1. Only students with parent and teacher permission may remain

after school. Students are expected to remain at school the full day, with the exception of medical appointments or emergencies.

SCHOOL PATROL

All students who walk to Washington and/or who cross streets by school are to cross with the Patrol. Our School Patrol is made up of responsible 4th grade students who have been trained in how to cross streets safely, and are accompanied by an adult at our busiest intersections/crossings.

The patrol members are on duty from 7:50-8:10, and from 3:00-3:10 (2:30-2:40 on Wednesdays) each school day. If you drive your child to school, please drop him or her off along the front of Washington on 12th Street or near the playground area on Sahlman Avenue and have him or her cross with the patrol at the intersection (by door #2). **DO NOT PARK IN THE HANDICAP or BUS LOADING ZONE. DO NOT DRIVE IN THE BUS LOADING ZONE OR DROP YOUR CHILD OFF IN THE STAFF PARKING LOT in the back of the school.** Please safely park your vehicle in a legal parking spot before allowing your child/children to exit the vehicle.

SCHOOL STORE

Our fourth grade classes operate a school store, which is located in Mrs. Buytaert's music room (room 18/20), and is open from 8:00 am – 8:10 am daily, with the exception of Wednesdays. Each day is grade-specific, so watch for communication on which day shopping is open to your student's grade level.

SOLICITATIONS / FUNDRAISERS

We will make information available to students of upcoming fundraisers. Solicitation at school is prohibited. Students are NOT to bring items to school to sell. *Washington has a policy of non-sponsorship of any "A-Thons." We will inform families of any fundraisers, but will not sponsor them.

SPECIALISTS/SUPPORT SERVICES

Our school district has a large support staff who provides services for students beyond those received in the regular classroom.

Media Specialist – All K-4 students at Washington will have book checkout in the library at least once every eight days, and will also have a "library lesson" once every eight days.

Art Teacher – Students in grades K-4 have an art lesson for 50 minutes, one day out of eight.

Music Teacher – Students in grades K-4 at Washington have a 25-minute music class six days out of eight.

Physical Education Teacher – All K-4 students have a physical education class for 25 minutes eight days out of eight.

Nurse – Available during the school day and on call. She also schedules regular vision and hearing checks in the fall for certain grade levels. Families may request screening by contacting the nurse directly.

Counselor – Meets with parents and students in crisis situations, helps with behavior programs, consults with staff, conducts direct counseling sessions for students who are referred, and holds classroom developmental guidance sessions.

School Social Worker – Meets with student to support social development and self-regulation. Works closely with counselor, special education teachers, and building staff.

Intervention Teacher – Works directly with students who are below grade level in reading or math.

Title I Teacher – Works directly with students who are below grade level in reading or math.

Gifted Teacher – Our district coordinator selects students based on achievement data for the program, and either teaches or coordinates volunteer teachers to work directly with groups of students.

American Indian Home-School Liaison Aide – Works with American Indian students needing extra help, support and enrichment.

American Indian Education Tutor – Tutors American Indian students in reading and math.

Family School Support Worker – Works with families to help students benefit more from school. This support worker is employed dually through Carlton County Human Services and ISD 94.

SPECIAL EDUCATION SPECIALISTS

All students referred for special education assessment must have signed parent permission prior to assessment. After the assessment, parents will be called for a team meeting to discuss the results and recommendations. Special Education services are provided if/when the criteria is met.

Psychologist – Assesses identified students for better understanding of the student's ability to learn and/or be successful.

L.D. Teacher – (Learning Disability) Teaches students who are unable to learn in the way that most students do, recognizing that they do have the ability to learn.

Speech/Language Pathologist – Works with students with significant communication disorders such as articulation problems or language delay.

Developmental Adaptive Physical Education – Works with some students receiving other special education service who have significant coordination problems or motor development delay.

Occupational Therapist – Works with the P.T. as a diagnostician and helps plan programs for students with fine motor difficulties who are receiving other special education services. Position is through NLSEC Co-op.

Physical Therapist – Works with the O.T. as a diagnostician and helps plan programs for students with gross motor difficulties who are receiving other special education services. Position is through NLSEC Co-op.

C.O.T.A. (Certified Occupational Therapy Assistant) – works directly with special education students that the O.T. and P.T. have diagnosed as having significant motor development delay.

Family School Support Social Worker – Works individually with some students and families and serves as a consultant primarily for students with significant behavior problems and emotional problems, and also helps families navigate government programs and help with enrollment even if children do not have any behavioral, emotional, or mental health issues.

Emotional/Behavioral Disability Teachers – Works directly or indirectly with students whose behavior significantly interferes with his/her or others' learning. Washington has a setting 1-3 EBD program.

DCD Teacher – Teacher who works with students who have cognitive or physical delays.

Multi-Categorical Teacher – Teacher who works with students who have learning disabilities, other health disabilities, are on the autism spectrum, as well as other educational needs as determined in the evaluation process.

STATEMENT OF NONDISCRIMINATION

It is the policy of ISD 94 to comply with federal and state law prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person in the school district shall on grounds of race, color, national origin, creed, religion, sex, sexual orientation, marital status, age, status with regard to public assistance, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program, or activity for which the school district is responsible.

Inquiries regarding compliance with Title IX may be directed to the School Superintendent, (879-6721), to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C., or to the Commissioner of Human Rights, 200 Capitol Square Building, St. Paul, Minnesota, 55101.

STUDENTS BRINGING GUESTS

Students occasionally ask to bring relatives and friends to school for the day. We feel that this is disruptive to the students and to the class; therefore, **we do not allow students to bring guests to school.**

STUDENT RECORDS

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.

TELEPHONE USE

Washington School has limited access to outside lines; therefore, students’ use of the phone is limited to matters impacting their health or safety. **Any arrangements for visiting friends after school, etc., must be made prior to arrival to school.**

TESTING OPT-OUT

Parents wishing to opt their child out of state testing are required to contact the principal for proper paperwork and to meet district protocol.

TEXTBOOKS – LIBRARY BOOKS

Our Washington students are provided with textbooks, reference books, and a wonderful selection of print and non-print material. These must be treated with respect to assure that they will be available for future students. Students are responsible for the books signed out to them and are expected to pay fines up to the cost of replacement for lost or destroyed.

VIDEO GAMES

Video games and music devices of any sort should be left at home. The school is not responsible for lost or stolen video games or music device.

WIRELESS/MOBILE DEVICES

Our students at Washington have 1:1 devices. These must be treated with respect to assure they will be available for future students. Misuse or negligent care for devices will result in consequences, possible revocation of access and possible fines and/or restitution for damage to school equipment.

***District policies are also available online linked to our electronic handbook as well as on the district webpage.**

Appendix A – Student Attendance Policy

Adopted: 1/9/96

*Cloquet Public Schools District Policy 503
Orig. 1995*

Revised: 2/13/96, 8/26/96, 5/23/05, 11/22/21

503 – STUDENT ATTENDANCE

I. PURPOSE

- a. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- b. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

Administrator's Responsibility

It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

In accordance with the regulations of the Minnesota Department of Children, Families and Learning and the Minnesota Compulsory Instruction Law, Minnesota Statute, section 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed the studies ordinarily required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Minnesota State Law: "The Minnesota Law provides that every child between seven and sixteen must receive instruction for a period of not less than nine months during any school year, unless the child has completed the studies ordinarily required in the tenth grade and is at least 16 years of age. A student may be excused from attendance by the School Board upon application of his/her parents or guardians on grounds specified in the law."

The Minnesota Department of Children, Families, and Learning regulations require a school to withdraw students after fifteen consecutive days of unexplained absence for state aid purposes.

Attendance will be taken every class period of every school day.

C. Excused Absence

An excused absence indicates a legal absence from school with parent/guardian verification. However, the school reserves the right to excuse or unexcuse the absence according to state guidelines and school district rules and procedures. Parents are requested to call the school in the morning to report and explain the reason if the child is unable to attend school. Upon returning to school, checking in, and checking out of school, the student is to bring a written excuse signed by the parent/guardian to the office. Disciplinary action will be taken for any student who is tardy or does not check into the office upon arrival in school. The following reasons shall be sufficient to constitute excused absences:

- Student illness: parents will verify student illness to the school up to 15 days per school year.

- Serious illness or death in the student's immediate family.
- Medical or dental appointments: Parents should make every effort to schedule appointments/treatment outside of the school day. When this cannot be done, a student's absence due to a medical appointment or dental treatment may need to be verified.
- Court appearance.
- Recognized religious holiday observance.
- Religious instruction not to exceed three hours in any week.
- College/Technical visits – with prior school approval (High School only).
- Vacation with prior school approval.
- Impassable roads/inclement weather.
- School related absences (field trip, sport student is involved in, suspension, school-sponsored event, etc.).
- In the case of special circumstances, the Administration may approve additional excused absences.

D. Prearranged Absences

1. A prearranged absence form must be obtained from the principal's office upon written request from parents.
2. Pre-approval of absence(s) will not be made by the building principal but will be arranged with individual teachers. If teachers do not excuse a pre-arranged absence, such an absence will be considered unexcused from that class.

E. Unexcused Absences

1. An absence from school, class, or assigned detention by a student that was not approved by the parent/guardian and the school from the list above.
2. Absences in which the parent/guardian fails to contact the school within 24 hours of absence.
3. Absences resulting from unexcused tardies.
4. Disciplinary action will result from unexcused absence(s).

F. Tardiness

1. It is the student's responsibility to report to school and class on time.
2. When a student reports to school late he/she must go to the office for a pass.
3. The individual teacher will decide class tardiness.
4. Students who repeatedly break this rule shall be reported to the office for disciplinary action.

G. Participation in Extracurricular Activities and School-Sponsored On-the-Job Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.

4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

H. Religious Observance Accommodation

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodations should be directed to the building principal.

I. Checkout Procedures

1. Students who are leaving the building during school hours for any reason must have an Out-of-Building Pass issued from the main office. Parental permission must be obtained before permission is granted.
2. Under no circumstances is a student allowed to leave the building without first checking out through the office (see Open Lunch Policy if it applies to your school). Disciplinary action will be taken for those who violate this policy.

J. Upon Returning to School, Checking In and Checking Out of School

1. The student is to immediately bring a written excuse signed by the parent/guardian to the office indicating the reason for absence(s). A phone call or digital message will be accepted if parent/guardian can be verified.
2. This applies to students who return to school at any time during the day.
3. Disciplinary action will be taken for any student who is tardy or does not check into office upon arrival in school.

K. Consequences of Excessive Absences (Unexcused, Truant, or Excused)

1. After three unexcused absences or a combination of eight total excused and/or unexcused absences from school a letter will be sent home notifying parent/guardian. A copy of this letter will be forwarded to the district's truancy officer. Upon receipt of letter the truancy officer may elect to place student on an attendance contract or meet with parents.
2. After five unexcused absences or a combination of ten total excused and/or unexcused absences from school the truancy officer may elect to send home a letter notifying parent/guardian that student is determined a continuing truant Minnesota Statute 250A.02, subdivision 3 and request a meeting to address the issue further. Other school officials may be requested to attend this meeting. School services or other outside services will be offered to assist with the problem when appropriate. A parent/student contract may be ordered.
3. If absences still persist the truancy officer may refer the student to the county attorney's office as a habitual truant pursuant to Minnesota Statue 260C.007, subdivision 19. Upon receipt from the truancy officer the county attorney's may elect to file a truancy petition with the district court.

L. Consequences due to Excessive Absences on Student's Grades and School Credit (Unexcused, Truant, or Excused)

1. See respective Student Handbook.

III. DISSEMINATION OF POLICY

1. Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.
2. The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for religious observance.

Legal References:

- Minn. Stat. § 120A.05 (Definitions)
- Minn. Stat. § 120A.22 (Compulsory Instruction)
- Minn. Stat. § 120A.24 (Reporting)
- Minn. Stat. § 120A.26 (Enforcement and Prosecution)
- Minn. Stat. § 120A.34 (Violations; Penalties)
- Minn. Stat. § 120A.35 (Absence from School for Religious Observance)
- Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 260A.02 (Definitions)
- Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
- Minn. Stat. § 260C.007, subd. 19 (Habitual Truant Defined)
- Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
- Goss v. Lopez, 419 U.S. 565 (1975)
- Slocum v. Holton Bd. of Educ., 429 N.W.2d 607 (Mich. App. Ct. 1988)
- Campbell v. Bd. of Educ. of New Milford, 475 A.2d 289 (Conn. 1984)
- Hamer v. Bd. of Educ. of Twp. High Sch. Dist. No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
- Gutierrez v. Sch. Dist. R-1, 585 P.2d 935 (Co. Ct. App. 1978)
- Knight v. Bd. of Educ., 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
- Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References:

- MSBA Model Policy 506 (Student Discipline)

Appendix B - District Food Allergy Policy

Adopted: 5/8/06, 6/8/09
716

Cloquet ISD 94 Policy

Orig. 2006

Revised: 6/8/09

#716 FOOD ALLERGY POLICY

I. Introduction

This document will provide guidelines for parents and schools regarding food allergies in order to assist the building administrators to develop appropriate procedures to reduce the risk of accidental exposure to those foods which can be life-threatening or cause anaphylactic reactions for students in their buildings.

The Cloquet Public Schools' School Health Program seeks to set age-appropriate guidelines for students and schools that minimize the risk for children with life-threatening food allergies. These guidelines include building-based general medical emergency plans, sample individual healthcare plans for students diagnosed with a life threatening food allergy, training of staff, availability of on site medical equipment for quick response to life-threatening allergic reactions, and such other guidelines to allow students with life-threatening allergies to participate fully in school activities.

It is the expectation that specific building-based guidelines/actions will take into account the health needs and well-being of all children without discrimination or isolation of any child. Open and informative communication is vital for the creation of an environment with reduced risks for all students and their families. Recognizing that it is not possible to eliminate all possible exposures, these guidelines also encourage age appropriate student education and self-advocacy. In order to assist children with life- threatening allergies to assume more individual responsibility for maintaining their safety as they grow guidelines will shift as children advance through the primary grades and through secondary school.

II. Purpose

The purpose of these guidelines is to minimize the risk of exposure to food allergens that pose a threat to Cloquet Public School students and to educate the school community about life-threatening food allergies. In furtherance of this goal, these guidelines are provided to assist building administrators to better understand food allergies and related concerns. Each District school will:

1. Establish a building-based general Medical Emergency Plan that includes a Life-Threatening Allergy Medical Emergency Plan based on a sample plan included in Appendix A.
2. Develop and implement an Individual Health Care Plan (IHCP) for students with diagnosed life-threatening allergies, based on medical documentation as appropriate for individual student needs and circumstances.
3. Implement annual life-threatening allergy and epinephrine auto-injector training for appropriate staff.
4. Restrict and/or control the use of food during the school day, as appropriate at the individual school building level based on student needs.

III. Parent/Guardian Responsibility

1. Notify the school nurse and principal of your child's allergies prior to the opening of school each year (or immediately after enrollment or a diagnosis).
2. Provide the school nurse with medical documentation from your licensed health care provider with medication orders before your child enters school.
3. Deliver/provide approved medications in proper containers to the school nurse on the first day your child enters school and maintain a non-expired supply in the Health Room for the duration of the school year.
4. No later than the first day your child enters school; provide the school nurse with a list of foods and/or ingredients that could cause a life-threatening or other allergic reaction.
5. Meet with the school nurse and other school staff to develop an Individualized Health Care Plan (IHCP) and Allergy Action Plan (AAP) and provide annual updates on your student's health status. This plan may include a mechanism for ongoing communication with school staff.
6. Schedule a meeting with the classroom teacher (grades K-5) to review the IHCP.
7. Educate your child in the self-management of their allergy as age appropriate, including: safe and unsafe foods, strategies for avoiding exposure to unsafe foods, symptoms of an allergic reaction, how and when to tell an adult they are having an allergy-related problem, and how to read food labels.
8. Consider purchasing a medical alert bracelet/necklace and encourage your child to wear it at all times.
9. Provide the school with safe snacks to be used if stipulated in the IHCP. Provide a nonperishable lunch to keep in school in case your student forgets lunch one day.
10. Investigate field trip destinations for potential issues (exhibits, activities) that may pose a risk, and inform your child's teacher if you have any concerns.
11. Participate in training and education in the classroom, as needed.
12. Provide the school administration and nurse with updated emergency contact information.

