



ROCKFORD AREA SCHOOLS

INDEPENDENT SCHOOL DISTRICT 883 BOARD OF EDUCATION

A Tradition of Excellence, One Student at a Time

Agenda for September 20, 2021

6:30 PM

Rockford High School, Heritage Room

7600 County Rd 50

Rockford, MN 55373

1. **CALL MEETING TO ORDER**
 - A. Pledge of Allegiance
 - B. Board Roll Call
2. **APPROVAL OF AGENDA**
3. **PUBLIC COMMENTS**
4. **CONSENT ITEMS**
 - A. Consent--Approval of Minutes 3
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 - D. Consent--Approval of Open Enrollments 29
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 - A. ICS Presentation 30
6. **HIGH STUDENT ACHIEVEMENT**
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 - A. COVID-19 Matrix 79
8. **FISCAL RESPONSIBILITY**
 - A. Resolution of Acknowledgement of Contributions/Donations 81
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9. **EFFICIENT & EFFECTIVE OPERATIONS**
 - A. Activities Secretary 84
 - B. Employer Paid COVID-19 Sick Leave 88
 - C. Annual Policies Revision 89
10. **BOARD AND SUPERINTENDENT UPDATES AND ANNOUNCEMENTS**
 - A. Announcements:
 - Monday, September 27, 2021 RHS parent schedule night from 4 pm-8 pm.
 - Work Session: Monday, October 4, 2021, at 6:30 pm, Heritage room at RHS.
 - Regular Meeting of the Board of Education: Monday, October 18, 2021 Heritage Room at 6:30 p.m. at RHS.



ROCKFORD AREA SCHOOLS

INDEPENDENT SCHOOL DISTRICT 883

BOARD OF EDUCATION

B. Board Committee Updates

11. **ADJOURNMENT**

Our Mission: *In partnership with our communities and families, Rockford Area Schools provides challenging opportunities to engage, inspire, and educate globally-minded citizens.*

Our Vision: *Rockford Area Schools provides a supportive, rigorous, and relevant learning culture producing courageous learners prepared to enter a global society.*

Rockford Board of Education

Brady Anderson

Eric Gordee

Jenny Kneeland

Amy Edwards

Jessica Johnson

Beth Praska

Superintendent Rhonda Dean



Independent School District #883

Regular School Board Meeting

August 16, 2021

Chair Edwards called the meeting to order at 6:30 p.m.

Pledge of Allegiance

The meeting opened with the Pledge of Allegiance.

Board Roll Call

Members present: *Anderson, Edwards, Gordee, Johnson, Kneeland, Praska and Superintendent Dean.* Also present were *Business Manager Tanley Lego, and Teaching and Learning Director Kevin Keller.*

Members absent: *None*

APPROVAL OF AGENDA

Motion by Johnson, seconded by Anderson, to approve the agenda as presented. Roll call vote, the following voted in favor: Anderson, Johnson, Kneeland, Gordee, Praska, and Edwards. And the following voted against: None.

Motion carried unanimously.

PUBLIC COMMENTS

Katelin Roering requested to implement a face mask requirement for the 21-22 school year.

CONSENT ITEMS

Gordee motioned, seconded by Kneeland, to approve the following consent items. The following voted in favor: Anderson, Kneeland, Johnson, Gordee, Praska, and Edwards. And the following voted against: None. *Motion passed unanimously.*

- **Minutes:**

- July 19, 2021 Regular Meeting

- July 19, 2021 Work Session

- July 19, 2021 Special Work Session

- **Personnel:**

Status	First Name	Last Name	Position	Date(s)
Hire	Denim	Rynkievich	PT Seasonal SACC Student Worker	7/27/2021
Hire	Jeanie	Chalupsky	High School Principal Secretary	8/9/2021
Hire	Patty	Vacek	Pay & Benefits Coordinator	08/30/2021
Hire	Joe	Huber	Business Teacher	2021-22 School Year
Hire	Kaari	Binsfeld	RMS Media Paraprofessional	2021-22 School Year
Hire	Kristen	Snyder	Fourth Grade Teacher	2021-22 School Year
Resignation	Steve	Petroski	Girls Varsity Golf Coach	2021-22 School Year
Resignation	Paula	Wanous	Pay & Benefits Coordinator	7/30/2021
Resignation	Ryan	Johnson Sparrman	Business Teacher, DECA, Link Crew Coord, Step-Up Coord, Varsity Boys Baseball Coach, Football Coach	2021-22 School Year
Resignation	Yared	Garcia	SACC Assistant	8/2/2021
Resignation	Lesa	Peeler	REAMS SPED Teacher	8/4/2021
Resignation	Jackson	Schepp	REAMS SPED Teacher	8/5/2021
Resignation	Tatyanna	Bonk	Para	8/10/2021

- **Bills and Wire Transfers:**

July 2021 (listing attached)

Fund 01	\$1,161,080.93
Fund 02	3,947.00
Fund 04	13,349.15
Fund 07	502,912.50
Fund 21	5,774.33
Fund 45	2,025.16
Total:	\$1,689,089.07

Note: Reconciled as of 8/12/2021 by Tanley Lego, Business Manager

- **Open Enrollments:**

Resident Students Attending Other Schools					
	Grade	Non-Resident District	Number	Date Effective	NR/OE
1	K	Howard Lake	2687	08/30/2021	OE
1	10	Buffalo	877	09/08/2021	OE
1	8	Buffalo	877	09/08/2021	OE
1	K	Buffalo	877	09/08/2021	OE
1	3	Delano	879	09/08/2021	OE

Non-Resident Students Attending Rockford					
	Grade	Resident District	Number	Date Effective	NR/OE
1	9	Buffalo	877	9/8/2021	NR
1	10	Buffalo	877	9/8/2021	NR
1	11	Buffalo	877	9/8/2021	NR
1	10	Elk River	728	9/8/2021	NR
1	6	Osseo	279	9/8/2021	NR
1	2	Orono	278	9/8/2021	NR
1	4	Orono	278	9/8/2021	NR
1	3	Howard Lake	2687	9/8/2021	NR

- **Calendar Update**

The date for RHS Open House moved from September 2nd to September 1st from 6pm-8pm due to many activities taking place on Thursday night.

- **MOU E-Learning Day Plan**

In December, 2020, the School Board approved an MOU for Emergency Closing Distance Learning Days. That MOU was put in place because an E-Learning Day Plan must be approved and communicated to families at the beginning of a school year. This MOU for an E-Learning Day Plan is updated to reflect E-Learning Day requirements per MDE, with limited changes to the prior MOU put in place, including language changes to reflect “E-Learning Day” and distance learning for in-person 5 day learning models.

