GRAND RAPIDS
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Resilience ✦ Readiness ✦ Excellence

Itaskin Education Center Handbook

- # Schedule

IEC is part of the Grand Rapids ISD #318, therefore IEC follows the ISD #318 school calendar.

- # Classroom Expectations

Our classrooms are like any other classroom in the district. We expect students to demonstrate appropriate behavior at all times. The following are the expectations in the classroom at IEC.

Classroom Expectations

WORK means….

- ✓ **On Task**
- ✓ **Best Effort**
- ✓ **Avoid others negative behavior**
- ✓ **Find something positive to keep you occupied**
- ✓ **Participate in classroom activities**

RESPECT means….

- ✓ **Value yourself and others**
- ✓ **Control inappropriate language**
- ✓ **Allow others to learn**
- ✓ **Allow the teacher to teach**
- ✓ **Take good care of school property**
- ✓ **Think of others personal boundaries**
- ✓ **Listening to others**
- ✓ **Helping others**

BELONG means….

- ✓ **Follow line expectations**
- ✓ **Working in classroom desk**
- ✓ **Staying behind the Red Line**
- ✓ **Asking for permission to use the restroom**
- ✓ **Line up when staff asks you to**
- ✓ **Be ON-TIME for class**

- # 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. Students may be questioned to determine if disciplinary action is required. Students are required to cooperate in all disciplinary investigations. Failure to do so may result in disciplinary action. Suspected criminal information will be submitted to law enforcement. Decisions regarding disciplinary action are made at the discretion of school officials. Please remember that it is impossible to list every behavior that would be unacceptable. **These consequences can/will be different depending on the situation and individuals involved in a case by case situation.**

Direct verbal profanity towards a staff – Out of school for the rest of the day.

Sexual Comments/Gestures – Depends on the situation. This could be one hour or up to a full school day.

Fighting/Assault – Suspension (1-3 days)

Threats – Depends on the situation. Could be until the next hour or the rest of the day.

Vandalism – Suspension and/or Restitution

Theft – Suspension and/or Restitution

Misuse of Technology – After a student has been given a WARNING, they will lose computer privileges for one week. If needed a student can lose all computer privileges.

Insubordination – Depends on the situation. This could be one hour or up to a full school day.

Bullying – IEC follows the ISD #318 bullying policy.

- ## Grades and Exit Reports

Exit reports are sent to the student's next educational placement and home district upon their discharge. Students are given hours of credit and a Pass/Fail grade. Students will earn only the hours that they are in school and participating.

- ## Behavior Modification Plan

On Friday or the last day of the week, the staff review each student's attendance and behavior for the week. Students who do not achieve 50% or above are unable to participate in Friday afternoon Reward/Elective Activities.

- ## Apparel

Students need to wear appropriate clothes to school, not what they wore to bed. Students must wear shoes, no slippers. Hats, hoods and hair coverings are not allowed in class unless approved by staff. If a head covering is medically necessary a doctor's note must be on file with the school district. Staff has the right to refuse to allow a student in school who is wearing disruptive or unacceptable clothing by community standards. Clothing must be appropriate for weather.

- ## School Materials

All classroom materials are provided in each classroom. Students are not allowed to bring in any school supplies (backpack, notebooks, pens, etc.) All school materials stay in the classrooms. Any inappropriate writing, such as gang symbols or graffiti, will be brought to the North Homes staff for review. If a student is allowed to take something out of the classroom it will be given to the North Homes staff at the end of the school day.

- # North Homes Programing

Students cannot request to meet with North Homes staff during the school day. Students are seen by North Homes staff before school, during lunch and after school. Exceptions can be made if North Homes staff come to the classroom to see the student. Students may write a Quick Note to North Homes staff if it is urgent. School staff will then get the Quick Note to the appropriate person.

The North Homes process for grieving programing is considered part of North Homes programing. If a student has a problem with school programing they will follow the procedures listed:

1) Speak with school staff about the problem or concern.
2) If no resolution occurs, student will meet with School staff and North Homes staff.
3) If there are still concerns or a resolution needed ask for the ISD #318 complaint form to be turned into the principal.

http://www.isd318.org/

CONTACT INFORMATION

Itaskin Education Center

1880 River Road

Grand Rapids, MN

218-322-4129

School Staff

Sean Martinson-Principal

Teachers

Mrs. Morgan, Lead Teacher, IEC - Social Studies/Science/Computer

Mr. Moen, IEC/Cottage - P.E./Science/Outdoor Recreation

Mr. Hildreth, IEC – English/Health/SPED Services

Mr. Lindula, Cottage-Social Studies/Science

Mrs. Fleischer, Cottage – SPED Services/English-Language Arts/Math

Mrs. Ruder-Math/Personal Finance

Educational Support Professionals

Olivia, Jessica, and Diana

Secretary

Ms. Weston

Updated: 8/10/2026