IV. School Administrator/Designee Responsibility

1. Establish a basic Medical Emergency Plan for the building for use in any medical emergency (see Section II, #1).
2. Ensure that an IHCP for each child with a life-threatening allergy is created and implemented.
3. Monitor satisfaction of cleaning protocol for classrooms, cafeteria, and other areas in the building.
4. Establish a procedure for how and when school staff should communicate with the main office and school nurse in the event of an emergency. This procedure should include guidelines for all school staff, coverage plans for the teacher and the nurse, and specific equipment to facilitate communication.
5. Adopt and maintain a no sharing/no trading food rule (Grades K-5).
6. Teach students and staff proper hand washing techniques and encourage students to wash hands before and after eating (Grades K-5).
7. Minimize the use of food in classroom with the exception of healthy snacks brought from home for personal consumption of the student. Principals are encouraged to look for ways that don't involve food to celebrate and honor student achievements and milestones. School personnel should not use food as a reward/incentive or consequence for misbehavior.
8. Designate responsibility for giving advance notice to a parent and school nurse, as stipulated in the IHCP, of any school activity or project that requires the use of food.
9. Limit/Discourage the use of food for curriculum instruction if at all possible. If food is used, notify parents and school nurse in advance as stipulated in the IHCP (Grades K-5).
10. Prohibit consuming food on routine school bus routes. Food may be allowed on longer trips with appropriate supervision by school personnel and for students with special health needs requiring the consumption of food at non meal times.
11. At the elementary level, provide guidelines for monitoring snack and lunch:
 - a. Send a letter to parents stating that food other than lunches and healthy snacks intended for student's own consumption not be brought into schools (except for special circumstances, such as the student who requires snacks at regular intervals due to a health condition);
 - b. Establish within cafeterias eating areas/designated tables for the consumption of specific foods, as needed;
 - c. Have the flexibility in grouping students during the lunch period to limit exposure to potential allergens, and;
 - d. Eliminate specific potential allergens, if necessary, to protect food allergic students.
12. Request that the school nurse provide an annual educational program for building staff on life-threatening allergies in the classroom if there are students with life-threatening allergies in the building that school year. These training sessions for all school staff should be conducted as soon as practical each school year. Training will include a review of the signs and symptoms of anaphylaxis and the proper use of the

epinephrine auto injectors and will emphasize the importance of prevention, risk reduction and early recognition of an allergic reaction and timely use of epinephrine.

13. As appropriate, establish an emergency plan for field trips that includes how to activate EMS and who carries and administers epinephrine auto injectors. Classroom teachers will ensure that staff trained in the administration of an epinephrine auto injector attend field trips with food allergic students.
14. Practice emergency Life-Threatening Allergy Medical Emergency Plan/Medical Emergency Plan with appropriate school staff. Ensure that at least 3 people in the building are trained in epinephrine auto-injector administration, including the student's teachers, if appropriate. Ensure contingency plans are in place in the event of teacher or school nurse absence.
15. Inform outside organizations using school buildings of the District's mandatory guidelines regarding proper cleaning and sanitation expectations after use of facility.

V. School Nurse Responsibility

1. Develop an IHCP, corresponding Allergy Action Plan (AAP) and Medication Administration Plan with parents/guardians and a multidisciplinary school team (when appropriate) prior to school entry or at the first opportunity following a new diagnosis of a life-threatening food allergy.
2. Arrange for periodic review of IHCP, at least annually.
3. Maintain open and frequent communication between home and school.
4. Remind parents to review IHCP with student. Meet with student individual to review IHCP.
5. Communicate these plans to school staff that have a "need to know".
6. At the beginning of each school year, provide education and training of all school staff to review the signs and symptoms of anaphylaxis and epinephrine auto-injector administration.
7. Conduct in-service training and education for appropriate staff, including field trip designees, regarding an individual student's life-threatening allergies, symptoms, risk reduction procedures and emergency procedures, as described in their IHCP and AAP.
8. Maintain a list of students who require epinephrine auto injectors for allergic reactions in the Health Office. IHCPs and AAPs for those students will be available in their health records and in Substitute Manuals.
9. Provide parents/students with information on the availability of medical alert identification.

VI. Food Services Manager Responsibilities

1. Attend training if required by the student's individual health care plan.
2. Follow safe food handling practices to avoid cross contamination with potential food allergens.

3. Follow cleaning and sanitation protocol and safe food handling practices to avoid cross-contamination.
4. With parental approval, set up procedures for cafeteria regarding food allergic students.
5. After receiving the IHCP, and in accordance with guidance from Cloquet School Food and Nutrition Services, make reasonable modifications, as feasible, for meals served to students with food allergies.
6. Respond appropriately to all complaints/concerns from any student with a life-threatening allergy, including allowing student to see school nurse if complaining of any potential symptoms.
7. Providing meals to students without disabilities: Schools may, at their discretion, make substitutions for individuals who are not disabled as defined in regulations but are unable to consume the same meal because of medical or other special dietary needs. Such substitutions may be making on a case-by-case basis when supported by a medical or a diet statement signed by a recognized medical authority.
8. Providing special diet/meals to children with disabilities: The school food service is required to offer special meals, at no additional cost, to children whose disability restricts their diet as defined in USDA's nondiscrimination regulations, 7 CFR Part 15b. (Medical Statement for Children with Disabilities)
 - a. If a child's IEP includes a nutrition component, the school should ensure that school food service managers are involved early on in decisions regarding special meals or modifications.
 - b. The school food service is not required to provide meal services to children with disabilities when the meal service is not normally available to the general student body, unless a meal service is required under the child's IEP
 - c. For example, if a school breakfast program is not offered, the school food service is not required to provide breakfast to the child with a disability, unless this is specified in the child's IEP.
 - d. Children with disabilities who require changes to the basic meal (such as special supplements or substitutions) are required to provide documentation with accompanying instructions from a licensed physician.
 - e. This is required to ensure that the modified meal is reimbursable, and to ensure that any meal modifications meet nutrition standards which are medically appropriate for the child.

VI. Classroom Teachers

1. Classroom teachers and paraprofessionals will be educated about food allergies for the students within their classroom(s) and/or designated areas. This training shall include training with the epi-pen as the school nurse deems is appropriate.
2. Hand washing techniques for the students, before and after eating will be taught by the school nurse and reinforced by the classroom teacher.

3. Teachers will check to make sure that parents in the classroom are notified that there is a student with a severe or life threatening allergy (grades k – 5) and what steps should be taken to limit allergic reactions by that student.

VII. Cafeteria Paraprofessional/Aid

1. Attend training according to the student's individual health care plan.
2. Follow safe food handling practices to avoid cross contamination with potential food allergens.
3. Follow cleaning and sanitation protocol to avoid cross-contamination and thoroughly clean all tables, chairs and floors after each meal.
4. Provide a clearly labeled allergen free table for students if required by an IHCP.
5. Respond appropriately to all complaints/concerns from any student with a life-threatening allergy.

VIII. Student's Responsibility

1. Do not trade food with others.
2. Wash hands before and after eating.
3. Do not eat anything with unknown ingredients or known to contain any allergen.
4. Be proactive in the care and management of their food allergies and reactions based on their developmental level.
5. Notify an adult immediately if they eat something they believe may contain the food to which they are allergic, and/or if they believe they are having any symptoms of an allergic reaction.

IX. Transportation Staff Responsibility

1. Provide a representative for school team meetings to discuss implementation of a student's IHCP, as appropriate.
2. Provide annual training for all school bus drivers on managing life-threatening allergies.
3. Provide functioning emergency communication device (e.g. cell phone, two-way radio, walkie-talkie or similar device).
4. Know how to activate Emergency Medical Services (EMS).
5. Maintain a policy of not permitting food to be eaten on school buses on routine bus trips.

Source: ***The School Food Allergy Program, The Food Allergy and Anaphylaxis Network (FAAN), 10400 Eaton Place, Suite 107, Fairfax, VA 22030-2208, Telephone 1-800-929-4040, www.foodallergy.org***

REFERENCES

ANAPHYLAXIS: "Preventing Life-Threatening Food Allergy Emergencies in Schools: A Resource for School Nurses and Administrators",
<http://www.asthmaandallergies.org/Anaphylaxis.htm>

Formanek, R. Jr. (2001). *Food Allergies: When Food Becomes the Enemy*. Federal Food and Drug Administration. http://www.fda.gov/fdac/features/2001/401_food.html

Managing food anaphylaxis at school requires emergency plan.
http://www.schoolhealth.org/food_allergies.htm

Managing Life Threatening Food Allergies in Schools (2002). Massachusetts Department of Education, 350 Main Street, Malden, Ma 02148, Telephone 1-781-338-3000,
<http://www.doe.mass.edu>

Life Threatening Food Allergies Guidelines (May 2004), Newton Public Schools, Newton, Massachusetts, <http://www.newtonpublicschools.com/Documents/Policies/040510-LifeThreateningFoodAllergiesGuidelines.pdf>

A Principal's Guide to Children's Allergies, a publication of the National Association of Elementary School Principals, September 1999. <http://www.naesp.org/comm/p099a.htm>

The School Food Allergy Program, The Food Allergy and Anaphylaxis Network (FAAN), 10400 Eaton Place, Suite 107, Fairfax, VA 22030-2208, Telephone 1-800-929-4040,
www.foodallergy.org

Legal References:

- Section 504 of the Rehabilitation Act of 1973
- The Individuals with Disabilities Education Act (IDEA)
- Americans with Disabilities Act of 1990 (ADA)
- National School Lunch, School Breakfast and Child and Adult Care Food Program Regulations 1988

Revised: Under Review 4/9/12

**DISTRICT POLICY #536 –
CLASSROOM/HOMEROOM PLACEMENT GRADES K-6**

I. PURPOSE

This policy is to describe the process for how the District places students in classrooms for grades K - 5 or in homerooms for grade 6. The District has outstanding teachers who pay close attention to the individual educational, social, and emotional needs of our students. A great deal of thought and time goes into placing children in classes each year. The schools' administrators and staff will take care to assure that each child is placed in a learning environment where they will be most successful. The District will use several factors when completing student placements.

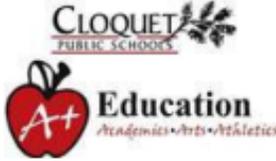
Placement Considerations:

1. Every spring, usually in May, teachers and administrators reflect about our students and how to make classroom placements for the upcoming year. As these placements are made, the understanding is that, as enrollments and other factors change throughout the summer, adjustments may need to be made.
2. Teams of regular classroom teachers, specialist teachers, and administrators meet to determine placements by considering several factors such as the following:
 - a. Balancing numbers of students;
 - b. Balancing academic ability;
 - c. Balancing numbers of boys and girls
 - d. Balancing ethnic diversity to promote multi-cultural and understanding;
 - e. Balancing classes socially to reduce peer conflicts and to encourage new friendships.
 - Considerations will be made to divide current classroom assignments equally among new classroom assignments.
 - f. Balance of learning styles
 - g. Parental requests will be considered, according to this policy, but parental requests are not guaranteed and will not take precedence over the above classroom balancing considerations.

OR
 - h. The Cloquet School District will no longer accept parent requests as of May 1st. Parents who feel that they have additional information about their child that is important to consider while making placements may talk this over with the principal OR Parents who feel that they have additional information about their child that is important to consider while making classroom placement decisions may submit these considerations to their principal's office by the end

of April on the form at the end of this policy.

3. Principals will review final the classroom lists for making any additional considerations or changes. Principals will consult with one another for placement of newly enrolled students during the regular school year or during the summer months.
4. Parents will be notified of classroom placements before the start of the new school year. The District will not release class lists in the spring, as adjustments may have to be made during the summer as enrollments and class configurations may change.
5. There are times when, in order to balance the classroom numbers, students will have to be transferred from one elementary school to another. Efforts are made to limit these transfers, but the transfer of students may be unavoidable. In such instances, principals will ask for volunteers. If classes cannot achieve appropriate balance (see item # 2 above) through volunteer transfers principals will notify parents who will need to transfer their children to another elementary school.



Cloquet School District Student Information Sheet for Classroom Placement

Due Date: (Determined by building principal)

Student's Name _____ Student's School _____

Student's Grade for the Upcoming School Year _____

Parent(s)/Guardian(s) Contact Information

Name (s) _____

Address _____

Home Phone _____ Work Phone _____ Other Phone _____

List your child's strengths. Be as specific as possible.

List any areas of concern you have academically about your child.

Please explain what style of teaching/classroom environment works best for your child.

Are there any other student(s) you would prefer your child not to be with in an assigned classroom? You need to name the student(s) and reason.

Is there anything additional you would like to share about your child?

Classroom/Teacher Preferences

Both first and second choices must be completed before this request will be considered. Preference is not a guarantee of placement.

First Choice _____ Second Choice _____

INFORMATION SHEETS NOT FULLY COMPLETED WILL BE RETURNED TO THE PARENT

Appendix E – Bullying Prohibition Policy
Cloquet School District Schools – District Policy #514

ADOPTED: 6/23/14, 2/14/11, 3/12/07
REVISED: 5/9/22, 6/23/14, 2/14/11, 3/12/07

514 – BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with 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, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student’s act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

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

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

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

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

III. DEFINITIONS

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

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 - 1. An actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or

2. Materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. The term, “bullying,” specifically includes cyberbullying as defined in this policy.
- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
 1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these

locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters.

The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the

bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable

statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See School District Policy 506) and other applicable school district policies; and applicable regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. A summary of this policy shall be included in employee handbooks,

training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

- B. The school district shall require ongoing professional development, consistent with Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. The incidence and nature of cyberbullying; and
 - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See School District Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and a summary of this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

VIII. POLICY REVIEW

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

Legal References:

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
- Minn. Stat. § 120B.232 (Character Development Education)
- Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
- Minn. Stat. § 121A.031 (School Student Bullying Policy)
- Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
- Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.69 (Hazing Policy)
- Minn. Stat. Ch. 124E (Charter School)
- Minn. Stat. Ch. 363A (Minnesota Human Rights Act) 20 U.S.C. § 1232g et seq. (Family Educational Rights and Privacy Act) 34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References:

- 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 423 (Employee-Student Relationships)
- MSBA/MASA Model Policy 501 (School Weapons Policy)
- 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 521 (Student Disability Nondiscrimination)
- MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination 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 529 (Staff Notification of Violent Behavior by Students)
- 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)

CHURCHILL
ELEMENTARY
SCHOOL
PARENT HANDBOOK
2023 – 2024

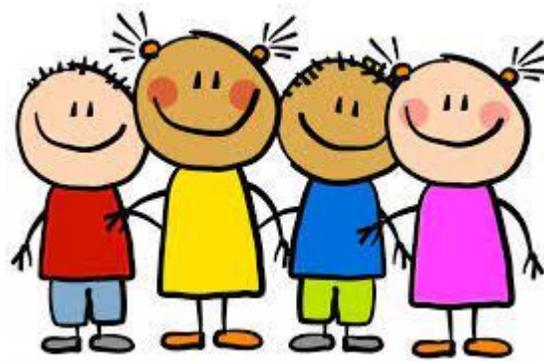


TABLE OF CONTENTS

Letter of Welcome	1
ISD #94 Mission & Philosophy.....	2
Statement of Nondiscrimination.....	2
Protection from Hazardous Substances.....	3
Open Enrollment	3
Religious, Racial, Sexual Harassment and Violence	3
Churchill Elementary School Staff.....	4-5
Churchill School Name	6
School Hours	6
Compulsory Attendance	6
Homebound Instruction.....	6
When Your Child is Ill	6
Accidents at School	7
School Discipline	8
Churchill Rules of Behavior – Grades K-4.....	8
Playground Rules.....	9
Bullying Policy	9
School Behavior Violations.....	10
Weapons Policy	10
Remedy Room	10
Smoking Tobacco	11
Violence/Aggression	11
Alcohol/Drug Policy.....	11
Telephone Use	11
Fourth “R” Responsibility.....	11
School Buses.....	12
Bus Conduct	13
Breakfast Program.....	14
Lunch Program	14
Emergency School Closing.....	15
School Patrol	15
Support Services.....	15
School Library/Media Center	16
Special Education Specialists.....	17
School Supplies.....	17
Appropriate Clothing.....	18
Inappropriate Clothing.....	18
Noon Recess.....	18
Conferences	19
Visitors.....	19
Field Trips	19
Photo Permission	19
Students Bringing Guests	20
Birthdays	20
“Partners in Education” (PIE)	20

PIE Mission Statement	20
Lost and Found	21
Money, Valuable Items, Toys, Cell Phones, Other Items Not Allowed in School	21
Solicitations/A-Thons	21
Data Privacy Policy	22
Textbooks/Library Books.....	23
Cell Phones.....	23
Video Games	23

DISTRICT POLICIES

- Student Attendance, Policy #503 – Appendix A
- Pet Policy, Policy #614 – Appendix B
- District Food Allergy Policy, Policy #716 – Appendix C
- Disease Prevention/Pandemic Procedures, Policy #717 – Appendix D
- Protection and Privacy of Pupil Records, Policy #515 – Appendix E
- Modified Wednesday Schedule, Appendix F
- Bullying Prohibition Policy, Policy #514 – Appendix G
- Visitors to Schools, Policy #903 – Appendix H

Dear Churchill Parents and Guardians,

A sincere welcome to Churchill Elementary! At Churchill, parent involvement is of the utmost importance. As principal, I welcome the opportunity to be PARTNERS IN EDUCATION. This means we will work together in helping each child reach their potential as well as improve areas in need.