FISCAL RESPONSIBILITY

- **Refunding of Bond Series 2021B**

Business Manager Lego and Michael Hart from PMA presented information on the refunding of the bond series 2021B. PMA presented a resolution for the consideration of the sale of the District’s General Obligation School Building Refunding Bond, Series 2021B. Member Gordee introduced the following resolution, and moved its adoption:

A RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF General Obligation School Building Refunding Bonds, Series 2021B, IN THE PROPOSED AGGREGATE PRINCIPAL AMOUNT OF \$24,570,000

BE IT RESOLVED By the Board of Education (the “Board”) of Independent School District No. 883 (Rockford Area Schools) Wright and Hennepin Counties, Minnesota (the “District”) as follows:

1. Background. It is hereby determined and declared as follows:

(a) On January 30, 2013, the District issued its General Obligation School Building Bonds, Series 2013A (the “Refunded Bonds”), dated the date of issuance, in the original aggregate principal amount of \$26,890,000, currently outstanding in the principal amount of \$24,665,000, of which \$24,345,000 is subject to redemption on or after February 1, 2022, pursuant to Minnesota Statutes, Chapter 475, as amended (the “Act”). Proceeds of the Refunded Bonds were used to finance acquisition and

betterment of school facilities, including maintenance, renovation, and remodeling of the Rockford Middle School, Rockford High School, and athletic facilities.

(b) The District is authorized by Section 475.67, subdivision 3 of the Act to issue and sell its general obligation bonds to refund obligations and the interest thereon before the due date of the obligations, if consistent with covenants made with the holders thereof, when determined by the Board to be necessary or desirable for the reduction of debt service costs to the District or for the extension or adjustment of maturities in relation to the resources available for their payment.

(c) It is necessary and desirable for the reduction of debt service costs to the District that the District issue its General Obligation School Building Refunding Bonds, Series 2021B (the "Bonds"), in the proposed aggregate principal amount of \$24,570,000 pursuant to the Act, specifically Section 475.67, subdivision 3, to redeem and prepay the Refunded Bonds on or about February 1, 2022 (the "Redemption Date").

(d) The District is authorized by Section 475.60, subdivision 2(9) of the Act to negotiate the sale of the Bonds, it being determined that the District has retained an independent municipal advisor in connection with the sale of the Bonds.

2. Covenant as to State Credit Enhancement.

(a) The District hereby covenants and obligates itself to notify the Minnesota Commissioner of Education of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 (the "Credit Enhancement Act") to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the registrar for the Bonds (the "Registrar") or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner of Education that it will be unable to make all or a portion of that payment. The Registrar is authorized and directed to notify the Commissioner of Education if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Registrar. The District understands that as a result of its covenant to be bound by the provisions of the Credit Enhancement Act, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now and hereafter established by the Minnesota Departments of Management and Budget and Education pursuant to subdivision 2(c) of the Credit Enhancement Act and otherwise to take such actions as necessary to comply with that section. The Chair, Clerk, Superintendent, or Secretary of the District is authorized to execute any applicable Minnesota Department of Education forms.

3. Sale of Bonds. To provide money to redeem and prepay the Refunded Bonds on the Redemption Date, the District will therefore issue and sell the Bonds in the proposed aggregate principal amount of \$24,570,000, which amount is subject to adjustment in accordance with the official Notice of Sale (the "Notice of Sale") to be prepared by PMA Securities, LLC, the District's municipal advisor (the "Municipal Advisor"). The Bonds will be issued, sold, and delivered in accordance with the terms of the Notice of Sale, which will be distributed in connection with an official statement for the Bonds (the "Official Statement").

4. Authority of Municipal Advisor. The Municipal Advisor is authorized and directed to advertise the Bonds for sale in accordance with the Notice of Sale in the manner required by law. The Board will meet on Monday, October 18, 2021 to consider bids on the Bonds and to take any other appropriate action with respect to the Bonds.

5. Authority of Bond Counsel. The law firm of Kennedy & Graven, Chartered, is authorized to act as bond counsel for the District and to assist in the preparation and review of necessary documents, certificates and instruments relating to the Bonds. The officers, employees and agents of the District are hereby authorized to assist Kennedy & Graven, Chartered and the Municipal Advisor in the preparation of such documents, certificates, and instruments, including an offering document for the sale of the Bonds.

6. Covenants. In the resolution awarding the sale of the Bonds, the Board will set forth the covenants and undertakings required by the Act.

7. Official Statement. In connection with the sale of the Bonds, the officers or employees of the District are authorized and directed to cooperate with the Municipal Advisor to participate in the preparation of the Official Statement and to execute and deliver it on behalf of the District upon its completion.

8. Effective Date. This resolution shall be in full force and effect from and after its approval.

The motion for the adoption of the foregoing resolution was duly seconded by Member Praska, and upon roll call vote being taken thereon, the following voted in favor: Kneeland, Johnson, Gordee, Praska, Edwards, and Anderson. The following voted against: none

Whereupon said resolution was declared duly passed and adopted.

HIGH STUDENT ACHIEVEMENT

- **Online Learning**

Director Keller presented the Online Learning options available for the 2021-22 school year.

SAFE AND WELCOMING ENVIRONMENT

- **Safe Learning Plan**

Superintendent Dean presented the current Safe Learning Plan and presented that there are changes daily regarding requirements from the MDH, CDC, MDE. A resolution for Health and Safety Measures for the 2021-2022 School Year was presented.

Resolution

Health and Safety Measures for the 2021-2022 School Year

WHEREAS, Minnesota Statutes Section 123B.09 vests the care, management, and control of independent districts in the school board; and

WHEREAS, the Superintendent of Independent School District 883 [hereinafter the "Superintendent"] is responsible for the management of the schools, the administration of all School District policies, and is directly accountable to the School Board; and

WHEREAS, when responsibilities are not specifically prescribed nor School District policy applicable, the Superintendent shall use personal and professional judgment, subject to review by the School Board, pursuant to School District Policy 302, *Superintendent*; and

WHEREAS, the Centers for Disease Control and Prevention ("CDC") and the Minnesota Department of Health ("MDH") have determined that the COVID-19 pandemic is currently ongoing and may remain ongoing for an unknown time; and

WHEREAS, the Minnesota Department of Education (“MDE”) has issued and may continue to issue written guidance for Minnesota schools on educational issues related to COVID-19; and

WHEREAS, the MDH has issued and may continue to issue written guidance for Minnesota schools on public health issues related to COVID-19; and

WHEREAS, the Superintendent and the administration of the School District have conferred with the School Board regarding COVID-19 health and safety measures, the current CDC, MDE, and MDH requirements for each, and other relevant information; and

WHEREAS, based upon the collective consideration of these factors, the Superintendent has recommended to the School Board that all staff, students, and visitors within Independent School District 883 buildings, regardless of vaccination status, are recommended to follow the strategies of physical distancing, handwashing and respiratory etiquette, cleaning and disinfection, contact tracing, screening testing, and staying home when sick as defined in the “[CDC Guidance for COVID-19 Prevention in K-12 Schools](#).” Regarding masking, all staff, students, and visitors within Independent School District 883 buildings are recommended to wear a mask, regardless of vaccination status to be implemented at the commencement of the 2021-2022 school year.