Student learning and behavior go hand in hand. At Churchill, productive social skills are taught to help children be successful in social situations in which they are faced with daily. Clear expectations for appropriate behavior are communicated and reinforced with Churchill students. Our goal is to continue to provide a safe environment where children will thrive. Please carefully review our discipline policy as well as our policy on weapons, drugs, and harassment.

As PARTNERS, your feedback, suggestions, and comments are welcomed. Please take the opportunity to connect with me sometime this school year. I look forward to the opportunity of discussing your child's education or to just say "Hi."

Sincerely,

A handwritten signature in cursive script that reads "David F. Wangen".

David Wangen
Principal

MISSION

Linking school and community to provide quality lifelong learning and success for all.

PHILOSOPHY

We believe the educational process must empower all students with the knowledge base, interpersonal skills, reasoning power, and foundation for lifelong learning enabling them to function to the best of their abilities in a complex, multi-cultural and changing global society.

We believe quality education is research based, founded on sound curriculum, facilitated by excellent staff, arises from high expectations, demands demonstrated achievement and embraces the belief that all learners can be successful.

We believe self-motivated learning and personal achievement nurture self-esteem, character and creativity in all learners.

We believe the school environment must value cultural diversity, and foster interpersonal respect, caring attitudes, and positive learning experiences for all.

We believe it is the responsibility of the community, and tribal community, including parents and non-parents, business and industry, religious and social agencies, in cooperation with the educational system to support all students in their efforts to learn.

We believe appropriate technology employed in learning, teaching, and management strategies empowers students and staff to better function in an increasingly technological society.

STATEMENT OF NONDISCRIMINATION

It is the policy of Independent School District #94 to comply with federal and state law prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person in the school district shall on grounds of race, color, national origin, creed, religion, sex, sexual orientation, marital status, age, status with regard to public assistance, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program, or activity for which the school district is responsible.

Inquiries regarding compliance with Title IX may be directed to the School Superintendent, (879-6721), to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C., or to the Commissioner of Human Rights, 200 Capitol Square Building, St. Paul, Minnesota 55101.

PROTECTION FROM HAZARDOUS SUBSTANCES

All I.S.D. #94 buildings are monitored for the presence of potentially toxic substances. These reports are maintained at the District Office, 302 - 14th Street, and are available to the public upon request.

OPEN ENROLLMENT

The State of Minnesota allows parents to apply to have their children attend the school district of their choice. Applications for the school year must be made by January 15 of the preceding year in order to be considered for open enrollment. Applications are available in the district office or on the Cloquet District Website www.isd94.org

RELIGIOUS, RACIAL, SEXUAL HARASSMENT AND VIOLENCE

It is the policy of I.S.D. 94 to maintain learning and working environment that is free from sexual harassment and violence. Sexual Harassment is defined as unwelcomed sexual contact and other verbal or physical conduct or communication of a sexual nature when submission is a term or condition of employment or education. Religious and Racial Harassment consists of physical or verbal conduct which is related to an individual's race or religion and creates an intimidating hostile or offensive working educational environment. For a complete copy of the policy, please contact the school.

Victims of alleged sexual harassment and third persons with knowledge or belief of sexual harassment are to report the alleged act to his/her building principal, superintendent, or the District Nurse. Disciplinary action will be taken against any student or employee found to be sexually harassing.

CHURCHILL SCHOOL STAFF

Principal David Wangen
Secretaries..... Mary Borden
..... Melissa Schmitz
Health Assistant Honah Rockenstein
District Nurse Katie Bailey

D.C.D. Teacher Kennedy Houge

Paraprofessionals Debbie Antila
..... Gari Jo Bieri
..... Mason Brenner
..... Rachel Godnai
..... Grant Hall
..... Allison Jerde
..... Marcia Johnson
..... Kara Lindstrom
..... Anne McBride
..... Stacey Price
..... Kassandra Reller
..... Lori Strand

Developmental Kindergarten Teacher-Early Fives Elinor Cich

Kindergarten Teachers Crystal Jordan
..... Shannon Kackman
..... Christina McMahon
..... Beth Nelson

Grade 1 Teachers Lisa Berube
..... Ashlee Lennartson
..... Brenda Niemi

Grade 2 Teachers Chris Esse
..... Alyse Lafontaine
..... Martha Mitchell

Grade 3 Teachers Chelsea Durand
..... Rick Sievert

Grade 4 Teachers Jessica Gagne
..... Ashley Keppers
..... Courtney Olin

Speech Teacher Christine Fairbanks

Multi-Categorical Special Education Teachers Nicole Belpedio
..... Heidi Berg
..... Katherine Ringer
..... Brenda Taray

Title 1 Teachers Jane Acheson
..... Linnea Barto

Intervention Teachers.....Leah Carlson
..... Jennifer Kolodge

Counselor Sarah Lemae

School Social Worker.....Don Gentilini

Psychologist.....Stephanie Gibson

Physical Education Heidi Anderson
..... Heidi Mattinen

Art Teacher.....Amanda Sales

Music Teacher.....Regina Roemhildt

Media Specialist / Gifted & Talented Heather Johnson
Media Para..... Allison Jerde

Indian Education Teacher..... Phil Beadle
Indian Education Elizabeth Barra
..... Tonia Meyers

C.O.T.A. Laura Olson

Computer Lab Para..... Chris O'Hara

Kitchen April Isaacson
..... Vanessa Johnson
..... Sue Langley

Custodian Matt Montgomery
Building Cleaners.....Al Clairmont
..... Marlyn Ninneman
.....

CHURCHILL SCHOOL NAME

Churchill Elementary School, built in 1962, enlarged in 1988, and enlarged again in 1992, and 2003. The school is named after E. C. Churchill. Mr. Churchill served as superintendent of the Cloquet Public Schools from 1948 until he died, Sept. 15, 1961.

SCHOOL HOURS

Churchill School Grades K-4 start at 8:15 and the students are dismissed at 2:55, leaving school shortly thereafter. A modified Wednesday schedule will dismiss students from school at 2:25 each Wednesday.

Students are not to arrive prior to 8:00. Students arriving on early buses may wait until 8:00 in the cafeteria or on the playground. Staff are not on supervision duty until 7:45. Breakfast is available for all students starting at 7:45. Tardy students should report to the office before going to their rooms. Only students with parent and teacher permission may remain after school.

For your child's safety, all school doors will be locked at the start of the school day. Parents and family members will be expected to check in at the school office before entering the school.

COMPULSORY ATTENDANCE

State law requires that all children between seven and sixteen, mentally and physically fit, must attend school every day that school is in session. No child can be excused from compulsory school attendance until after completion of the tenth grade or age 16. In the best interests of the students, we strictly enforce this attendance law. Parents of children enrolled at Churchill are responsible for getting their children to school every day unless they are seriously ill. If attendance is a concern, parents will be requested to meet with our **Attendance Review Board** to resolve the issue. See Appendix A.

HOMEBOUND INSTRUCTION

If a child is or will be absent from school for more than fifteen consecutive days as the result of a serious accident or illness, he or she may be eligible for homebound instruction. Contact the principal for more information.

WHEN YOUR CHILD IS ILL

At Home

Although good school attendance is important for learning, please keep your child at home when she/he is too ill to function properly or when she/he could place other students at risk of contracting the illness.

We occasionally have students who will feign illness to not attend school and, in this case, keeping him or her at home would not be in your child's best interest. Please call the principal if there is a problem like this.

PLEASE CALL SCHOOL IN THE MORNING WHEN YOUR CHILD IS ABSENT SO WE KNOW SHE/HE IS SAFE AT HOME.

At School

If your child should become sick at school, we will allow him/her to rest on one of our cots. If no improvement is seen, we will notify you, using the telephone numbers provided in your child's Census Verification Report.

Please keep the Census Verification Report up to date. Notify the school if there are any changes. We have a school health assistant whose responsibility it is to keep all our students as healthy as possible. Please call her with specific questions.

Medication

There is a **State Law** regarding the dispensing of medication in school. According to this law, "**Administration of medication by school personnel must only be done according to the written order of a licensed physician and written authorization of a parent.**" Forms are available in the health office.

WHAT THIS MEANS TO YOU: If your child needs to take a prescription OR non-prescription medication at school the following is necessary:

1. Bring the medication to school in the original container.
2. Complete the "Authorization to Administer Medication Form" with both physician and parent authorization OR send a note from both a parent and the prescribing physician.
3. If the student must bring the medication – please put the original bottle in a sealed envelope with the # of pills written on the outside of it.

If possible, the medication should be taken at home. As always, feel free to call Katie Bailey, the school nurse, at 879-3308 ext. 4104 if you have any questions.

OUR SCHOOL WILL NOT PROVIDE MEDICATIONS OF ANY KIND

ACCIDENTS AT SCHOOL

If your child is seriously injured at school, you and the school nurse will be notified. If emergency treatment is needed and we cannot contact you, we will notify your family physician or take the child to the hospital.

SCHOOL DISCIPLINE

The Churchill Staff believes very strongly that our students must learn basic rules of societal living and that they should understand the consequences of following or not following these rules. We appreciate and need family cooperation in emphasizing these rules as we implement Positive Behavior Intervention System. Students are expected to follow our hallway voice expectations of a ZERO Voice level in our hallways.

Individual classroom teachers have their own discipline plan which will be explained to you by them.

The all-school Discipline Plan is in effect on the playground, in the cafeteria and other all-school locations (hall, lavatories) in addition to classrooms.

Please review the **School Rules and Bus Rules** with your children.



CHURCHILL RULES OF BEHAVIOR - GRADES K-4

1. Treat others with respect, dignity and equality.
 - A. Keep hands and feet to selves.
 - B. Use appropriate language - no swearing, name calling, put downs, or talking back.
2. Treat property with respect.
3. Objects are not to be thrown harmfully.
4. Play in designated areas and according to playground rules.
5. No bullying.

PLAYGROUND RULES

To encourage injury-free play, Churchill staff has the following rules for the park and playground:

1. Play in a way that is safe for self and others.
2. Swing: Sit only. No jumping off while swinging.
3. Baby swings are off limits.
4. Slide: Only go down slides, not up – feet first.
5. No tackle football.
6. No throwing rocks.
7. No food unless for class picnic.

Not following playground rules results in a violation.

Bullying Policy

Bullying will not be tolerated. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well. The building principal is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. Further information about the school district's response to preventing bullying can be found in School District Policy #514.

SCHOOL BEHAVIOR VIOLATIONS

Students will receive a minor school violation for not following playground or bus rules, poor language, inappropriate touching (including pushing), improper use of property, failure to follow directions, and other violations of school behavior guidelines. If similar or other behavior continues, a Remedy Room visit will be scheduled to proactively teach alternative behavior.

Students will receive a major school violation for intent to cause injury, swearing, insubordination, inappropriate gestures, damage to property, stealing, serious bus violations, or other violations of school behavior. A family meeting could be called between family and school personnel to help correct the behavior.

WEAPONS POLICY

Possession of a weapon will result in all of the following:

1. An initial suspension of up to five (5) days;
2. Confiscation of the weapon;
3. Contact made with the police department, and
4. A recommendation to the Superintendent that the student be expelled.

"Possession" refers to having a weapon on one's person or in an area subject to one's control on school property, or at a school activity, or on vehicles used to transport students.

"Weapon" means any firearm, whether loaded or unloaded; any device or instrument designed as a weapon, or through its use capable of threatening or producing bodily harm or death; or any device or instrument that is used to threaten or cause bodily harm or death, including handmade items. Some examples of weapons include but are not limited to the following: guns (including pellet guns, **look alike guns** and non-functioning guns that could be used to threaten others), knives (**pocketknives included**), clubs, metal knuckles, num-chuks, throwing stars, explosives, stun guns, and ammunition. A student, who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office, shall not be considered in possession of a weapon.

REMEDY ROOM

Churchill School offers our student a Remedy Room. This room helps provide alternative behavior solutions, replacement behavior, problem solving and action plans to help our students be the most productive behaviorally and academically as possible. A school social worker is available daily in our Remedy Room.

SMOKING AND TOBACCO

Cloquet Public Schools, as of August 1987, are Tobacco Free Schools. As of August 1989, this also extends to **all school grounds**. Students are not to smoke or to carry cigarettes or tobacco in school or on school grounds. If using tobacco, the student will be suspended from school and will receive five (5) days noon detention.

VIOLENCE - AGGRESSION

If it appears that a child has created an immediate and substantial danger to persons or property around him or her, he or she will be suspended from school at once. Parents will be called to come into school. This includes threatening with a weapon. If the incident is deemed dangerous, the police will be called. Repeated acts of aggression will result in suspension from school. Threats either written or verbal will be considered as serious.

CHURCHILL ALCOHOL-DRUG POLICY

No student shall possess or consume alcohol or illegal drugs* or simulations of illegal drugs during the day, on school property or at any school activity, or come to school after having used alcohol or an illegal drug. Violators of this policy will be suspended from school for at least one full day, his/her parents will be notified, and police will be notified. The student will serve five (5) days of school noon detention. A chemical use evaluation may be required.

*Includes prescription drugs not prescribed for the student or over-the-counter drugs taken without written parental permission.

TELEPHONE USE

Student use of the phone is limited to matters affecting their health or safety. **Any arrangements for visiting friends after school, etc., must be made prior to arrival to school.** Student Phone Use - see page 25.

THE FOURTH "R" RESPONSIBILITY

One of our goals at Churchill that we are sure we share with parents is to develop in each child a sense of responsibility. This year, as in the past, we are going to stress this goal. Students are encouraged to remember to bring to school all that they need for the day. Students who forget may not call home or ask someone to bring items unless it is needed for their health or safety. It helps at home if the child has a special place to put his/her things to organize belongings.

SCHOOL BUSES

The Cloquet Schools contracts with the Cloquet Transit to provide transportation for eligible students. It is our shared goal to provide safe, efficient transportation within the budget restrictions. With state budget limitations on transportation funding, we are forced to consolidate and simplify routes wherever possible.

Bus Routes

Cloquet Transit 218-879-1291

Pick-up times vary, especially as weather changes, so be sure to have your child waiting at the designated location several minutes prior to that listed on the schedule. Our buses will not wait for late students.

Transfers

Many of our Churchill students transfer buses at the Middle School. At first, this can be confusing for our young people so please have a name tag with bus information on your child for the first several days of school.

Behavior

On our school buses, safety is of primary importance. Our rules are designed to ensure safety. Students are to **REMAIN IN SEATS, NO SHOUTING OR SWEARING, NO THROWING OF ITEMS AND NO PHYSICAL AGGRESSION TOWARD OTHERS OR PROPERTY.**

Violations for inappropriate behavior will be issued and will be sent to the Churchill office. A copy will be sent home with the child.

Bus violations count as school violations and school consequences are the same. IN ADDITION, students who violate bus rules will be suspended from riding the bus.

Bus violations are not subject to the eight-week forgiveness clause and will accumulate through the year.



CLOQUET TRANSIT COMPANY

- CONTACT: DINA KOICHEVAR
- PHONE NUMBER: 218-879-1291

CLOQUET PUBLIC SCHOOLS
PENALTIES
BUS CONDUCT REPORTS

I. VIOLATIONS

A. MINOR CONDUCT VIOLATIONS

Pushing/tripping
Shooting/throwing objects
Not following Bus Driver's instructions
Littering
Verbal Harassment
Loud Noises
Out of Seat
Bullying

B. MAJOR CONDUCT VIOLATIONS

Assault/fighting
Gross insubordination
Possession of drugs, alcohol, tobacco
Destruction of property
Possession of weapons or use
Sexual harassment
Bullying

II. PENALTY (K-4) (IN ADDITION TO SCHOOL PENALTIES)

MINOR VIOLATION

1ST OFFENSE - Warning + assigned bus seating 3 to 5 days.

2ND OFFENSE - Up to 5 days' suspension of bus riding privilege.

3RD OFFENSE - 2 to 5 days' suspension of bus riding privilege.

4TH OFFENSE - 10 days' suspension of bus riding privilege + parent, student, bus driver, principal conference.

MAJOR VIOLATIONS: GO DIRECTLY TO 3RD OFFENSE PENALTY

Riding a bus other than assigned.

We always have requests for students to ride a bus to a birthday party, scouts, or lessons. Our buses this year will be at capacity. If arranging for your child to ride a different bus, please call Cloquet Transit at 879-1291, and send a signed note that your child has permission. All bus notes must be verified at the office.

Carrying large items on bus

Large items such as toboggans, sleds, etc. are not to be carried on the bus. These can be hazardous to other students. Please make other arrangements if your child is asked to bring a sled or other large item to school.

BREAKFAST PROGRAM

Breakfast is available to students who wish to eat at school. The meal will be served between 7:50 and 8:15 in our cafeteria. Please note, milk a la carte (served alone) is a fee of 50 cents per the Food Services Policy.

LUNCH PROGRAM

Hot Lunch

Our district hot lunch program provides balanced nutritional meals for our grades K-12 students. The menu, given to each child at the beginning of each month, is planned using federal standards.

Students are encouraged to eat the food on their tray. They do not have to take all food items offered, however, if the child won't eat an item on the tray, we prefer that he/she not take it.

Our lunch period is 45 minutes which includes time outside before eating. Students may take as long as they wish to eat, within reason. We do let those who are finished leave the cafeteria after 10-15 minutes.

Meal Accounts

Each student will receive one free breakfast and lunch each day. Please help the district earn additional funding for programs by completing a free or reduced application and provide any required documentation. Meal accounts can be updated if students would like an extra milk.

Cold Lunch

Students may bring their own lunch to school and may buy milk. Please see that your child's name is on the lunch box, water bottle and/or thermos. Please note, milk a la carte (served alone) is a fee of 50 cents per the food services policy.

Food Waste

We have a problem with waste of food in both hot and cold lunch. Please discuss menus with your child to avoid food waste and to ensure your child has enough food to eat.

Share Table - NEW

Churchill has a share table where any unopened milk, juice, and packaged items may be placed in the small refrigerator to help reduce waste and feed those students who still might be hungry.

EMERGENCY SCHOOL CLOSING

BEFORE SCHOOL:

During severe winter storms or other serious emergency situations, when the superintendent deems it unsafe for our buses to run, school will be closed or will start late. Our official radio station for school closings is KDAL 610 AM. Please listen in the morning when weather looks severe. Other stations that may report school closings are 95.7 FM (96 Lite), WKLK at 12.30 AM or 96.5 FM. Duluth TV Stations also broadcasting school closings or late starts. The Cloquet School District Website also provides information on school closings. A phone text or email will also be sent from the District Office regarding school closings or early dismissal.

DURING SCHOOL:

When serious storms develop during the school day and the superintendent feels it would be better to send students home early, the radio stations will relay this information. It is crucial that your child know where to go if this situation arises, so we are not sending him or her to a locked or empty house. Discuss ahead of time with your child a safe alternative if no one is at home. **Parents will also be notified by the district emergency call system.**

SCHOOL PATROL

All students who walk to Churchill and/or who cross streets by school are to cross with the Patrol. Our School Patrol is made up of responsible fourth grade students who have been trained in how to cross students safely.

The patrol members are on duty from 7:50-8:10, and from 2:50-3:10 each school day. If you drive your child to school, please drop him or her off at the playground/park area and have him or her cross with the patrol at the intersection. **DO NOT PARK IN THE HANDICAP BUS LOADING ZONE. DO NOT DRIVE IN THE BUS LOADING ZONE OR DROP YOUR CHILD OFF IN THE STAFF PARKING LOT.**

SUPPORT SERVICES

Our school district has a large support staff who provides services for students beyond those received in the regular classroom.

Media Specialist - All K-4 students at Churchill meet one out of eight days with the Media Specialist in our library.

Music Teacher - Students in grades 1-4 at Churchill have 25-minute music class six days out of eight.

Physical Education Teacher - All K-4 students have a physical education class seven days out of eight.

Nurse - Available part-time and on call. She also schedules regular vision and hearing checks in October.

Counselor - Meets with parents and students in crisis situations, helps with behavior programs, consults with staff, conducts direct counseling sessions for students who are referred, and holds classroom developmental guidance sessions.

Title I Teacher - Works directly with students who are below grade level in reading or math and also organizes the Title I Aides to work with these students.

Indian Education Teacher - Works with Native American students who are in need of extra help in reading and/or math.

Indian Home-School Liaison Tutor - Works with all students needing extra help.

Art Teacher - Students in grades K-4 have an art lesson taught by an art specialist one day out of eight.

Tutor - Tutors Native American students in reading and math.

Family School Liaison - Works with families to help students benefit more from school.

School Social Worker - Meets with students to work on behavior plans and alternative behavior solutions.

Note: Kindergarten students also receive physical education, music and art specialist time.

SCHOOL LIBRARY/MEDIA CENTER

Churchill School has a well-stocked library/media center and half-time librarian. We are proud of our library program. We want our students to love to read and to have the skills to acquire information independently through print, nonprint and computer resources. All elementary K-4 students have a library period one day out of eight. At this time, they may check out books which they may take home.

We ask that you support this program by providing a plastic bag or book bag to carry books and a safe spot at home to store them, far away from baby or puppy. If students return their books on time, they may check out new books. Fines are charged for lost or damaged books.

SPECIAL EDUCATION SPECIALISTS

All students referred for special education assessment must have signed parent permission prior to assessment. After the assessment, parents will be called in for a conference or staffing to discuss the results and recommendations. Services are provided when the criteria are met.

Psychologist - Assesses some students for better understanding of the student's ability to learn.

L.D. Teacher - (Learning Disability) Teaches students who are unable to learn in the way that most students do even though they have the ability to learn.

Speech/Language Clinician - Works with students with significant communication disorders such as articulation problems or language delay.

Adaptive Physical Education - Works with some students receiving other special education service who have significant coordination problems or motor development delay.

Occupational Therapist - Works with the P.T. as a diagnostician and helps plan programs for students with fine motor difficulties who are receiving other special education services.

Physical Therapist - Works with the O.T. as a diagnostician and helps plan programs for students with gross motor difficulties who are receiving other special education services.

C.O.T.A. - Certified Occupational Therapy Assistant - Works directly with special education students that the O.T. and P.T. have diagnosed as having significant motor development delay.

School Social Worker - Works individually with some students and families and serves as a consultant primarily for students with significant behavior problems and emotional problems.

Multi-Categorical Special Education Teacher - Works directly or indirectly with students whose behavior significantly interferes with his/her or others' learning.

DCD Teacher – Teacher who work with students who have cognitive or physical delays.

SCHOOL SUPPLIES

Students are asked to provide some essential supplies for school. Please consult school supply list as supplies vary by grade level. This list can be found on our school website at www.isd94.org.

Backpacks help keep materials together and are an easy way for students to carry their needs.

APPROPRIATE CLOTHING

We like our students to wear comfortable, neat and weather-appropriate clothing. Our buildings are kept cool in the winter, so it is a good idea to send an extra sweater with your child. Clothing should be suitable to a serious learning environment. **Please label all clothing items.**

Playground

Our playground catches the northwest wind and is cold even when the thermometer registers warm. Hats and gloves are needed nearly year-round. In the winter we require that students wear hats, mittens or gloves, coats, and boots on the playground. We want them to be warm and dry as they enjoy the outdoors and so they can learn as much as possible once they are back indoors.

Footwear - Clean tennis shoes are required for the gym. No black-soled shoes, please.

Hats - While necessary outside in cold weather, hats are not considered proper attire in our school except to and from outdoors. Students are expected to remove hats.

INAPPROPRIATE CLOTHING

Clothing which is inappropriate to be worn in a serious learning environment includes short shorts, halter tops, clothing with drug, alcohol, tobacco and/or gang symbols, and clothing with inappropriate language or graphics.

NOON RECESS

All grades of students have about 20 minutes of outdoor recess before lunch each day when weather allows. Students must go outdoors unless they have been ill and have a note from their parents or if the school decides they are too ill to be outside. They should dress accordingly.

CONFERENCES

When

Churchill School is having ***Back to School Conferences*** on August 31, 2023, from 11:00 – 7:00 for fifteen minutes per student conference, so please sign up through the sign-upgenius link that was emailed to all families. In addition, we'll have conferences in November and February/March for fifteen minutes per student conference, which also will be emailed with a sign-upgenius link for each conference.

What to Expect

Conference time is a chance to exchange information about your child. You will be told your child's performance in class and on standardized tests that where given. It is helpful to share your goals for your child and your concerns and feelings. Major changes in the family affect students' performance so it is helpful if someone in the school is aware of those events.

Conferences other than on conference day

Please call to schedule a conference any time you see a need to meet with the classroom teacher or other staff member. Teachers also may wish to schedule additional conferences.

VISITORS

All visitors, including Churchill Parents, are to enter the school through the main #1, Granite Street door. You must first report to the **MAIN OFFICE, showing your driver's license** to receive a visitor pass and sign in. This requirement is to protect our children from possible problems and to eliminate any unnecessary classroom interruptions.

FIELD TRIPS

To extend learning opportunities, many classrooms go on one or more field trips during the year. Field trip consents are recorded in Infinite Campus, which will cover permission for field trips. You may be asked to donate a small amount of money to help with the cost of these trips if you are able to do so.

If you are scheduled to be a chaperone and would like to drive your student, a note must be turned into the school prior to the day of the field trip. Family members who volunteer to chaperone field trips will be required to provide a driver's license for a background check in the office, at least a week in advance. Volunteers will be required to meet district expectations to chaperone with our school.

PHOTO PERMISSON

During the school year the newspaper may come to take pictures of the activities that our students are working on. Photos may also be published on the school website or other forms of social media throughout the year. If you **do not** want your child's picture taken, please go to www.isd94.org online registration link to update this or any other information which is kept on file in Infinite Campus.

STUDENTS BRINGING GUESTS

Students occasionally ask to bring relatives and friends to school for the day. We feel that this is disruptive to the students and to the class; therefore, **we do not allow students to bring guests to school.** See Appendix H.

BIRTHDAYS

Birthdays are a special time for elementary school children.

In School

Please check in advance with your child's teacher if you wish to bring treats for your child's birthday. Homemade treats are NOT allowed to be served due to health regulations.

Parties at Home

If you are having a party for your child at home, please mail the invitations or phone parents, unless you are inviting the entire class. We have badly hurt feelings if invitations are passed out in school and some children are excluded.

Our school buses are filled to capacity, so if your home party is scheduled after school, please arrange to pick the children up at school. Parents of those children should write the school a note saying that their child will be going home with you.

"PARTNERS IN EDUCATION (P.I.E.)"

We encourage all parents and guardians to get involved in Partners In Education (P.I.E.) and attend monthly meetings whenever they can. Facebook page is: Churchill Elementary School PIE (Partners in Education)

P.I.E. MISSION STATEMENT

To be a welcoming and easily accessible organization to all parents, guardians, school staff, and the community. To promote parent/guardian involvement in the schools by providing a parent-managed organization for each school building. To establish the P.I.E. organization as a dependable resource and communication link to and from school, and within the school district with the goal of improving and enhancing our children's education.



**Churchill
Partners In Education (P.I.E.)**

Meeting Dates 2023-2024

Tuesdays

September 19

October 17

November 21

December – No meeting

January 16, 2024

February 20

March 19

April 16

**ALL MEETINGS WILL BE HELD FROM
6:30 – 7:30 IN THE CHURCHILL MEDIA CENTER
(Enter through door #13)**

**Other P.I.E. Dates to remember this year:
Holiday Expo, December 2, 2023**

LOST & FOUND

Children are good at losing things and never finding them - proof exists in our mounds of sweaters, mittens, hats, shoes, and you-name-it.

Please put your child's name in everything that comes to school. Also, encourage your child to check the Lost & Found. (Near the playground doors)

Lost & Found items will be on display each conference day. In addition, you are welcome to check for a missing item at any time. Items NOT claimed after several months will be donated to charity. Small items and more valuable items are kept in the office. Please talk to the secretary if your child is missing such an item.

MONEY, VALUABLE ITEMS, TOYS, CELL PHONES, AND OTHER ITEMS NOT ALLOWED IN SCHOOL

Young students are discouraged from carrying money during school. If they need to have money, please put it in an envelope with their name on it. This should be given to his/her teacher for safekeeping.

Valuable items such as jewelry, computer games, radios, etc., are not to be brought to school. Students are not to bring their toys to school except for items on the playground (football, jump ropes) and for Show & Tell.

No squirt guns, etc., are allowed in school. Students **MAY NOT** bring cellular phones, beepers, lasers, or paging devices to school. If a cellular phone is necessary, parents must contact Mr. Wangen, the building principal.

The school is not responsible for loss or damage to personal property of the student.

SOLICITATIONS / A-THONS

We will make information available to students of upcoming "A-Thons".

Solicitation at school is prohibited. Students are NOT to bring items to school to sell.

DATA PRIVACY POLICY

It is the policy of Cloquet Independent School District #94 to collect, maintain, and release educational records concerning present and former students in such a manner that the student and parental rights are fully protected as stated in the Family Educational Rights and Privacy Act, the Minnesota Government Data Practices Act, and any other law or statute which pertains.

Parents/guardians of minor and/or dependent students and individual students have the right to examine all records concerning the individual student which are maintained by the school district, as well as to receive copies of those records at a nominal fee. Those wishing to examine these records or to receive copies of such should contact the building principal at the school where the student is presently enrolled or, for records of former students, the principal should be contacted at Cloquet Senior High School. The building principal or designee will arrange a conference with a knowledgeable School District employee in order to explain and/or interpret the records.

Parents/guardians of minor and/or dependent students and individual students may challenge the accuracy/completeness of these records or assert that the maintenance of the information contained in the record violates the privacy or other rights of the parent/guardian or student and request that the school district amend the educational record. If the school district refuses to amend the records as requested, it shall inform the parent/guardian and/or student of their right to protest the decision not to amend the record. The person filing the complaint with the school district may place a statement concerning the disputed portion of the record in the record until the complaint is resolved.

If the school district does not resolve the complaint at the hearing, the parent/guardian of a minor and/or dependent student or the individual student may appeal to the Commissioner of Administration, State Administration Building, St. Paul, MN 55155 and/or The Family Educational Rights and Privacy Office, Department of Education, Washington, D.C. 20201.

The School District will not release any personally identifiable information from educational records without the written consent of the parent/guardian of a minor and/or dependent student of the individual student except in the following instances: School District employees; school board members upon official action by the entire board in connection with the school board responsibilities; other schools within the district when the student transfers; non-district schools to which a student has transferred; officials of the state and federal governments during official audits of district programs; subpoena or court order; health authorities in connection with legal immunization programs; other officials in health or safety emergencies; directory information. A record of those accessing education records in the above instances (excluding directory information) will be maintained in the individual educational record. See Appendix E.

TEXTBOOKS - LIBRARY BOOKS

Our Churchill students are provided with textbooks, reference books, and a wonderful selection of print and non print material. These must be treated with respect to assure that they will be available for future students.