NOW, THEREFORE, BE IT RESOLVED, by the School Board of Independent School District No. 883 as follows:

Section 1: The Superintendent is hereby directed to implement the following health and safety measures to open the 2021-2022 school year: all staff, students, and visitors within Independent School District 883 buildings, regardless of vaccination status, are recommended to follow the strategies of physical distancing, handwashing and respiratory etiquette, cleaning and disinfection, contact tracing, screening testing, and staying home when sick as defined in the “[CDC Guidance for COVID-19 Prevention in K-12 Schools](#).”

Section 2: The Superintendent is hereby authorized, after consultation with the School Board Chair and notification to the School Board, to select and implement different health and safety measures for the School District or any specific school buildings without School Board action if the Superintendent reasonably believes that prompt implementation of different health and safety measures is necessary, and that constraints of time and public health considerations render it impractical to hold a School Board meeting to approve the implementation. The health and safety measures selected and implemented by the Superintendent shall continue in effect unless and until the School Board, in consultation with the Superintendent and appropriate school district staff and public health officials, deems it in the best interest of the School District and its students to implement different health and safety measures.

Section 3: The Superintendent will provide regular updates to the School Board regarding the School District’s efforts to implement COVID-19 related educational and public health guidance issued by the MDE and the MDH, respectively.

Gordee motioned to adopt the resolution of Health and Safety Measures for the 2021-2022 School Year. Praska seconded. On a roll call vote, the following voted in favor: Kneeland, Edwards, Gordee, Johnson, and Praska. And the following voted against: Anderson. Resolution passed.

EFFICIENT & EFFECTIVE OPERATIONS

- **Annual Policies Revision**

Superintendent Dean presented the list of the mandated MSBA policies that need to be reviewed annually. This will be an action item at the next board meeting.

BOARD AND SUPERINTENDENT UPDATES AND ANNOUNCEMENTS

A work session is scheduled for August 30, 2021, at 6:30 p.m. in the Heritage room at Rockford High School. The Board gave updates on their committee assignments and events attended.

- Kneeland - *Rock N Rockford event volunteered, meeting with Superintendent Dean*
- Praska - *Pre-Meeting planning for the board meeting, meet and greet with teacher's union, SEE Legislative meeting, meeting with Superintendent Dean.*
- Gordee - *ledger and communicating with director Lego about funding, legislative delegate assembly volunteer, meeting with Superintendent Dean.*
- Johnson - *meeting at MAWSECO regarding the Executive Director position, meet and greet with the teacher's union, meeting with Superintendent Dean.*
- Edwards - *Pre-meeting planning for board meeting and meeting with Superintendent Dean.*
- Anderson - *MAWSECO meeting and meeting with Superintendent Dean.*
- Superintendent Dean - *Law Conference by Kennedy and Graven, River Days Parade, volunteered at Rock N Rockford event, worked with HR to fill positions, meet and greet with teacher's union, attended All Family Picnic by Riverworks, met with Melissa Hanson from MAWSECO.*

Anderson motioned to adjourn the meeting at 8:12 p.m. Johnson seconded. The following voted in favor: Anderson, Gordee, Johnson, Kneeland, Praska, and Edwards. And the following voted against: None. *Motion carried unanimously.*

Ivonne Padilla
Recorder

Jessica Johnson
Clerk



ROCKFORD AREA SCHOOLS
Independent School District 883
School Board Work Session Minutes
Monday, August 30, 2021

Pursuant to due call and notice, the Rockford Board of Education met in a work session on Monday, August 30, 2021 at the Heritage Room at RHS. Amy Edwards called the work session meeting to order at 6:30 pm. Members Anderson, Kneeland, Gordee, Johnson, and Edwards were present. Member Praska is absent. Also present was Superintendent Rhonda Dean, Human Resources Director Erin Raukar, Activities Director Dan Pratt, Buildings and Grounds Director James Leuer, and Ryan Hoffman from ICS-Builds. Chair Edwards noted that the purpose of the meeting is for ICS to give an update on the Facilities planning of Rockford Area Schools.

Gordee motioned to approve the agenda, as presented. Anderson seconded. Motion carried unanimously.

Erin Raukar, Director of Human Resources, and Dan Pratt, Activities Director, presented information regarding the possible change of the Activities Secretary position to an Activities Coordinator position.

Vice-Chair Praska joined the meeting at 7:09 p.m.

John Powers, from Applied Insights, presented virtually the demographic study results which showed an increase in the enrollment projections for the next 10 years. Ryan Hoffman from ICS assisted in the presentation.

Superintendent Dean gave an update regarding COVID-19 protocols and explained the most updated Safe Learning Plan content to the Board.

A work session is scheduled for Monday, September 20, 2021, at 5:30 p.m. in the Heritage room at RHS. A regular Board meeting is scheduled for the same day at 6:30 p.m. after the work session in the Heritage room.

Johnson motioned, Kneeland seconded, to adjourn the meeting at 9:20 p.m. Motion carried unanimously.

Ivonne Padilla
Recorder

Jessica Johnson
Clerk



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION**

Subject: Consent Personnel

Meeting Date: September 20, 2021

Prepared By: Department of Human Resources

Date Prepared: September 13, 2021

<input type="checkbox"/>	Information	<input type="checkbox"/>	Briefing	<input checked="" type="checkbox"/>	Action	<input type="checkbox"/>	Enclosure Item(s)
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Personnel Items:

Status	First	Last Name	Position	Date(s)
Hire	Kimberley	Hupila	RCC Front Desk	8/26/2021
Hire	Elizabeth	Hoiland	Part Time SACC Assistant	8/30/2021
Hire	Alison	Stewart	Yoga & Fitness Instructor Substitute	9/1/2021
Hire	Samantha	Boyd	Student Gymnastics Coach	9/7/2021
Hire	Robert	Cancino	8th Grade Football Coach	2021-22 School Year
Hire	Andrew	Kenady	RHS Agriculture Teacher	2021-22 School Year
Hire	Monica	Luckett	RHS Math Teacher	2021-22 School Year
Hire	Katilyn	Voilez	SPED Para	2021-22 School Year
Hire	Katherine	Fictorie	SPED Para	2021-22 School Year
Hire	Jennifer	DesMarais-Holland	Media Specialist	2021-22 School Year
Hire	Leah	Dungan	Long Term Sub Second Grade	2021-22 School Year
Hire	Jacob	Kraft	Varsity Head Baseball Coach	2021-22 School Year
Hire	Molly	Baccam	Playground Supervisor	2021-22 School Year
Hire	Jessica	Matheson	NHS Advisor	2021-22 School Year
Resignation	Rebecca	Bills	EC Classroom Assistant	8/25/2021
Resignation	Eric	Gordee	Assistant Wrestling Coach	8/27/2021
Resignation	Diana	Wondra	SPED Para	8/31/2021
Lane Change	Paul	Stariha	BA+ 30 to MA	
Lane Change	Lindsay	Wurm	BA+ 20 to MA	
Lane Change	Jessica	Matheson	BA+ 20 to MA (pending transcripts)	
Lane Change	Suzie	Gotz	BA+ 20 to MA (pending transcripts)	



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION**

Lane Change	Alexandra	Probst	BA+ 20 to MA (pending transcripts)	
Lane Change	Cara	Tensen	BA+ 20 to MA (pending transcripts)	