Students are responsible for the books signed out to them and are expected to pay fines up to the cost of replacement for lost or damaged books.

CELL PHONES



Cell phones are **not** allowed in school. If there is a safety concern, the cell phone can be turned off and kept in the student's backpack and used after school. Students are not to have phones out at any time during the school day. The school is not responsible for lost or stolen cell phones.

VIDEO GAMES



Video games and music devices of any sort should be left at home. The school is not responsible for lost or stolen video games or music devices.

PLEASE NOTE:

The following Cloquet School District Policies can be found on the website at www.isd94.org:

ISD #94 - DISTRICT POLICIES (As referenced in this handbook):

- Student Attendance, Policy #503 – Appendix A
- Pet Policy, Policy #614 – Appendix B
- District Food Allergy Policy, Policy #716 – Appendix C
- Disease Prevention/Pandemic Procedures, Policy #717 – Appendix D
- Protection and Privacy of Pupil Records, Policy #515 – Appendix E
- Modified Wednesday Schedule, Appendix F
- Bullying Prohibition Policy, Policy #514 – Appendix G
- Visitors to Schools, Policy #903 – Appendix H

CHURCHILL/WASHINGTON
KINDERGARTEN
HANDBOOK



ISD #94
CLOQUET
PUBLIC
SCHOOLS



CLOQUET PUBLIC SCHOOLS MISSION

Linking school and community to provide lifelong learning for all.

CLOQUET PUBLIC SCHOOL'S PHILOSOPHY

We believe the educational process must empower all students with the knowledge base, interpersonal skills, reasoning power, and foundation for lifelong learning enabling them to function to the best of their abilities in a complex multi-cultural and changing global society.

We believe quality education is research based, founded on sound curriculum, facilitated by excellent staff, arises from high expectations, demands demonstrated achievement and embraces the belief that all learners can be successful.

We believe the school environment must value cultural diversity, and foster interpersonal respect, caring attitudes, and positive learning experiences for all.

We believe it is the responsibility of the community, and tribal community, including parents and non-parents, business and industry, religious and social agencies, in cooperation with the educational system to support all students in their efforts to learn.

We believe appropriate technology employed in learning, teaching, and management strategies empowers students and staff to better function in an increasingly technological society.

TABLE OF CONTENTS

Message from the Principals	4
Entrance Requirements	5
The Kindergarten Child.....	6
The Kindergarten Day.....	7
Preparation for Kindergarten	8
School Supplies.....	8
Toys.....	8
Early Five Developmental Kindergarten Program	9
Full Day Kindergarten.....	10
Kindergarten Curriculum	
Reading/Writing/Speaking	11
Math	12
Music	13
Art	13
Creative Dramatics.....	13
Writing Readiness	14
Social Studies.....	15
Health.....	15
Science	15
Physical Education	16
Transportation	17
Transportation Changes	18
Guests	19
Non-traditional household/custody	19
Emergency School Closing.....	19
Phone Calls	20
School Patrol.....	20
Kid's Corner (Day Care)	20
Parent Teacher Conferences.....	20
Classroom Visits.....	21
Parties.....	21
Support Services Available to Students	21
Accidents/Illness at School.....	22
Illness	23
Immunization	23
Medications	24
Physical and/or Sexual Abuse	24
Partners in Educations (P.I.E.)	25
Statement of Nondiscrimination	26
Important Phone Numbers.....	27

Dear Parents,

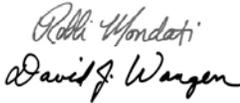
As you are enrolling your child in kindergarten, we would like to take this opportunity to welcome you and your child to the Cloquet Public Schools.

The first school year is indeed an important one. Many boys and girls are, for the first time, away from home for an extended period of time. They are introduced into a new world where they meet new playmates and a teacher who is skilled in working with small children. You, the parent, and we, the school staff, want this school experience to be a happy, satisfying, and successful one for each child. We can achieve this goal through close cooperation between home and school.

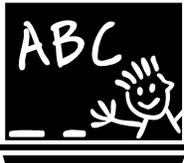
This Kindergarten-Parent Handbook has been written to help you and your child get ready for school. We hope that it will answer many questions, which you might have about our school procedures, organization, and curriculum. As it contains so much information that you will find valuable throughout your child's kindergarten year, we ask that you please keep it so you can refer to it as needed.

You are cordially invited to come to school, visit the classes, and meet the teachers and principal. Together we will achieve the best possible education for your child.

Sincerely yours,



Robbi Mondati, Principal-Washington
David Wangen, Principal-Churchill



ENTRANCE REQUIREMENTS



AGE

Your child must be five (5) years of age on or before September 1st of the year she/he enters kindergarten. Children vary in their rate of maturing and some benefit from having an extra year before starting traditional kindergarten. Enrollment in our *Early Five Developmental Kindergarten* is highly encouraged for children not maturationally ready for school learning even though five years of age. (See p. 9). If you have any questions regarding your child's readiness to begin kindergarten, talk to the school principal or kindergarten teacher.

EVIDENCE OF AGE

Your child's birth certificate to verify age must be presented to school officials before your child enters school. This is usually accomplished on the day of Kindergarten Roundup. **NO CHILD WILL BE ALLOWED TO ATTEND KINDERGARTEN IF HIS/HER BIRTH DATE HAS NOT BEEN VERIFIED.**

IMMUNIZATIONS

Minnesota state law requires children to be fully immunized before starting school. Your child must have: 5 DTP (Diphtheria-Tetanus-Pertussis), 4 Polio, 3 Hepatitis B, 2 MMR (Measles-Mumps-Rubella) and 2 Varicella (Chicken Pox). **CHILDREN WILL NOT BE ALLOWED TO BEGIN KINDERGARTEN UNTIL THE SCHOOL HAS RECEIVED EVIDENCE THAT IMMUNIZATIONS ARE UP TO DATE.**

The last series of immunizations can be given before their fifth birthday. If your child will not receive shots for medical reasons or conscientiously held beliefs, call Sarah Ellena at 879-3393.

PHYSICAL EXAMINATION

A physical examination by your physician is recommended prior to school entrance but not required.

KINDERGARTEN TIME SCHEDULES

**Early Five Developmental Kindergarten 8:00 – 3:00
Tuesday/Thursday (alternate Fridays)
Full Day Kindergarten 8:00 – 3:00 (Every Day)**



THE KINDERGARTEN CHILD

Children of each age have many common characteristics. Most children need security, praise, encouragement and understanding. Children are alike and different. The following characteristics occur most frequently at the kindergarten age level:

Physically, children

- ☺ are very active.
- ☺ are developing and refining motor skills.
- ☺ are able to dress and undress with little or no help.

Intellectually, children

- ☺ are eager for information and ask many questions.
- ☺ have a varying attention span.
- ☺ have a good memory for experiences.
- ☺ are very imaginative.
- ☺ live in a "here and now" world.

Socially, children

- ☺ prefer small groups of 4 or 5 children.
- ☺ are eager to gain social recognition in a peer group.
- ☺ have strong feelings about personal possessions.
- ☺ enjoy being liked by others.

Emotionally, children

- ☺ are generally well-adjusted.
- ☺ seek adult support, guidance, and approval.

Generally, children

- ☺ are developing at their own rate.
- ☺ have certain traits which make them unique and special.



THE KINDERGARTEN DAY

A typical school day includes the following:

Opening - large group activities

Working in learning centers/stations or as a large group on activities which integrate the following:

- ☺ reading, writing, speaking, listening
- ☺ math
- ☺ health, social studies and/or science
- ☺ music
- ☺ physical education
- ☺ art
- ☺ story time



Specialist

Snack

Free choice - play explorations

Closing - summary of day

Your kindergartner will have the opportunity to:

- ☺ work, play and share with others.
- ☺ develop awareness of the world around them.
- ☺ develop organizational skills.
- ☺ follow directions.
- ☺ develop listening skills.
- ☺ develop awareness of print.
- ☺ improve small/large muscle coordination.
- ☺ participate in rhythmic activities.
- ☺ sing songs.
- ☺ learn self expression through music, art, dramatic play, and speech.
- ☺ learn self expression using paints, scissors, crayons, and chalk, etc.
- ☺ develop self-control and stability.
- ☺ become responsible independent learners and problem solvers.
- ☺ develop emergent reading skills.
- ☺ develop mathematical thinking skills.
- ☺ develop iPad and computer skills.



PREPARATION FOR KINDERGARTEN

To help your child get ready for kindergarten, encourage your child in the following ways:

- ☺ to know his or her full name, address, and telephone number.
- ☺ to put on and take off outer clothing.
- ☺ to care for toilet needs.
- ☺ to play with other children of their own age.

Children learn by doing, we suggest the following:

- ☺ reading stories aloud frequently.
- ☺ taking family trips: zoo, farm, airport, fire station, library, grocery store, etc.
- ☺ giving many chances for self expression (speech, art activities, etc.).
- ☺ answering his/her many questions.
- ☺ talking about what is going on in their life.

See that your child's belongings are labeled with their name on all outer clothing and boots. Many children have similar clothing!!



SCHOOL SUPPLIES

- ▶ A sturdy backpack
- ▶ Tennis shoes (Velcro or laces if child can tie independently)

A specific list from individual teachers will be provided in the fall.

TOYS

Children should leave their toys at home unless they are bringing them for a special sharing time.

EARLY FIVE DEVELOPMENTAL KINDERGARTEN PROGRAM



Early Five Developmental Kindergarten



The Early Five Developmental Kindergarten program is designed for children who will be five years old on or before September 1, but who indicate a younger developmental age. A child's developmental age is the age at which he/she functions as a total being; physically, socially, emotionally, and academically. The Early Five Developmental Kindergarten program can provide children with the time and concentrated effort needed to enhance growth in all these areas.

Program

The Early Five Developmental Kindergarten program is a regular education program for any child 5 years of age who would benefit. Typically, a child who would benefit from this program would have a late spring or summer birthday. The curriculum is designed to meet the needs of a young five learner. Placement for the following year will be determined through parent/teacher conferences throughout the year.

Enrollment

As a parent, you will have the opportunity to enroll your child in this program if their birthday falls between May 1st and September 1st without testing. If you are unsure of your child's readiness for kindergarten and would like to know where your child is functioning developmentally, the kindergarten staff can complete the Gesell Readiness Assessment. After the assessment is completed the staff member will be able to give you the developmental age of your child and discuss the recommended placement for the upcoming school year.

Full DAY KINDERGARTEN

A full day program in an enriched learning environment.

- 8:00 am – 3:00 pm
- Journeys Reading Instruction
- Everyday Math Instruction
- Science, Social, Health Units
- Small Group Station Activities Writing Activities
- Music, Art, Gym & Book Check Out
- Snack Time
- Free Exploration and Social Time
- Lunch & Recess
- Quiet Time
- Writing & Math Enrichment Activities
- Technology Instruction and Exploration
- Counselor Guidance Lessons





KINDERGARTEN CURRICULUM



READING/WRITING/SPEAKING

Kindergarten activities help give children a foundation for reading. Our reading program goals are:

- ☺ increasing vocabulary
- ☺ listening for information and directions
- ☺ following directions
- ☺ retelling stories with a beginning, middle, and end
- ☺ identifying rhyming words, opposites, and positional words
- ☺ increasing attention span
- ☺ identifying letter names and reproducing letter sounds
- ☺ increasing phonemic awareness
- ☺ blending, segmenting, and deleting sounds
- ☺ identifying main character
- ☺ recognize 40 sight words

MATH

Our math program has a hands-on manipulative approach to developing skills in the following areas:

- ☺ counting, naming, applying, ordering, and writing numbers
- ☺ combining and separating sets (addition & subtraction)
- ☺ sorting and classifying
- ☺ matching
- ☺ patterning
- ☺ graphing
- ☺ comparing
- ☺ sequencing
- ☺ identifying geometric shapes
- ☺ measuring
- ☺ estimating
- ☺ money
- ☺ time



MUSIC

Through our music activities your child will have an opportunity to:

- ☺ learn simple tunes.
- ☺ sing with others.
- ☺ listen to a variety of types of music.
- ☺ develop a feeling for rhythm.
- ☺ learn to interpret rhythms (skip-jump-walk-march).
- ☺ develop creative imagination rhythmically with body movements and instruments.
- ☺ meet with a music specialist.



ART

Through our art activities your child will have an opportunity to:

- ☺ use a wide variety of materials.
- ☺ develop initiative and originality.
- ☺ express him/herself creatively.
- ☺ work with a group or individually.
- ☺ be responsible for completing work and cleaning up their workspace.
- ☺ meet with a art specialist



CREATIVE DRAMATICS

Through dramatizations your child will have the opportunity to:

- ☺ learn to present a story in proper sequence.
- ☺ express him/herself and be imaginative.
- ☺ develop self-confidence.
- ☺ participate in imaginative play.



HANDWRITING

In kindergarten, we teach children how to print their first and last names. We use the traditional ball and stick style of handwriting. We demonstrate the correct use of both upper-and lower-case letters and numbers. This style of handwriting will be taught and used throughout the elementary years. When helping your child with his/her name, use a capital for the first letter only.

Handwriting: This is an example of how your child needs to be printing his/her name. The first letter is capital and all the rest lower-case.

Name

A B C D E F G H I J

K L M N O P Q R S T

U V W X Y Z

a b c d e f g h I j

k l m n o q r s t u

v w x y z

0 1 2 3 4 5 6 7 8 9

SOCIAL STUDIES

Your child will learn about the world around them in some of the following units:

- ☺ All About Me
- ☺ US Symbols
- ☺ Code of Conduct
- ☺ Timelines
- ☺ Wants vs. Needs
- ☺ Goods and Services
- ☺ Globe and Mapping Skills
- ☺ Comparing Traditions/Holiday Around the World



SCIENCE AND HEALTH

The kindergarten hands-on, activity centered, science and health curriculum provide experiences in the scientific thinking skills of:

- ☺ Observing
- ☺ Questioning
- ☺ Predicting
- ☺ Gathering and recording data
- ☺ Concluding and generalizing
- ☺ Experimenting



Units of study may include:

- ☺ Five Senses
- ☺ Body
- ☺ Seeds and Plants
- ☺ Animals
- ☺ Weather
- ☺ Seasons
- ☺ Dental Health
- ☺ Nutrition



PHYSICAL EDUCATION

Our Physical Educational program provides an opportunity for large muscle development in a setting where games and rhythmic activities will help in developing desirable social behavior. Skipping, hopping, playing games, and using equipment not only provide pleasure, but build muscles and develop eye and hand coordination. A Physical Education specialist will work with your child to develop the following areas.

Our main objectives:

to help each child develop and maintain a suitable level of physical fitness.

to promote physical development through planned vigorous movement.

to help each child develop small/large muscle coordination through enjoyable experiences.

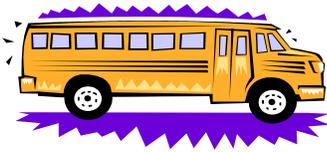
to help each child understand cooperation and friendly competition through group games.

to encourage each child to develop the concepts of honesty, fair play, consideration for others and following directions.

to help each child develop basic foundation skills in recreational activities for the enjoyment of leisure time.

to learn to use equipment appropriately and safely.





TRANSPORTATION

SCHOOL BUSES

Cloquet Public Schools contract with the Cloquet Transit Company to provide transportation for eligible students, those who live over one mile from school. It is our shared goal to provide safe, efficient transportation within the budget restrictions.

BUS ROUTES

If your child is to be transported to kindergarten, you will be given specific bus information at Kindergarten Pre-School conferences.

Pick-up times vary, especially as weather changes or if the route needs to be altered. Have your child waiting at the designated location several minutes prior to the time listed on your schedule. Our buses will not wait for late students as the entire route will be delayed.

DROP OFF/ PICK UP LOCATIONS

The district assumes that all children eligible for transportation will be picked up and dropped off at the bus stop nearest their home. If your child will be coming from and going to a site other than your home address, you must fill out a **“Kindergarten Busing Request Form” prior to July 1st**. This form will be mailed to you in the middle of May along with an addressed/stamped envelope to be mailed to Cloquet Transit. You must select and maintain a primary site for pick up and drop off. If you need to have one alternate site, you must also fill out a weekly schedule that we will provide you. **If the request form is returned later than August 1st**, your child cannot be guaranteed a bus route the first week of school. Please return this form in a timely manner.

BUS TAGS

At Kindergarten Pre-School Conferences, you will receive a bus tag for your child. Please see that it is worn each day for the first month or so to help us get your child to his/her correct destination.



 	
CLOQUET SCHOOLS	
NAME _____	
HOME ADDRESS _____	
GRADE _____	PHONE _____
TO SCHOOL FROM _____	
ROUTE# _____	
FROM SCHOOL TO _____	
ROUTE# _____	

TRANSFERS

Many of our students transfer buses at the Middle School. At first, this can be confusing for our young people, so we provide extra help for them the first several weeks.

BUS BEHAVIOR

Safety is of primary concern on our buses; therefore, students must have good behavior. Students are to remain in their seats, control their arms and legs, use appropriate language, and treat each other with respect. If a student misbehaves, he or she will be issued a bus violation. Repeated violations could result in suspension of bus privileges.

CARRYING LARGE ITEMS ON BUS

Large items such as sleds etc. are not to be carried on the bus. These can be hazardous to other students. Please make other arrangements if your child is asked to bring a sled or other large item to school.

For more information about bus transportation, please contact – Cloquet Transit Co. at 218– 879-1291.

TRANSPORTATION CHANGES

If you wish to make a change in your child's transportation, we must have a dated note from your child or a call from home. Children sometimes become confused with verbal plans. For your child's safety, we ask that you let us know of any change in departure plans by 1pm. If no note or phone call is received, your child will be sent to his/her usual destination.

If you are picking your child up from school, please check in at the office. We want to assure that your child is not being taken by an unauthorized person.

Students are not to make plans during the day to go someplace other than home.

GUESTS

Students occasionally ask to bring cousins and friends to school for the day. We feel that this is disruptive to the student and class; **therefore, we do not allow student guests.**

Non-traditional households/custody

Regardless of custody arrangements, parents have rights to information regarding their child's school progress. Upon request, a non-custodial parent has the right of access to copies of school records and information, to attend conferences, and to be informed of their child's welfare and educational status unless a court order states otherwise. The school district assumes there is no court order unless one is filed with the school.

EMERGENCY SCHOOL CLOSING

Before School

When the superintendent deems it unsafe for our buses to run, school will be closed, or we will start late. Our official radio station for school closing is KDAL 610 AM. Please listen (don't call) any morning the weather looks severe. Other stations that may report school closings are 95.7 Lite, WKLK at 12.30 AM and 96.5 FM. Or tune into TV stations KDLH Channel 3, KBJR Channel 6, or WDIO Channels 10/13. You may also log on to our website: www.isd94.org for information on school closings. You will also receive a text and/or phone message from the school messaging system if there is a late start, early dismissal, or closure.

During School

When serious storms develop during the school day and the superintendent feels it would be better to send students home early, we will also have the radio stations announce this information. It is crucial that you have an emergency plan (that your child knows where to go if this situation arises) so we are not sending him or her to a locked or empty house. If a storm develops during the day, it is very possible that classes will be canceled. Please listen to the radio during storms. **Parents will also be notified by the district school messenger emergency call system.**

PHONE CALLS

Teachers have phones in their classrooms that include voice mail. If your message needs immediate attention, please talk to the office staff when they answer the phone and they will relay the message to the teacher.

SCHOOL PATROL

All students who walk to school and/or who cross streets by school are to cross with the Patrol. Our School Patrol is made up of responsible older students who have been trained in how to cross streets safely and are accompanied by an adult. The patrol members are on duty from 7:50-8:10 and from 2:50-3:10 each school day. If you drive your child to school, have them cross with the patrol at one of the intersections.

KID'S CORNER

Cloquet Community Education offers a quality child-care program called *Kid's Corner* for children ages three through eleven. Three and four-year olds are accepted if enrolled in the "School Readiness" program. *Kid's Corner* has been in operation for 35 years and has a very experienced staff. Hours of operation are Mon-Fri from 6:00 a.m. until the start of school and after school until 6:00 p.m. for grades K-4 at the Pine Tree Plaza location. Early 5's wraparound hours are 7-5pm at Churchill early childhood wing. For more information and updates, please contact Kids Corner at 218-879-0929, Early 5's wraparound care (Pre-K, Early 5's) at 218-879-9291 or check our website at www.isd94.org.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled two times during the school year. You will have the opportunity to schedule your child's conference online via a link that will be sent out to families prior to conferences.

Conference time is a chance to exchange information about your child's progress. Your child's performance in class will be discussed. It is helpful for you to share your goals, concerns, and feelings at this time. Major changes in family affect students' performance, so it is helpful if someone in the school is aware of those events.

Teachers are available throughout the year to answer any questions or concerns about your child's education. Feel free to call and make an appointment if you have a concern.

CLASSROOM VISITS

As a matter of courtesy, it is expected that arrangements for a classroom visit be made with the teacher or principal beforehand. All visitors to our school must first report to the office, sign in, and pick up a visitor's pass. This is to protect all our students from potential problems and to eliminate any unnecessary classroom interruptions.

PARTIES



On the day your child's birthday is celebrated, you may want to send a treat for the class. Contact the kindergarten teacher beforehand on the exact number of items to send. The state ruling is that homemade treats may not be given in school. Any treats must be purchased and wrapped/packaged.

If you are planning an out-of-school birthday party for your child, where the whole class is not invited, invitations should be extended privately by mail or telephone. Also, our school buses are filled to capacity, so if your home party is scheduled after school, please arrange to pick the children up at school. Data privacy prohibits the school from giving full names, addresses and phone numbers of children.

Support Services Available to Students

In addition to regular instructional staff, each kindergarten class has available the services of a Special Education teacher, a Title 1 teacher, a speech therapist, a school psychologist, a guidance counselor, a family/school support worker, an occupational and physical therapist, an American Indian Home-School Liaison, and school social worker.

If you or the school has concerns about your child's progress, we might want to have your child assessed by one of the above staff. Individual assessments require written permission of the parent.

The Cloquet Public Schools offer a Title 1 program in both elementary schools to help students succeed in reading and math. Starting in kindergarten, students who qualify to receive Title 1 services will have the opportunity to work with Title 1 teachers to improve their reading and math skills.

ACCIDENTS/ILLNESS AT SCHOOL



Safety is stressed in all our kindergarten activities. If your child is injured or becomes ill in school, he/she will be cared for temporarily by the secretary or school health assistant until you can be notified. It is very important that we have an alternate telephone number of a neighbor, relative, or friend listed on your child's **EMERGENCY CARD** filled out early in each school year, in the event that you are not available. This designated person should live in the local area and be generally available.

If immediate medical attention is required, and you cannot be reached by phone, your family doctor will be called and/or your child will be taken by ambulance/car to Cloquet Community Memorial Hospital.

Information needed on the emergency card:

1. Home and business telephone numbers and addresses.
2. Name of family physician and dentist.
3. Name, address and telephone number of in-town relatives, daycare providers, or neighbors who will care for your child in the event that you are not available.

REMEMBER: IT IS IMPORTANT TO YOUR CHILD THAT WE HAVE AN UP-TO-DATE EMERGENCY CARD.

ILLNESS

It is important for schools and families to work together. As parent/guardian you are pursuant to Minnesota Statute 120.101, responsible for your child's education. Remember good attendance is a key to learning. However, please keep your child at home when she/he is too ill to function properly or when she/he could place other students at a medical risk.

If your child has any of the following symptoms, he/she should be kept home:

Fever (over 100)	Diarrhea
Severe headache	Harsh cough
Vomiting	Persistent pain
Chills	Crusty eyelids
Sore throat	Untreated head lice



We occasionally have students who will pretend they are sick to not attend school, and in this case, keeping him or her home would not be in your child's best interest. Please call your child's teacher, or our school counselor if there is a problem like this.

It is your responsibility to call school when your child is absent so we know the reason for not attending and so we know she/he is safe at home. You may leave a message 24 hours a day on the attendance line.

CHURCHILL: 879-3308

WASHINGTON: 879-3369

Significant absences will be referred to the Cloquet Attendance Review committee, which includes the Carlton County Truancy Officer.

IMMUNIZATION FROM DISEASE

State law now requires that immunizations be on record **prior** to entrance to school (medical exemptions must be signed by a doctor and conscientious exemptions must be notarized). **You will be notified by the school nurse if your child is in need of any immunizations. Students cannot start school unless all immunizations are up to date.**



MEDICATIONS



According to State Law administration of medication by school personnel must only be done according to the written order of a licensed physician and written authorization of a parent.

What this means to you:



IF YOUR CHILD NEEDS TO TAKE A MEDICATION DURING SCHOOL HOURS. A PRESCRIPTION MEDICINE OR AN OVER-THE-COUNTER MEDICATION (i.e., Tylenol, ibuprofen, cough medicine):

* An Authorization to Administer Medication form needs to be filled out and signed by both the physician and the parent. This form can be picked up in the main office or you can print it from our nursing services website at: www.isd94.org then click on your child's building.



SCHOOLS DO NOT SUPPLY MEDICATIONS OF ANY KIND

ALLERGIES

Life Threatening Food or Bee Sting Allergies

Parents are Responsible to do the following:

1. Notify the school nurse, Sarah Ellena at 879-3393.
2. Work with and meet with the school team to put a comprehensive plan together.
3. Provide written documentation, instructions and medications as directed by a physician.
4. Educate your child in self management as appropriate.

PHYSICAL AND/OR SEXUAL ABUSE AND NEGLECT

School district employees are mandated by state law to report all suspected cases of child physical and sexual abuse and neglect to the Human Services Center and/or the police. These agencies investigate the complaint within twenty-four hours.

HOW DO I GET INVOLVED?

PARTNERS IN EDUCATION (P.I.E.)



Partners In Education (P.I.E.) is our own version of the PTA. We encourage all parents and guardians to get involved and attend monthly meetings whenever they can. P.I.E meeting dates will be sent to all families in the Fall and are available online.

P.I.E. MISSION STATEMENT

- ▶ To be a welcoming and easily accessible organization to all parents, guardians, school staff, and the community.
- ▶ To promote parent/guardian involvement in the schools by providing a parent-managed organization for each school building.
- ▶ To establish the P.I.E. organization as a dependable resource and communication link to and from school, and within the school district with the goal of improving and enhancing our children's education.



STATEMENT OF NONDISCRIMINATION

It is the policy of Independent School District #94 to comply with federal and state law prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person in the school district shall, on grounds of race, color, national origin, creed, religion, gender, marital status, age, status with regard to public assistance, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program, or in employment, or recruitment, consideration, or selection, therefore, whether full time or part time under an education program or activity for which the school district is responsible.

Inquiries regarding compliance with Title IX may be directed to Dr. Michael Cary, Superintendent (879-6721) or to the Director of the Office for Civil Rights, Department of Health Education and Welfare, Washington, D.C., or to the Commissioner of Human Rights, 200 Capitol Square Building, St. Paul, MN. 55101.

IMPORTANT PHONE NUMBERS

IMPORTANT PHONE NUMBERS



CHURCHILL SCHOOL.....879-3308
CHURCHILL FAX.....879-7034

WASHINGTON SCHOOL..... 879-3369
WASHINGTON FAX.....879-3360

CLOQUET TRANSIT.....879-1291
CLOQUET TRANSIT FAX.....879-2020

School Website: www.isd94.org

235897 / PO # 3000239644



State of Minnesota Grant Contract Agreement Federal SubAward Agreement

This grant contract agreement is between the State of Minnesota, acting through its Commissioner of the Natural Resources, Division of Ecological and Water Resources, and Minnesota's Lake Superior Coastal Program ("State") and Independent School District #94, doing business as the Cloquet Area Alternative Education Program (CAAEP), 302 14th St, Cloquet, MN 55720 ("Grantee").

Recitals

1. Under Coastal Zone Management Administration Awards, U.S. Department of Commerce, National Oceanic and Atmospheric Administration, CFDA 11.419, NA21NOS4190083, the State received a federal award on July 1, 2021 for Implementation of Minnesota's Lake Superior Coastal Program – FFY21 (incorporated by reference into this grant contract agreement). This is not a Research and Development Award.
2. The State sub-awards \$2,500.00 to the Grantee with Unique Entity Identifier EDKJLJTLGJC1 for the purpose of conducting Minnesota's Lake Superior Coastal Program's FFY21 Task 306-8: Small Pass-through Grant Projects; Sponsorship Grants to build coastal management capacity in the manner described in the Minnesota Department of Natural Resources' federal cooperative agreement which is incorporated by reference.
3. Under Minn.Stat. § 84.026, the State is empowered to enter into this grant contract agreement.
4. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract agreement to the satisfaction of the State.

Grant Contract Agreement

1. Term of Grant Contract Agreement

- 1.1 **Effective date.** September 8, 2023, Per Minn. Stat. §16B.98, Subd. 5 the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per, Minn.Stat. §16B.98 Subd. 7, the State will not make a payment to the Grantee until this grant contract agreement is fully executed.
- 1.2 **Expiration date.** June 6, 2024, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant contract agreement: 8 Liability; 9 Audits; 10 Government Data Practices and Intellectual Property; 12 Publicity and Endorsement; 13 Governing Law, Jurisdiction, and Venue; 15 Data Disclosure; 18 Monitoring; and 22 Additional Program Requirements.
- 1.4 **Incur Expenses.** Notwithstanding Minn. Stat. § 16A.41, expenditures made on or after September 1, 2023 or the date the State obtains all required signatures are eligible for reimbursement.

2. Grantee's Duties

The Grantee, who is not a state employee, will:

- a) Provide transportation and purchase water monitoring and education supplies for the science/ecology class at the Cloquet Area Alternative Education Program.

- b) Comply with required grants management policies and procedures set forth through Minn.Stat. § 16B.97, Subd.4(a)(1).
- c) Complete the project within the time frame specified and in accordance with the approved budget in the grant contract agreement. Any material change in the grant contract agreement will require an amendment by the State (see Section 7.2).
- d) Be responsible for the administration, supervision, management, record keeping, and project oversight required for the work performed under this agreement.
- e) Ensure that all work be conducted in accordance with appropriate Federal, Tribal, state, and local laws and will follow recognized best practices for minimizing impacts to the human and natural environment. Outside educational events will not have an impact on the environment.

3. Time

The Grantee must comply with all the time requirements described in this grant contract agreement.

4. Consideration and Payment

4.1 **Consideration.** The State will pay for all services performed by Grantee under this grant contract agreement as follows:

- (A) **Compensation.** The Grantee will be paid \$1,900.00 for youth education supplies including water monitoring materials.
- (B) **Travel Expenses.** The State will reimburse up to \$600.00 for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant contract agreement. The State will reimburse the Grantee for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The State will not reimburse for travel and subsistence expenses incurred outside Minnesota unless the Grantee has received the State's prior written approval for out of state travel.
- (C) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract agreement will not exceed **\$2,500.00**.
- (D) **Matching Requirements.** The total project cost is \$3,212.00. Grantee will provide at least \$712.00 or 10% of project-related costs from non-federal sources, whichever is less.
- (E) **Indirect Cost Rate.** The federal indirect cost rate for the State's federal award is 21.20%. The Grantee's indirect cost rate is 0% for this sub-award agreement. The State will accept the indirect cost rate negotiated with a federal agency, provided the agency approved the rate on or before the award end date.
- (F) **Budget Changes.** The Grantee is required to report deviations from the approved award budget. The Grantee may not create new budget categories without written approval. The Grantee must request approval for a budget change when the cumulative amount transfers exceeds or is expected to exceed 10 percent of the total budget as last approved by the State.

4.2 **Payment.** The State will disburse funds to the Grantee pursuant to this agreement on a reimbursement basis. The Grantee must submit reimbursement requests with required expenditure documentation. The Grantee must document grant expenses and non-federal contributions (match). An event summary must be on file with the State before requests will be processed, see Section 17.

- (A) **Conditions.** All services provided by the Grantee under this grant contract agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

- (B) **Federal Funds.** Payments under this grant contract will be made from federal funds obtained by the State through “Implementation of Minnesota’s Lake Superior Coastal Program – FFY21”, CFDA number 11.419 of the Coastal Zone Management Act of 1972, as amended, administered by the Office for Coastal Management, National Oceanic and Atmospheric Administration, U.S. Department of Commerce. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee’s failure to comply with federal requirements.

5. Subcontractors, Contracting, and Bidding Requirements

The Grantee agrees that if it subcontracts any portion of this project to another entity, the agreement with the subcontractor will contain all provisions of the agreement with the State. The Grantee also agrees to comply with Title 2 Code of Federal Regulations (CFR) 200.318 through 2 CFR 200.326.

- 5.1 The Grantee must take all necessary affirmative steps to assure that small and minority businesses, women's business enterprises, and labor surplus area firms are used when possible as outlined in 2 CFR 200.321.
- i. State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List
- 5.2 The Grantee must not contract with vendors who are suspended or debarred in MN.
- 5.3 The Grantee may not issue a subaward or contract to any Federal employee, department, or agency, without advance permission from the State’s Authorized Representative.
- 5.4 **Domestic Sourcing Preferences.** Per 2 CFR 200.322, Grantees should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States in every contract, purchase order, or sub-award.
- 5.5 **Prohibition on certain telecommunications and video surveillance service or equipment.** Per Public Law 115-232, section 889; 2 CFR 200.216, Grantees are prohibited from obligating or expending grant funds on telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

6. Authorized Representative

The State's Authorized Representative is Amber Westerbur, Coastal Program Manager, 1568 Highway 2, Two Harbors, MN 55616, 218-834-1445, amber.westerbur@state.mn.us, or her successor, and has the responsibility to monitor the Grantee’s performance and the authority to accept the services provided under this grant contract agreement. If the services are satisfactory, the State's Authorized Representative or her designee will certify acceptance on each reimbursement submitted for payment.

The Grantee Authorized Representative is Kevin Taralseth, Science Teacher, 302 14th Street, Cloquet, MN 55720, 218-879-0115 ext. 3318, ktaralseth@isd94.org or their successor. If the Authorized Representative changes at any time during this grant contract agreement, the Grantee must immediately notify the State’s Authorized Representative.

7. Assignment, Amendments, Waiver, and Grant Contract Agreement Complete

- 7.1 **Assignment.** The Grantee cannot assign or transfer any rights or obligations under this grant contract agreement without the prior consent of the State approved by the same parties who executed and approved this grant contract agreement, or their successors in office.
- 7.2 **Amendments.** Any amendment to this grant contract agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract agreement, or their successors in office.

- 7.3 **Waiver.** If the State fails to enforce any provision of this grant contract agreement, that failure does not waive the provision or its right to enforce it.
- 7.4 **Grant Contract Agreement Complete.** This grant contract agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract agreement, whether written or oral, may be used to bind either party.

8. Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract agreement by the Grantee or the Grantee agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract agreement.

9. Audits (State and Single)

Under Minn.Stat. § 16B.98, Subd.8, and Code of Federal Regulations 2 CFR 200.331, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant contract agreement or transaction are subject to examination by the Commissioner of Administration, by the State granting agency, and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract agreement.

All Grantees that expend \$750,000 or more of Federal awards in a fiscal year must have a single audit according to the OMB Uniform Guidance: Cost Principles, Audit, and Administrative Awards Requirements for Federal Awards. This is \$750,000 total Federal awards received from all sources. If an audit is completed, forward a copy of the report to both the State's Authorized Representative and the State Auditor.

10. Government Data Practices and Intellectual Property

- 10.1 **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn.Stat. § 13, as it applies to all data provided by the State under this grant contract agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract agreement. The civil remedies of Minn.Stat. § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request must comply with applicable law.

10.2 **Intellectual Property.**

- 10.2.1 **Intellectual Property Rights.** The Grantee owns all rights, title, and interest in the works created under this grant contract agreement, including copyrights, patents, trade secrets, trademarks, and service marks. Works means all inventions, improvements, or discoveries (whether or not patentable), geospatial data, databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks and videos, conceived, reduced to practices, created or originated by the Grantee, its employees, and subcontractors, either individually or jointly with others, in the performance of the grant contract agreement. The federal awarding agency (U.S. Department of Commerce) may receive royalty-free, non-exclusive and an irrevocable

right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so as noted in 2 CFR 200.315.

10.2.2 *Obligations.*

- (A) **Notification.** Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this agreement, the Grantee will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.
- (B) **Representation.** The Grantee represents and warrants that the Works do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 9, the Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the Works infringes upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law. Nothing in this article constitutes or should be construed to constitute a waiver by either the State or the Grantee of the sovereign immunity of each party from certain suits or remedies relating to infringement claims. The Grantee may assert the immunities of the State in connection with the Grantee's defense of any infringement claim brought against the State. The State must reasonably cooperate with the Grantee in connection with the Grantee's defense of any claim or suit, and the State will discontinue use of any allegedly infringing works at Grantee's reasonable request.
- (C) **License to State.** The Grantee gives to the State a perpetual, irrevocable, no-fee right and license to make, have made, reproduce, modify, distribute, perform, and otherwise use the works for any and all purposes, in all forms and manners that the State, in its sole discretion, deems appropriate. The Grantee must, upon the request of the State, execute all papers and perform all other acts necessary, to document and secure the State's right and license to the works. At the request of the State, the Grantee will permit the State to inspect the original works.

11. Workers' Compensation

The Grantee certifies that it is in compliance with Minn.Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12. Publicity and Endorsement

Every publication of material supported in whole or in part by this award or any subawards must acknowledge the financial assistance of both the State and the Coastal Zone Management Act of 1972, as amended, administered by the

Office for Coastal Management, National Oceanic and Atmospheric Administration (NOAA), U.S. Department of Commerce.

12.1 **Publicity.** Any publicity regarding the subject matter of this grant contract agreement must identify the sponsoring agencies; and must not be released without prior written approval from the State's Authorized Representative or her designee. For purposes of this provision, publicity includes websites, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract.

(A) **Acknowledgement.** The cover of the title page (or other prominent location) of all reports, studies, or other documents published or distributed electronically or hard copy, and acknowledgement pages on websites/webpages, videos, and other media, that are developed with or otherwise produced under this grant contract agreement, except scientific article or papers appearing in scientific, technical, or professional journals, must contain the following:

[Grantee] prepared this [report/video/workshop/brochure/etc.] using Federal funds under award NA21NOS4190083 from the Coastal Zone Management Act of 1972, as amended, administered by the Office for Coastal Management, National Oceanic and Atmospheric Administration (NOAA), U.S. Department of Commerce provided to the Minnesota Department of Natural Resources (DNR) for Minnesota's Lake Superior Coastal Program.

(B) **Professional Publications.** Publications of methods and results derived from this project in theses, academic or professional journals or presentations at symposia or scholarly meetings is hereby authorized, provided they contain the required acknowledgment of funding support from both the State and the Office for Coastal Management, NOAA and necessary steps have been taken to protect copyright and other intellectual property rights resulting from the project:

This [study/etc.] was funded in part by the Coastal Zone Management Act of 1972, as amended, administered by the Office for Coastal Management, National Oceanic and Atmospheric Administration under Award NA21NOS4190083 provided to the Minnesota Department of Natural Resources for Minnesota's Lake Superior Coastal Program.

12.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services and the Grantee must adhere to the terms of 2 CFR 200.315.

(Include if applicable) The statements, findings, conclusions, and recommendations are those of the author(s) and do not necessarily reflect the views of NOAA, the U.S. Department of Commerce, or the DNR.

13. Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract agreement. Venue for all legal proceedings out of this grant contract agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14. Termination

14.1 (a) **Termination by the State.** The State may immediately terminate this grant contract agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

(b) **Termination by The Commissioner of Administration.** The Commissioner of Administration may unilaterally cancel this grant contract agreement if further performance under the agreement would not serve agency purposes or is not in the best interest of the State.

14.2 **Termination for Cause.** The State may immediately terminate this grant contract agreement if the State finds that there has been a failure to comply with the provisions of this grant contract agreement, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 **Termination for Insufficient Funding.** The State may immediately terminate this grant contract agreement if:

- a) Funding for Grant No. NA21NOS4190083 is withdrawn by the U.S. Department of Commerce; or,
- b) Funding cannot be continued at a level sufficient to allow for the payment of the services covered here.

Termination must be by written notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

15. Data Disclosure

Under Minn.Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

16. American Disabilities Act/Electronic Accessibility

16.1 The Grantee must comply with the 2010 American Disabilities Act Standards for Accessible Design, or any updated version of these requirements in effect at the time of this grant, and all applicable regulations and guidelines.

16.2 The Grantee must provide materials and products (i.e., documents, report, and website) in an accessible electronic format per Minnesota Statute 16E.03 State Information and Communications System, Subd. 9. Subdivision 9 incorporates federal requirements under Section 508 of the Rehabilitation Act of 1973 (Revised) and the Web Content Accessibility Guidelines 2.1, level AA. For guidance on producing accessible electronic documents, see the Minnesota IT Services [accessibility website](#).

17. Reporting Requirements

The Grantee must submit all reports electronically to mlscp.dnr@state.mn.us. The state will accept a digital signature.

17.1 **Final Report.** The State must receive a summary report within thirty days of expiration.

17.2 **Financial Reports.** The Grantee must submit an Invoice summarizing grant expenditures, in a form and manner prescribed by the State (see Section 4.2), within 30 days of the event.

- a) The State will reimburse based on allowable, allocable, and reasonable expenditures within 30 days of receipt of a complete request. The state reserves the right to withhold payment for any reimbursement request deemed to be in question, or for which adequate supporting documentation does not exist.
- b) The Grantee must maintain financial documentation to support expenditures incurred under this award and provide to the State upon request.

18. Monitoring

The State will be allowed at any time to conduct periodic site visits and inspections to ensure work progress in accordance with this grant contract agreement, including a final inspection upon program completion.

19. Invasive Species Prevention

Grantees and subcontractors must follow Minnesota DNR's Operational Order 113, which requires preventing or limiting the introduction, establishment and spread of invasive species. This applies to all activities performed on all lands under this grant contract agreement and is not limited to lands under DNR control or public waters; see Invasive Species Prevention and Site Planning and Management (p. 3-6) <https://www.dnr.state.mn.us/invasives/dnrlands.html>.

20. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

- 20.1 The prospective lower tier participant certifies, by submission of this agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 20.2 Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant must attach an explanation to this agreement.

21. Whistleblower Protection Rights

Recipient Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights

- a) This award and employees working on this financial assistance agreement will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239)
- b) The Award Recipient shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712
- c) The Award Recipient shall insert the substance of this clause, including this paragraph (c), in all subawards or subcontracts over the simplified threshold. 42 CFR & 52.203-17 (as referenced in 42 CFR & 3.908-9)

22. Additional Program Requirements

The Grantee must comply with the following as well as the terms and conditions for closeout of the sub-award.

- 22.1 The Grantee is responsible for safety in the project, including the safety of project personnel, associates, visitors, and volunteers.
- 22.2 **Conflicts of Interest.** Conflicts of interest include any relationship or matter which might place the Grantee in a position of conflict, real or apparent, between their responsibilities under the contract and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the Grantee in the matter.

By signing this contract, the Grantee certifies that they have establish safeguards to prohibit its employees from using their positions for purposes that constitute or present the appearance of a personal or organizational conflict of interest, they have reported and/or do not have any current conflicts of interest at this time and are responsible for notifying the State in writing of any actual or potential conflicts of interest that arise during the life of this award.

- 22.3 **System for Award Management.** Unless exempted by 2 CFR 25.110, the Grantee must have a Unique Entity Identifier from the System for Award Management.
- 22.4 **Non-Discrimination Requirements.** No person in the United States may, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance. Including but not limited to:
- a) Title II of the American's with Disabilities Act (28 CFR Part 35) of 1990 protects qualified individuals with disabilities from discrimination on the basis of disability in services, programs, and activities provided by State and local government entities.
 - b) Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance.
 - c) Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities.
 - d) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance.
 - e) The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance; and
 - f) Any other applicable non-discrimination law(s).
- 22.5 **Lobbying.** Any recipient that receives more than \$100,000 in Federal funding and conducts lobbying with non-federal funds related to a covered Federal action must notify the State's Authorized Representative.
- 22.6 **Sexual Assault and Sexual harassment Prevention and Response.** Grantees must maintain clear and unambiguous standards of behavior to ensure harassment free workplaces for all personnel, including students. This includes all grant related activities and during conferences and workshops. Grantees should have accessible and evident means for reporting violations and timely investigations of allegations and corrective actions. Grantees must report to the State if any key personnel on the award are placed on administrative leave relating to a harassment finding or investigation.

Signatures on next page.

Signatures:

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

DocuSigned by:

Signed: Leticia Benner

A5E5FBD2CA95418

Date: September 8, 2023

SWIFT Contract/PO No(s). 235897/3000239644

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: [Signature]

Title: MR

Date: September 8, 2023

By: _____

Title: _____

Date: _____

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

Distribution:
Agency
Grantee
State's Authorized Representative

INDEPENDENT SCHOOL DISTRICT NO. 94

Cloquet, Minnesota
September 25, 2023

The following resolution was moved by _____ and seconded by _____:

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Cloquet Schools ISD 94, gratefully accepts the following grant from Jay Cooke Park to cover the cost of busing for the third grade at Washington in the amount of \$200.00

	YEA	NAY	
NATE SANDMAN, CHAIR			PASSED: September 25, 2023
MELISSA JUNTUNEN, CLERK			
DAVE BATTAGLIA, TREASURER			BOARD CHAIR:
SARAH BUHS			
GARY HUARD			ATTEST (BOARD CLERK):
KEN SCARBROUGH			

INDEPENDENT SCHOOL DISTRICT NO. 94

Cloquet, Minnesota
September 25, 2023

The following resolution was moved by _____ and seconded by _____:

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Cloquet Schools ISD 94, gratefully accepts the following grant from Great Lakes Aquarium to cover the cost of busing for the third grade at Washington in the amount of \$200.00

	YEA	NAY	
NATE SANDMAN, CHAIR			PASSED: September 25, 2023
MELISSA JUNTUNEN, CLERK			
DAVE BATTAGLIA, TREASURER			BOARD CHAIR:
SARAH BUHS			
GARY HUARD			ATTEST (BOARD CLERK):
KEN SCARBROUGH			

INDEPENDENT SCHOOL DISTRICT NO. 94

Cloquet, Minnesota
September 25, 2023

The following resolution was moved by _____ and seconded by _____:

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Cloquet Schools ISD 94, gratefully accepts the following grant from Inland Seas Education Association cover the cost of busing for the third grade at Washington for science field trips in the amount of \$500.00

	YEA	NAY	
NATE SANDMAN, CHAIR			PASSED: September 25, 2023
MELISSA JUNTUNEN, CLERK			
DAVE BATTAGLIA, TREASURER			BOARD CHAIR:
SARAH BUHS			
GARY HUARD			ATTEST (BOARD CLERK):
KEN SCARBROUGH			

INDEPENDENT SCHOOL DISTRICT NO. 94

Cloquet, Minnesota
September 25, 2023

The following resolution was moved by _____ and seconded by _____:

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

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WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Cloquet Schools ISD 94, gratefully accepts the following grant from Ewald Consulting c/o MN GIS/LIS Consortium for Kim Peddle to attend Educator Day 2023 in Duluth, MN in the amount of \$140.00

	YEA	NAY	
NATE SANDMAN, CHAIR			PASSED: September 25, 2023
MELISSA JUNTUNEN, CLERK			
DAVE BATTAGLIA, TREASURER			BOARD CHAIR:
SARAH BUHS			
GARY HUARD			ATTEST (BOARD CLERK):
KEN SCARBROUGH			

INDEPENDENT SCHOOL DISTRICT NO. 94

Cloquet, Minnesota
September 25, 2023

The following resolution was moved by _____ and seconded by _____:

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Cloquet Schools ISD 94, gratefully accepts the following grant from MN History Center to cover the cost of busing for the third grade at Washington to visit the Snake River Trading Post in Pine City in the amount of \$200.00

	YEA	NAY	
NATE SANDMAN, CHAIR			PASSED: September 25, 2023
MELISSA JUNTUNEN, CLERK			
DAVE BATTAGLIA, TREASURER			BOARD CHAIR:
SARAH BUHS			
GARY HUARD			ATTEST (BOARD CLERK):
KEN SCARBROUGH			

Cloquet Public Schools Procedure for the Administration of Naloxone

Purpose:

- Naloxone is an opioid antagonist that is used to reverse the effect of opioids.
- Research has determined that Naloxone administration has been found to help prevent death from opioid overdose, as well as reduce disability and injury from opioid overdose.
- The rapid administration of Naloxone may be lifesaving in people with an overdose due to opioid use.

Medication: Naloxone in the form of Narcan nasal spray.

Dose: 4mg Narcan nasal spray.

Route: Intranasal.

Storage: Store Narcan nasal spray in the blister package it comes in. Store at room temperature. Do not freeze. Two doses of Narcan nasal spray will be stored in each AED bag and each school health office. Other locations will be considered and implemented as needed.

Narcan is located in the following locations:

Churchill - in AED on hallway near main office and in school health office.

Washington - in AED on hallway near main office and in school health office.

Cloquet Middle School - in AED on wall near gym, in AED on wall near Media Center on 2nd Floor, and in school health office.

Cloquet High School - in AED near Auditorium, in AED near main gym, and in school health office.

CAAEP/Garfield - in AED on second floor, also with main office staff.

When to Use: Use Narcan nasal spray immediately when an opioid overdose is known or suspected.

Narcan nasal spray is FDA approved to reverse opioid overdose in adults and children of all ages, including newborns. There is no age limit to who can safely receive Narcan nasal spray.

Signs of an opioid overdose:

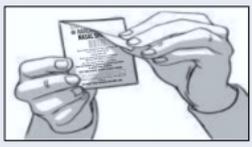
Signs and Symptoms of Opioid Overdose
· Blue skin tinge- usually lips and fingertips show first
· Body is very limp
· Face is very pale
· Pulse (heartbeat) is slow, erratic, or not there at all
· Throwing up
· Passing out
· Choking sounds or a gurgling/snoring noise
· Breathing is very slow, irregular or has stopped
· Unresponsive

Who may administer: Narcan nasal spray may be administered by Cloquet Public School staff, according to Cloquet Public School policy. Narcan may be used on any student, staff, or visitor, during regular school hours, when an overdose from opioid is suspected. The Medical Emergency Response Team at each building will receive annual training.

Procedure:

- Activate the School Medical Response Team and call 911.
- Assess their ABC's: Airway, Breathing and Circulation.
 - If they have a pulse but are not breathing, begin rescue breaths.
 - If they do not have a pulse, begin CPR.
- Administer Narcan nasal spray.
- Place the person in the recovery position, facing away from you.
- Stay with the person until help arrives.
- Most people respond by returning to spontaneous breathing within 2 or 3 minutes of Narcan administration.
- If there is no response to the initial dose of Narcan nasal spray, a second dose may be administered after 2 or 3 minutes. If a second dose of Narcan is used, it should be administered in the opposite nostril.
- When the ambulance arrives, the person must be transported to the nearest hospital.
- Send the used Narcan container with the EMS personnel.

Remove NARCAN Nasal Spray from the box.
Peel back the tab with the circle to open the NARCAN Nasal Spray.



Hold the NARCAN nasal spray with your thumb on the bottom of the plunger and your first and middle fingers on either side of the nozzle.



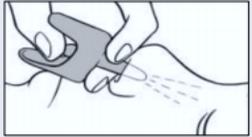
Gently insert the tip of the nozzle into either nostril.

- Tilt the person's head back and provide support under the neck with your hand. Gently insert the tip of the nozzle into **one nostril**, until your fingers on either side of the nozzle are against the bottom of the person's nose.



Press the plunger firmly to give the dose of NARCAN Nasal Spray.

- Remove the NARCAN Nasal Spray from the nostril after giving the dose.



Possible Side Effects: Narcan nasal spray may cause sudden opioid withdrawal symptoms. Opioid withdrawal symptoms may include body aches, diarrhea, increased heart rate, fever, runny nose,

sneezing, goosebumps, sweating, yawning, nausea, vomiting, nervousness, restlessness, irritability, shivering, trembling, stomach cramping, weakness, increased blood pressure.

Considerations: Withdrawal can be unpleasant. The person may breathe but not have full arousal or they may need continued rescue breathing and support.

Cautions: While Narcan nasal spray can be life saving for suspected opioid overdose, there are other health conditions that look similar to an opioid overdose such as diabetic ketoacidosis, electrolyte imbalance, hypothermia, meningitis, apnea, stroke, and more, for which Narcan nasal spray will not help the person. This is another reason 911 must be called.

Safety of Narcan nasal spray: The safety profile of Narcan nasal spray is remarkably high. When given to individuals who are not overdosing on opioids, Narcan nasal spray produces no clinical effects.

Documentation: When Narcan nasal spray is administered, documentation of the event must take place. Documentation must include the following:

- A description of the event, including date, time, location, name of patient, names of staff responding.
- A description of the person's symptoms.
- Time Narcan nasal spray was administered, the dose, the route (intranasal), and the person's response to Narcan nasal spray.
- The time EMS arrived.
- The follow up after the event. Notification of parents/guardians. Referral to the school's student support team.
- Documentation should be kept in the student's file and a copy with the building administrator.

Communication: Communication is necessary to notify the appropriate school staff and family in the event of a suspected overdose, emergency response, and medication administration. The school should consider who must be notified, what information must be shared, and when the communication needs to occur.

Personnel to consider notifying, as appropriate, include:

- Superintendent
- Crisis Response Team/Medical Response Team
- Building Principal
- Licensed School Nurse or other Health Services staff in the building
- School Counselor or School Social Worker
- School Resource Officer
- Naloxone Coordinator
- Parents/Guardians

Staff communication regarding a drug-related incident may be necessary when there is a need to coordinate staff support and implement student support planning. A briefing might include advice to staff about the basic facts of the incident and advice about appropriate responses staff might give to questions that they may be asked. This will help to avoid exacerbating the situation or spreading rumors. The nature of the briefing for staff will vary considerably depending on the nature of the incident.

Handling Drug Paraphernalia: It may be that in responding to a person experiencing an opioid overdose, school staff may also come across illicit drugs or drug paraphernalia.

If any drugs or drug paraphernalia poses a safety risk to others on or around the scene or arriving to the scene, here are some considerations:

- Universal precautions (wearing gloves) and safe handling of sharps should be taken when handling any substances and/or objects to prevent exposure to infectious disease
- Move objects so that risk for harm or injury is lowered
- If substances or drug paraphernalia are handled document and note
 - Who handled the substance or related items
 - Who was present

A Guide for Conducting After Incident Review: [Guide for Conducting an After-Incident Review](#)

A link to training video: [Opioid Education | American Heart Association](#)

Naloxone Standing Order and Protocol

FOR MANDATED GROUPS INCLUDING SCHOOLS, LAW ENFORCEMENT, CORRECTIONS, AND OTHER GROUPS WHO CARRY NALOXONE

Introduction

In the 2023 legislative session, the Minnesota Legislature mandated the carrying of naloxone hydrochloride, an opiate or opioid antagonist¹ that reverses opioid overdoses, to select groups in the state, expanding access to the medication as an intervention to prevent opioid overdose deaths in Minnesota.² The mandates were for the following:

- Schools (Minnesota Statutes, section 121A.224, subdivision 1)
- Corrections Minn. Stat. § 241.021, subd. 1)
- Law Enforcement (Minn. Stat. § 151.37, subd. 12)
- Site-based or group housing support settings (Minn. Stat. § 121A.224, subd. 12)
- Sober homes (Minn. Stat. § 254B.181, subd. 1)

Purpose

There are two purposes for this document:

- The first purpose is to provide a standing order under Minn. Stat. § 151.37, subd. 12(b)(1), that will authorize the mandated groups to obtain and distribute naloxone per their individual mandates.
- The second purpose is to provide a protocol under Minn. Stat. § 148.235, subd. 8, for practitioners in the mandated groups to administer naloxone by appropriately trained personnel within their settings.

Record keeping: Entities who are using this document must keep a copy of it on site at all locations where naloxone may be used.

Naloxone

Naloxone is a medication that temporarily blocks the effects of an opioid (prescription opioids, heroin,

¹ While naloxone is commonly known as an “opioid antagonist,” Minnesota Statutes, section 151.37, refers to “opiate antagonists.” According to the Centers for Disease Control and Prevention, the term “opiate” refers to natural opioids such as heroin, morphine and codeine, while “opioid” refers to all natural, semisynthetic, and synthetic opioids. While an opiate is therefore a subset of the larger group of opioids, for the purpose of the antagonists referred to in this protocol, these terms are used interchangeably. <https://www.cdc.gov/opioids/basics/terms.html>

² 2023 Minn. Laws, Chapter. 61, Article 5, sections 1 through 12.

fentanyl, fentanyl analogs, and other synthetic opioid street drugs) during an opioid overdose emergency. Naloxone only works on opioids, however other drugs (e.g., cocaine, methamphetamine) have been found in Minnesota to be laced (cut or contaminated) with opioids. Opioids can cause respiratory depression (slow or troubled breathing) to the point that breathing stops. Naloxone is indicated for a suspected opioid overdose.

Naloxone may be administered intranasally with a nasal spray, intramuscularly with a syringe, or with an autoinjector.

Standing Order to Obtain, Distribute, and Dispense Naloxone

- This standing order authorizes the above-referenced groups, in accordance with Minn. Stat. § 151.37, subd. 12, to maintain, dispense, or distribute supplies of nasal naloxone to anyone who is at risk, or knows anyone who is at risk, of a drug overdose.
- For the purposes of this document, the following definitions apply:
 - “Naloxone kit” refers to one box containing two Narcan® Nasal Spray Devices (4 mg/0.1mL) with information pamphlet containing step-by-step instructions.
 - “Dispense” means to give a naloxone kit to an individual who is at risk for, or who knows someone who is at risk for, an opioid overdose for subsequent use.
 - “Distribute” means to give naloxone kits to other organizations that, in turn, administer, or dispense naloxone.
 - “Administer” means to give naloxone directly to another individual whom the person believes in good faith to be suffering a drug overdose (Minn. Stat. § 604A.04, subd. 2(b)).

Condition Specific Protocol

- This protocol allows staff, nurses working in schools, volunteers, and clients of mandated groups who are trained in administering naloxone to administer, dispense, and distribute naloxone to anyone who is at risk, or knows anyone who is at risk, of drug overdose in accordance with Minn. Stat. §§ 151.37, subd. 12, and 604A.04.

Educational Requirement

Eligible entities using this condition-specific protocol to administer naloxone must have persons complete training in opioid overdose reversal that, at a minimum, includes the following:

- Opioid overdose prevention and recognition.
- Indications, contraindications, and precautions related to using naloxone.
- Naloxone administration techniques, specific to the route (nasal) to be used within the specific agency, program, or school.
- Providing rescue breathing as necessary along with administering naloxone.
- The necessity of calling 911 for the care of all potential overdose victims.

Protocol for Administering Naloxone Hydrochloride

Indications for Usage: Naloxone is indicated for the reversal of opioid overdose, induced by natural or synthetic opioids, relative to respiratory depression or unresponsiveness. Use if someone is found unresponsive and the cause is unknown, or it is suspected to be a drug overdose, or you observe the signs and symptoms listed below.

Storage

Naloxone kits should be stored at room temperature with limited exposure to natural light.

Signs of Symptoms of Opioid Overdose in a person of any age:

- Unresponsive or unconscious
- Breathing is very slow, irregular, or has stopped
- Blue skin tinge or yellow or gray in darker skin tones-usually lips and fingertips show first
- Face is very pale color from normal skin tone
- Body is limp
- Pulse (heartbeat) is slow, erratic, or not readily detectible
- Vomiting
- Making choking, gurgling, or snoring sounds

Contraindications – Naloxone is contraindicated in individuals known to be hypersensitive to naloxone hydrochloride, or to any of the other ingredients in naloxone.

Safety - The safety profile of naloxone is remarkably high when given to individuals who are not opioid intoxicated or opioid dependent, naloxone produces no clinical effects, even at high doses. Moreover, although rapid opioid withdrawal in opioid-tolerant individuals may be unpleasant, it is not life threatening.

Precaution - While naloxone is life saving for suspected opioid overdose, there are other health conditions that may have similar symptoms in emergency situations, such as diabetic ketoacidosis, electrolyte imbalance, hypothermia, meningitis, apnea, stroke, and subdural hematoma, for which naloxone will not help the person. Furthermore, naloxone's overdose reversing effects are temporary, and overdose symptoms may return, which is why **911 must be called as soon as possible**.

Other considerations:

- Pre-existing cardiac disease or seizure disorder.
- Person is suspected to be physically dependent on opioids, including newborns of mothers with opioid dependence (reversal of opioid effect will precipitate acute abstinence syndrome)
- Use in Pregnancy:
 - Teratogenic Effects: Pregnancy category C, no adequate or well- controlled studies in pregnant women.
 - Non-teratogenic Effects: Pregnant women known or suspected to have opioid

dependence often have associated fetal dependence. Naloxone crosses the placenta and may precipitate fetal withdrawal symptoms.

- Naloxone should only be used in pregnant women with opioid dependence in situations of life-threatening overdose.
- Nursing Mothers: Caution should be exercised when administering to nursing women due to transmission in human milk.
- Geriatric Use: Caution should be exercised for potential decreased hepatic, renal, and cardiac function, as well as concomitant disease and other pharmacotherapies.

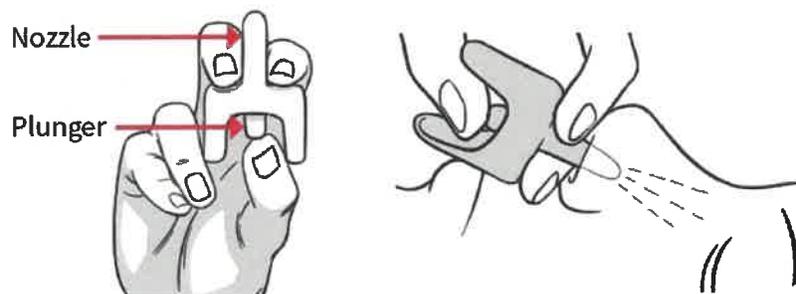
Standardized Procedure for Naloxone Administration

Step 1: Confirm signs and symptoms of potential opioid overdose.

Step 2: Call 9-1-1 and administer naloxone as follows:

Single-Step Intranasal Naloxone

- Peel back the package to remove the device.
- Hold the device with your thumb on the bottom of the plunger and 2 fingers on the nozzle.
- Place and hold the tip of the nozzle in either nostril until your fingers touch the bottom of the patient's nose.
- Press the plunger firmly to release the dose into the patient's nose.
- Repeat if there is no response after 3 minutes.



Supply

One (1) box containing two (2) Narcan® Nasal Spray Devices (4 mg/0.1mL)

Naloxone Adverse Reactions

- Adverse reactions are related to precipitating opioid withdrawal. They include fever, hypertension, tachycardia, agitation, restlessness, diarrhea, nausea/vomiting, myalgias, diaphoresis, abdominal cramping, yawning, and sneezing.

STATEWIDE PROTOCOL FOR OPIATE ANTAGONIST

- These symptoms may appear within minutes of naloxone administration and subside in approximately 2 hours.
- The severity and duration of the withdrawal syndrome is related to the dose of naloxone and the degree of opioid dependence.
- Adverse effects beyond opioid withdrawal are rare.

Authorization

This document is issued by the Medical Director of the Minnesota Department of Health, effective on the date below. It authorizes recipients to obtain and distribute naloxone, and other components of a naloxone kit to those who may assist an individual suffering opioid-related overdose, as described in this standing order and condition-specific protocol.

The authorizations in this document shall remain in effect until August 24, 2024.

It is expected that this standing order will sunset when the over-the-counter formula of naloxone becomes available and the necessity for a standing order will no longer be required.

Name of Physician: Ruth Lynfield

License No.: 40312

NPI No.: 1285960302

Signature:



Date: August 25, 2023

Order Effective Date: August 25, 2023

Order Expiration Date: August 24, 2024

Minnesota Department of Health
PO Box 64975
St. Paul, MN 55164-0975
651-201-5414
www.health.state.mn.us

08/21/2023