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION**

Subject: Consent Bills and Wires in August 2021

Meeting Date: September 20, 2021

Prepared by: Tanley Lego

Date Prepared: September 16, 2021

Information Briefing Action Enclosure Item(s)

August 2021 (listing attached)

Fund 01	\$936,677.76
Fund 02	41.70
Fund 04	10,970.87
Fund 07	0.00
Fund 21	4164.52
Fund 45	0.00
<hr/>	
Total:	\$951,854.85

Note: Reconciled as of 9/16/2021 by Tanley Lego, Business Manager

Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Pmt Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F		Cash & Cash Equiv	0883	49011	ASSO 1	7223			HSTRY LTD	202202	0883	7358		99.00	0.00
										0883	50583	ASSO 1	7422			MNSHA	202202	0883	7358		270.00	0.00
										0883	50583	ASSO 1	7422			MNSHA	202202	0883	7358		375.00	0.00
										0883	50583	ASSO 1	7422			MNSHA	202202	0883	7358		375.00	0.00
										0883	51390	ASSO 1	6770			CADY, DAN & JANE	202202	0883	7358		53.00	0.00
										0883	52653	ASSO 1	6357			SOLOMON, RICARDO	202202	0883	7358		121.00	0.00
										0883	53678	ASSO 1	7474			ERICKSON, NATHAN &	202202	0883	7358		510.62	0.00
										0883	54021	ASSO 1	1016			WRIGHT-HENNEPIN CC	202202	0883	7358		0.00	347.40
										0883	54022	ASSO 1	1054	remit		CAROLINA BIOLOGICAL	202202	0883	7358		0.00	20.10
										0883	54023	ASSO 1	1079			OFFICE DEPOT	202202	0883	7358		0.00	32.37
										0883	54025	ASSO 1	1096	remit		NASCO	202202	0883	7358		0.00	457.36
										0883	54026	ASSO 1	1154			MSBA	202202	0883	7358		0.00	99.00
										0883	54027	ASSO 1	1356			REMIREALLY GOOD STUFF,	202202	0883	7358		0.00	643.28
										0883	54028	ASSO 1	1424			WEST MUSIC	202202	0883	7358		0.00	31.60
										0883	54029	ASSO 1	3207			REMIHOUGHTON MIFFLIN H.	202202	0883	7358		0.00	1,660.82
										0883	54030	ASSO 1	3403			RANDY'S SANITATION I	202202	0883	7358		0.00	1,757.35
										0883	54031	ASSO 1	3679			INNOVATIVE OFFICE S	202202	0883	7358		0.00	186.50
										0883	54031	ASSO 1	3679			INNOVATIVE OFFICE S	202202	0883	7358		0.00	470.51
										0883	54031	ASSO 1	3679			INNOVATIVE OFFICE S	202202	0883	7358		0.00	66.73
										0883	54032	ASSO 1	3727			VERNIER SOFTWARE	202202	0883	7358		0.00	808.15
										0883	54033	ASSO 1	4022			INFINITE CAMPUS	202202	0883	7358		0.00	1,991.42
										0883	54034	ASSO 1	6279			SHI INTERNATIONAL C	202202	0883	7358		0.00	16,442.00
										0883	54035	ASSO 1	6601	remit		REMI BRAINPOP LLC	202202	0883	7358		0.00	175.00
										0883	54036	ASSO 1	6603			LANO EQUIPMENT -LOI	202202	0883	7358		0.00	129.62
										0883	54036	ASSO 1	6603			LANO EQUIPMENT -LOI	202202	0883	7358		0.00	4,500.00
										0883	54037	ASSO 1	6743	remit		LEARNING A-Z	202202	0883	7358		0.00	356.90
										0883	54038	ASSO 1	6986			FUN EXPRESS LLC	202202	0883	7358		0.00	50.38
										0883	54038	ASSO 1	6986			FUN EXPRESS LLC	202202	0883	7358		0.00	39.71
										0883	54039	ASSO 1	7480			CORPORATE MECHANI	202202	0883	7358		0.00	1,418.00
										0883	54039	ASSO 1	7480			CORPORATE MECHANI	202202	0883	7358		0.00	5,090.00
										0883	54041	ASSO 1	7574			JOHNSON FLOOR SAN	202202	0883	7358		0.00	2,250.00
										0883	54041	ASSO 1	7574			JOHNSON FLOOR SAN	202202	0883	7358		0.00	27,000.00
										0883	54042	ASSO 1	7661			HILLER COMMERCIAL F	202202	0883	7358		0.00	95,768.81
										0883	54042	ASSO 1	7661			HILLER COMMERCIAL F	202202	0883	7358		0.00	19,853.73
										0883	54043	ASSO 1	8237			OLYMPUS AMERICA INC	202202	0883	7358		0.00	5,549.58
										0883	54044	ASSO 1	8250			CYBR SCHOOL LLC	202202	0883	7358		0.00	9,000.00
										0883	54046	ASSO 1	1215			XCEL ENERGY	202202	0883	7358		0.00	18,367.71
										0883	54047	ASSO 1	6844	remit		ACT, INC.	202202	0883	7358		0.00	3,391.50

Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Pmt Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F		Cash & Cash Equiv	0883	54048	AS2	1	6054	REMIHENNEPIN COUNTY TR	202202	0883	7358		0.00	64.00	
										0883	54049	AS2	1	1012	SCHOOL SPECIALTY IN	202202	0883	7358		0.00	25.54	
										0883	54050	AS2	1	1039	MINNESOTA ELEVATOF	202202	0883	7358		0.00	442.84	
										0883	54051	AS2	1	1062	remit SCHOLASTIC INC	202202	0883	7358		0.00	954.26	
										0883	54052	AS2	1	1079	OFFICE DEPOT	202202	0883	7358		0.00	21.49	
										0883	54053	AS2	1	1096	remit NASCO	202202	0883	7358		0.00	397.13	
										0883	54053	AS2	1	1096	remit NASCO	202202	0883	7358		0.00	58.80	
										0883	54054	AS2	1	1105	LAKESHORE LEARNINC	202202	0883	7358		0.00	148.27	
										0883	54054	AS2	1	1105	LAKESHORE LEARNINC	202202	0883	7358		0.00	70.12	
										0883	54055	AS2	1	1180	CENTERPOINT ENERG	202202	0883	7358		0.00	102.29	
										0883	54055	AS2	1	1180	CENTERPOINT ENERG	202202	0883	7358		0.00	22.54	
										0883	54056	AS2	1	1424	WEST MUSIC	202202	0883	7358		0.00	766.24	
										0883	54058	AS2	1	2374	DEMCO INC	202202	0883	7358		0.00	354.67	
										0883	54059	AS2	1	3207	REMIHOUGHTON MIFFLIN H.	202202	0883	7358		0.00	1,975.08	
										0883	54060	AS2	1	4335	4 POINT 0 SCHOOL SEF	202202	0883	7358		0.00	8,325.30	
										0883	54061	AS2	1	4719	TRACTOR SUPPLY CRE	202202	0883	7358		0.00	86.57	
										0883	54061	AS2	1	4719	TRACTOR SUPPLY CRE	202202	0883	7358		0.00	370.97	
										0883	54062	AS2	1	4945	GOPHER SPORTS	202202	0883	7358		0.00	460.64	
										0883	54063	AS2	1	5149	TOLL COMPANY	202202	0883	7358		0.00	24.06	
										0883	54064	AS2	1	5658	EASTBAY INC.	202202	0883	7358		0.00	1,620.00	
										0883	54065	AS2	1	5796	REGENTS OF THE UNI	202202	0883	7358		0.00	1,050.00	
										0883	54066	AS2	1	5992	ECM PUBLISHERS, INC	202202	0883	7358		0.00	118.73	
										0883	54066	AS2	1	5992	ECM PUBLISHERS, INC	202202	0883	7358		0.00	63.32	
										0883	54067	AS2	1	6279	SHI INTERNATIONAL C	202202	0883	7358		0.00	8,268.00	
										0883	54068	AS2	1	6623	ADVANCED IMAGING S	202202	0883	7358		0.00	5,449.00	
										0883	54069	AS2	1	6986	FUN EXPRESS LLC	202202	0883	7358		0.00	217.84	
										0883	54070	AS2	1	7738	REMIGRANITE TELECOMMU	202202	0883	7358		0.00	729.73	
										0883	54071	AS2	1	7745	AHA! PROCESS, INC.	202202	0883	7358		0.00	199.00	
										0883	54072	AS2	1	7798	ALBIN ACQUISITION CC	202202	0883	7358		0.00	100.00	
										0883	54073	AS2	1	7998	HEGGERTY PHONEMIC	202202	0883	7358		0.00	129.58	
										0883	54074	AS2	1	8094	remit PEAR DECK, INC.	202202	0883	7358		0.00	2,164.50	
										0883	54075	AS2	1	8235	remit ERIC ARMIN INCORPOF	202202	0883	7358		0.00	325.85	
										0883	54076	AS2	1	8244	remit ACTIVE INTERNET TEC	202202	0883	7358		0.00	4,650.00	
										0883	54077	AS2	1	8001	55 WEST AUTO SALES	202202	0883	7358		0.00	930.00	
										0883	54080	AS2	1	1012	SCHOOL SPECIALTY IN	202202	0883	7358		0.00	154.35	
										0883	54081	AS2	151	1016	WRIGHT-HENNEPIN CC	202202	0883	7358		0.00	83.85	
										0883	54082	AS2	1	1059	remit BLICK ART MATERIALS	202202	0883	7358		34.68	0.00	
										0883	54082	AS2	1	1059	remit BLICK ART MATERIALS	202202	0883	7358		0.00	136.75	

Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Pmt Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F		Cash & Cash Equiv	0883	54082	AS2	1	1059	remit	BLICK ART MATERIALS	202202	0883	7358	0.00	602.21	
										0883	54082	AS2	1	1059	remit	BLICK ART MATERIALS	202202	0883	7358	0.00	34.68	
										0883	54084	AS2	1	1180		CENTERPOINT ENERG	202202	0883	7358	0.00	288.22	
										0883	54084	AS2	1	1180		CENTERPOINT ENERG	202202	0883	7358	0.00	178.58	
										0883	54084	AS2	1	1180		CENTERPOINT ENERG	202202	0883	7358	0.00	9.71	
										0883	54088	AS2	1	1425		TEACHER DIRECT	202202	0883	7358	0.00	349.42	
										0883	54089	AS2	1	2162		MUSIC THEATRE INTEF	202202	0883	7358	0.00	1,400.00	
										0883	54090	AS2	1	5165		ICS CONSULTING, INC	202202	0883	7358	0.00	270.00	
										0883	54091	AS2	1	5825	remit	WARD'S SCIENCE	202202	0883	7358	0.00	155.12	
										0883	54092	AS2	1	6437		TASC	202202	0883	7358	0.00	5.75	
										0883	54093	AS2	1	6623	remit	ADVANCED IMAGING S	202202	0883	7358	0.00	340.00	
										0883	54094	AS2	1	7178		MSOPA	202202	0883	7358	0.00	50.00	
										0883	54094	AS2	1	7178		MSOPA	202202	0883	7358	50.00	0.00	
										0883	54095	AS2	1	7998		REMILITERACY RESOURCE	202202	0883	7358	0.00	431.95	
										0883	54096	AS2	1	8109		BULK BOOKSTORE	202202	0883	7358	0.00	204.40	
										0883	54099	AS2	1	1057		HILLYARD	202202	0883	7358	0.00	192.00	
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358	0.00	11.99	
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358	0.00	3,212.56	
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358	0.00	150.22	
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358	0.00	43.02	
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358	0.00	80.42	
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358	0.00	49.00	
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358	0.00	182.22	
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358	0.00	173.93	
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358	0.00	56.85	
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358	0.00	516.82	
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358	0.00	162.89	
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358	0.00	101.76	
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358	0.00	153.94	
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358	0.00	699.99	
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358	0.00	498.15	
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358	0.00	72.90	
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358	0.00	298.00	
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358	0.00	263.10	
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358	0.00	69.75	
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358	0.00	107.55	
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358	0.00	585.87	
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358	0.00	508.75	

Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Pmt Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F		Cash & Cash Equiv	0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358		0.00	841.90
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358		0.00	59.99
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358		0.00	580.60
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358		0.00	239.99
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358		0.00	63.98
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358		0.00	22.62
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358		0.00	101.96
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358		0.00	273.10
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358		0.00	239.90
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358		0.00	278.13
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358		0.00	56.85
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358		0.00	86.24
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358		0.00	76.67
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358		0.00	39.95
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358		0.00	450.38
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358		0.00	18.10
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358		0.00	712.16
										0883	54100	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358		998.23	0.00
										0883	54101	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358		0.00	239.44
										0883	54102	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358		0.00	25.00
										0883	54103	AS2	1	1394		MBNA/BUSINESS CARC	202202	0883	7358		0.00	220.00
										0883	54104	AS2	1	1006		NORTHWEST SUBURB.	202202	0883	7358		0.00	3,982.25
										0883	54105	AS2	1	1044		MAWSECO #938	202202	0883	7358		0.00	16,896.71
										0883	54106	AS2	1	1059	remit	BLICK ART MATERIALS	202202	0883	7358		46.20	0.00
										0883	54106	AS2	1	1059	remit	BLICK ART MATERIALS	202202	0883	7358		0.00	46.20
										0883	54106	AS2	1	1059	remit	BLICK ART MATERIALS	202202	0883	7358		0.00	853.38
										0883	54107	AS2	1	1062	remit	SCHOLASTIC INC	202202	0883	7358		0.00	104.39
										0883	54107	AS2	1	1062	remit	SCHOLASTIC INC	202202	0883	7358		0.00	163.63
										0883	54108	AS2	1	1098		MACGILL & CO	202202	0883	7358		0.00	629.45
										0883	54109	AS2	1	1105		LAKESHORE LEARNIN	202202	0883	7358		0.00	535.65
										0883	54110	AS2	1	1351		CONTINENTAL CLAY C	202202	0883	7358		0.00	509.36
										0883	54111	AS2	1	1425		TEACHER DIRECT	202202	0883	7358		0.00	108.96
										0883	54112	AS2	1	1489	Remit	SCHOOL SPECIALTY	202202	0883	7358		0.00	26.03
										0883	54112	AS2	1	1489	Remit	SCHOOL SPECIALTY	202202	0883	7358		0.00	13.56
										0883	54112	AS2	1	1489	Remit	SCHOOL SPECIALTY	202202	0883	7358		0.00	136.45
										0883	54113	AS2	1	2216		MENARDS INC	202202	0883	7358		0.00	482.03
										0883	54114	AS2	1	2291		PIONEER	202202	0883	7358		0.00	2,706.50
										0883	54115	AS2	1	2537		REGION V	202202	0883	7358		0.00	1,206.60

Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Pmt Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F		Cash & Cash Equiv	0883	54116	AS2	1	2666		WRIGHT COUNTY CON202202	0883	7358		0.00	4,000.00	
										0883	54117	AS2	1	3915		REINHART FOOD SERV202202	0883	7358		0.00	1,566.85	
										0883	54118	AS2	1	4335		4 POINT 0 SCHOOL SEF202202	0883	7358		0.00	558.59	
										0883	54120	AS2	1	5252		PROFESSIONAL WIREL202202	0883	7358		0.00	158.00	
										0883	54121	AS2	1	5507		CITY OF GREENFIELD \202202	0883	7358		0.00	437.83	
										0883	54121	AS2	1	5507		CITY OF GREENFIELD \202202	0883	7358		0.00	1,342.50	
										0883	54122	AS2	1	6205		LAGERGREN, MARK 202202	0883	7358		0.00	160.00	
										0883	54123	AS2	1	6481		GRADY'S ACE HARDW#202202	0883	7358		0.00	822.04	
										0883	54124	AS2	1	6913		NEE INVESTMENT 9, LL202202	0883	7358		0.00	521.90	
										0883	54124	AS2	1	6913		NEE INVESTMENT 9, LL202202	0883	7358		0.00	450.94	
										0883	54126	AS2	1	7050		WAYZATA RESULTS, IN 202202	0883	7358		0.00	800.00	
										0883	54127	AS2	1	7521		HUDL 202202	0883	7358		0.00	8,000.00	
										0883	54128	AS2	1	7570		CST MN - BIN # 170065 202202	0883	7358		0.00	40,000.00	
										0883	54129	AS2	1	7778		TEAMWORKS INTERN#202202	0883	7358		0.00	625.00	
										0883	54130	AS2	1	7786		REMITERRAFORM PHOENIX202202	0883	7358		0.00	384.57	
										0883	54132	AS2	1	7873		ON SITE COMPANIES, I202202	0883	7358		0.00	72.00	
										0883	54132	AS2	1	7873		ON SITE COMPANIES, I202202	0883	7358		0.00	72.00	
										0883	54132	AS2	1	7873		ON SITE COMPANIES, I202202	0883	7358		0.00	72.00	
										0883	54132	AS2	1	7873		ON SITE COMPANIES, I202202	0883	7358		0.00	72.00	
										0883	54132	AS2	1	7873		ON SITE COMPANIES, I202202	0883	7358		0.00	72.00	
										0883	54132	AS2	1	7873		ON SITE COMPANIES, I202202	0883	7358		0.00	306.00	
										0883	54132	AS2	1	7873		ON SITE COMPANIES, I202202	0883	7358		0.00	162.00	
										0883	54132	AS2	1	7873		ON SITE COMPANIES, I202202	0883	7358		0.00	306.00	
										0883	54132	AS2	1	7873		ON SITE COMPANIES, I202202	0883	7358		0.00	241.00	
										0883	54133	AS2	1	7945		BACON, AARON 202202	0883	7358		0.00	165.00	
										0883	54134	AS2	1	7998		REMILITERACY RESOURCE#202202	0883	7358		0.00	431.95	
										0883	54134	AS2	1	7998		REMILITERACY RESOURCE#202202	0883	7358		0.00	172.78	
										0883	54134	AS2	1	7998		REMILITERACY RESOURCE#202202	0883	7358		0.00	67.99	
										0883	54135	AS2	1	8000		ECLIPSE PAINTING, INC202202	0883	7358		0.00	19,600.00	
										0883	54136	AS2	1	8029		SFM 202202	0883	7358		0.00	8,741.00	
										0883	54137	AS2	1	8038		SERGEANT LABORATO202202	0883	7358		0.00	12,329.59	
										0883	54138	AS2	1	8046	remit	BIG NERD SOFTWARE, 202202	0883	7358		0.00	624.00	
										0883	54139	AS2	1	8102		CORNERSTONE EDCU,202202	0883	7358		0.00	800.00	
										0883	54140	AS2	1	8190		HIRSHFIELD'S INC 202202	0883	7358		0.00	1,219.40	
										0883	54142	AS2	1	8247		SPEEDPRO IMAGING 202202	0883	7358		0.00	657.00	
										0883	54143	AS2	1	8257		TWIN CITIES THANKSC202202	0883	7358		0.00	460.00	
										0883	54144	AS2	1	1644		ISD #883 EDUCATION F202202	0883	7358		0.00	187.85	
										0883	54144	AS2	1	1644		ISD #883 EDUCATION F202202	0883	7358		0.00	22.00	
										0883	54145	AS2	1	1969		SCHOOL SERVICE EMF202202	0883	7358		0.00	276.50	

Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Pmt Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F		Cash & Cash Equiv	0883	54146	AS2	1	6356		MITEL NETSOLUTIONS	202202	0883	7358	0.00	3,198.87	
										0883	54147	AS2	1	7178		MSOPA	202202	0883	7358	0.00	50.00	
										0883	54148	AS2	1	8253		VITALSIGNS	202202	0883	7358	0.00	6,152.50	
										0883	54149	AS2	1	1007		CMERDC	202202	0883	7358	0.00	585.00	
										0883	54149	AS2	1	1007		CMERDC	202202	0883	7358	0.00	169.52	
										0883	54149	AS2	1	1007		CMERDC	202202	0883	7358	0.00	83.13	
										0883	54149	AS2	1	1007		CMERDC	202202	0883	7358	0.00	605.76	
										0883	54149	AS2	1	1007		CMERDC	202202	0883	7358	0.00	37.98	
										0883	54149	AS2	1	1007		CMERDC	202202	0883	7358	0.00	2,545.55	
										0883	54149	AS2	1	1007		CMERDC	202202	0883	7358	0.00	540.73	
										0883	54150	AS2	1	1012		SCHOOL SPECIALTY IN	202202	0883	7358	0.00	4.93	
										0883	54151	AS2	1	1062	remit	SCHOLASTIC INC	202202	0883	7358	0.00	148.34	
										0883	54151	AS2	1	1062	remit	SCHOLASTIC INC	202202	0883	7358	0.00	163.63	
										0883	54151	AS2	1	1062	remit	SCHOLASTIC INC	202202	0883	7358	0.00	818.13	
										0883	54152	AS2	1	1181		CITY OF ROCKFORD	202202	0883	7358	0.00	158.34	
										0883	54152	AS2	1	1181		CITY OF ROCKFORD	202202	0883	7358	0.00	121.70	
										0883	54152	AS2	1	1181		CITY OF ROCKFORD	202202	0883	7358	0.00	21.42	
										0883	54152	AS2	1	1181		CITY OF ROCKFORD	202202	0883	7358	0.00	337.02	
										0883	54152	AS2	1	1181		CITY OF ROCKFORD	202202	0883	7358	0.00	521.84	
										0883	54153	AS2	1	1267		MASSP	202202	0883	7358	0.00	870.00	
										0883	54153	AS2	1	1267		MASSP	202202	0883	7358	0.00	160.00	
										0883	54154	AS2	1	1312		NASSP/NHS/NJHS	202202	0883	7358	0.00	385.00	
										0883	54155	AS2	1	1841		WRIGHT TECHNICAL C	202202	0883	7358	0.00	1,444.80	
										0883	54156	AS2	1	2051		INTERMEDIATE DISTRI	202202	0883	7358	0.00	9,396.90	
										0883	54157	AS2	1	2436		HOUGHTON, DAN	202202	0883	7358	0.00	165.00	
										0883	54158	AS2	1	3207	REMI	HOUGHTON MIFFLIN H.	202202	0883	7358	0.00	599.69	
										0883	54159	AS2	1	3679		INNOVATIVE OFFICE S	202202	0883	7358	0.00	247.90	
										0883	54160	AS2	1	4613		KENNEDY AND GRAVEI	202202	0883	7358	0.00	1,833.00	
										0883	54160	AS2	1	4613		KENNEDY AND GRAVEI	202202	0883	7358	0.00	3,830.50	
										0883	54161	AS2	1	6082		SAM'S LAWN & LANDS	202202	0883	7358	0.00	2,322.70	
										0883	54162	AS2	1	6282		SOUTHWEST METRO E	202202	0883	7358	0.00	5,616.26	
										0883	54163	AS2	1	6357		SOLOMON, RICARDO	202202	0883	7358	0.00	121.00	
										0883	54164	AS2	1	6770		CADY, DAN & JANE	202202	0883	7358	0.00	53.00	
										0883	54165	AS2	1	6872		GENERAL PARTS LLC	202202	0883	7358	0.00	321.25	
										0883	54168	AS2	1	7474		ERICKSON, NATHAN &	202202	0883	7358	0.00	510.62	
										0883	54169	AS2	1	7480		CORPORATE MECHANI	202202	0883	7358	0.00	9,258.00	
										0883	54169	AS2	1	7480		CORPORATE MECHANI	202202	0883	7358	0.00	10,986.00	
										0883	54169	AS2	1	7480		CORPORATE MECHANI	202202	0883	7358	0.00	9,386.00	

Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Pmt Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	01	101	000			F		Cash & Cash Equiv	0883	54169	AS2	1	7480		CORPORATE MECHANI	202202	0883	7358		0.00	5,280.00
										0883	54170	AS2	1	7844	remit	CLEARSPAN FABRIC S	202202	0883	7358		0.00	42,085.00
										0883	54170	AS2	1	7844	remit	CLEARSPAN FABRIC S	202202	0883	7358		0.00	44,267.01
										0883	54171	AS2	1	7857		MCLEOD COMMUNITY :	202202	0883	7358		0.00	1,900.49
										0883	54172	AS2	1	7858		MEEKER COMMUNITY :	202202	0883	7358		0.00	2,207.51
										0883	54173	AS2	1	7951		MINEHEINE, TABITHA	202202	0883	7358		0.00	165.00
										0883	54174	AS2	1	8042		MASPA/STATE NEGOTI.	202202	0883	7358		0.00	550.00
										0883	54175	AS2	1	8095	remit	GIMKIT, INC.	202202	0883	7358		0.00	1,000.00
										0883	54176	AS2	1	8259		VRASPIR, PATRICIA	202202	0883	7358		0.00	165.00
										0883	54177	AS2	1	8170	remit	US BANCORP GOVN'T I	202202	0883	7358		0.00	7,569.12
										0883	54217	WEST1		1968		BANKWEST ROCKFOR	202202	0883	7389		0.00	1,999.07
										0883	54272	AS2	1	1937		PUBLIC EMPLOYEES R	202202	0883	7389		0.00	221.57
										0883	54272	AS2	1	1937		PUBLIC EMPLOYEES R	202202	0883	7389		0.00	10,376.83
										0883	54272	AS2	1	1937		PUBLIC EMPLOYEES R	202202	0883	7389		0.00	129.23
										0883	54272	AS2	1	1937		PUBLIC EMPLOYEES R	202202	0883	7389		0.00	9,918.13
										0883	54273	AS2	1	1938		TRA	202202	0883	7389		0.00	7,438.56
										0883	54273	AS2	1	1938		TRA	202202	0883	7389		0.00	8,545.94
										0883	54273	AS2	1	1938		TRA	202202	0883	7389		0.00	45,327.06
										0883	54273	AS2	1	1938		TRA	202202	0883	7389		0.00	97.03
										0883	54274	AS2	1	1962		MINNESOTA DEPT OF F	202202	0883	7389		0.00	10,706.83
										0883	54274	AS2	1	1962		MINNESOTA DEPT OF F	202202	0883	7389		0.00	98.44
										0883	54274	AS2	1	1962		MINNESOTA DEPT OF F	202202	0883	7389		0.00	4,725.31
										0883	54274	AS2	1	1962		MINNESOTA DEPT OF F	202202	0883	7389		0.00	27.95
										0883	54274	AS2	1	1962		MINNESOTA DEPT OF F	202202	0883	7389		0.00	5,194.78
										0883	54275	AS2	1	1968		BANKWEST ROCKFOR	202202	0883	7389		17.00	0.00
										0883	54276	AS2	1	1977		BLUE CROSS BLUE SH	202202	0883	7389		0.00	17,616.14
										0883	54276	AS2	1	1977		BLUE CROSS BLUE SH	202202	0883	7389		0.00	17,969.82
										0883	54276	AS2	1	1977		BLUE CROSS BLUE SH	202202	0883	7389		0.00	47,272.02
										0883	54277	AS2	1	2006		US GOVERNMENT	202202	0883	7389		0.00	157.15
										0883	54277	AS2	1	2006		US GOVERNMENT	202202	0883	7389		0.00	868.41
										0883	54277	AS2	1	2006		US GOVERNMENT	202202	0883	7389		0.00	62,996.02
										0883	54277	AS2	1	2006		US GOVERNMENT	202202	0883	7389		0.00	31,325.10
										0883	54277	AS2	1	2006		US GOVERNMENT	202202	0883	7389		0.00	28,603.25
										0883	54278	AS2	1	2470		MSRS	202202	0883	7389		0.00	662.50
										0883	54279	AS2	1	3370		MN CHILD SUPPORT PI	202202	0883	7389		0.00	323.50
										0883	54280	AS2	201	4050		AFLAC	202202	0883	7389		0.00	199.50
										0883	54280	AS2	1	4050		AFLAC	202202	0883	7389		0.00	66.76
										0883	54280	AS2	1	4050		AFLAC	202202	0883	7389		0.00	66.76

Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Pmt Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount																				
0883	B	01	101	000			F		Cash & Cash Equiv	0883	54281	AS2	1	5459		LEGAL SHIELD	202202	0883	7389		0.00	87.74																				
										0883	54281	AS2	1	5459		LEGAL SHIELD	202202	0883	7389		0.00	12.95																				
										0883	54281	AS2	1	5459		LEGAL SHIELD	202202	0883	7389		0.00	12.95																				
										0883	54282	AS2	1	6069		METLIFE	202202	0883	7389		0.00	527.57																				
										0883	54282	AS2	1	6069		METLIFE	202202	0883	7389		0.00	518.86																				
										0883	54282	AS2	1	6069		METLIFE	202202	0883	7389		0.00	1,385.65																				
										0883	54283	AS2	1	6431		HR SIMPLIFIED	202202	0883	7389		0.00	5,285.06																				
										0883	54283	AS2	1	6431		HR SIMPLIFIED	202202	0883	7389		0.00	1,250.80																				
										0883	54283	AS2	1	6431		HR SIMPLIFIED	202202	0883	7389		0.00	1,250.80																				
										0883	54284	AS2	1	7649		TSA CONSULTING GRC	202202	0883	7389		0.00	1,130.83																				
										0883	54284	AS2	1	7649		TSA CONSULTING GRC	202202	0883	7389		0.00	1,367.50																				
										0883	54284	AS2	1	7649		TSA CONSULTING GRC	202202	0883	7389		0.00	1,117.35																				
										0883	54284	AS2	1	7649		TSA CONSULTING GRC	202202	0883	7389		0.00	1,054.85																				
										0883	54284	AS2	1	7649		TSA CONSULTING GRC	202202	0883	7389		0.00	1,367.50																				
										0883	54284	AS2	1	7649		TSA CONSULTING GRC	202202	0883	7389		0.00	125.00																				
										0883	54284	AS2	1	7649		TSA CONSULTING GRC	202202	0883	7389		0.00	7,250.49																				
										0883	54284	AS2	1	7649		TSA CONSULTING GRC	202202	0883	7389		0.00	3,677.05																				
										0883	54284	AS2	1	7649		TSA CONSULTING GRC	202202	0883	7389		0.00	2,256.86																				
										0883	54284	AS2	1	7649		TSA CONSULTING GRC	202202	0883	7389		0.00	1,130.83																				
										0883	54285	AS2	1	8119		GIS BENEFITS, INC.	202202	0883	7389		0.00	60.40																				
										0883	54285	AS2	1	8119		GIS BENEFITS, INC.	202202	0883	7389		0.00	69.87																				
										0883	54285	AS2	1	8119		GIS BENEFITS, INC.	202202	0883	7389		0.00	80.07																				
										0883	54285	AS2	1	8119		GIS BENEFITS, INC.	202202	0883	7389		0.00	111.75																				
										0883	54285	AS2	1	8119		GIS BENEFITS, INC.	202202	0883	7389		0.00	225.40																				
										0883	54285	AS2	1	8119		GIS BENEFITS, INC.	202202	0883	7389		0.00	2,508.08																				
										0883	54285	AS2	1	8119		GIS BENEFITS, INC.	202202	0883	7389		0.00	116.30																				
										0883	54285	AS2	1	8119		GIS BENEFITS, INC.	202202	0883	7389		0.00	109.35																				
										0883	54285	AS2	1	8119		GIS BENEFITS, INC.	202202	0883	7389		0.00	116.54																				
										0883	54285	AS2	1	8119		GIS BENEFITS, INC.	202202	0883	7389		0.00	852.83																				
										0883	54285	AS2	1	8119		GIS BENEFITS, INC.	202202	0883	7389		0.00	69.87																				
										0883	54285	AS2	1	8119		GIS BENEFITS, INC.	202202	0883	7389		0.00	109.35																				
										0883	54285	AS2	1	8119		GIS BENEFITS, INC.	202202	0883	7389		0.00	116.54																				
										0883	54285	AS2	1	8119		GIS BENEFITS, INC.	202202	0883	7389		0.00	872.35																				
										0883	54285	AS2	1	8119		GIS BENEFITS, INC.	202202	0883	7389		0.00	60.40																				
Account Total:																																								\$2,949.73	\$939,627.49	
0883	B	02	101	000			F		Cash & Cash Equiv	0883	54217	WEST	21	1968		BANKWEST ROCKFOR	202202	0883	7389		0.00	41.70																				
Account Total:																																									\$0.00	\$41.70

Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty	Description	Pmt Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount																			
0883	B	04	101	000			F		Cash & Cash Equiv	0883	49977	ASSO 1	4535				ROCKFORD/GREENFIE	202202	0883	7358	15.00	0.00																			
										0883	49994	ASSO 1	7806				COOL, JERRON LCpl	202202	0883	7358	32.00	0.00																			
										0883	53585	ASSO 1	7450				HARN, HIRUN	202202	0883	7358	25.00	0.00																			
										0883	54020	ASSO 1	1012				SCHOOL SPECIALTY IN	202202	0883	7358	0.00	77.35																			
										0883	54021	ASSO 1	1016				WRIGHT-HENNEPIN CC	202202	0883	7358	0.00	89.85																			
										0883	54040	ASSO 1	7519				COMMON THREAD CU	202202	0883	7358	0.00	572.00																			
										0883	54045	ASSO 1	6377				DISH	202202	0883	7358	0.00	108.04																			
										0883	54049	AS2 1	1012				SCHOOL SPECIALTY IN	202202	0883	7358	0.00	415.52																			
										0883	54057	AS2 1	1431				GRAPHIC EDGE, LLC	202202	0883	7358	0.00	263.89																			
										0883	54085	AS2 1	1200				CUB FOODS	202202	0883	7358	0.00	113.53																			
										0883	54085	AS2 1	1200				CUB FOODS	202202	0883	7358	0.00	102.78																			
										0883	54085	AS2 1	1200				CUB FOODS	202202	0883	7358	0.00	35.39																			
										0883	54085	AS2 1	1200				CUB FOODS	202202	0883	7358	0.00	148.51																			
										0883	54086	AS2 1	1266				SAFE COMMUNITIES O	202202	0883	7358	0.00	150.00																			
										0883	54087	AS2 1	1369				ABC LETTERING	202202	0883	7358	0.00	564.00																			
										0883	54087	AS2 1	1369				ABC LETTERING	202202	0883	7358	0.00	288.00																			
										0883	54097	AS2 1	8236				RUSH IMPRINT	202202	0883	7358	0.00	206.80																			
										0883	54100	AS2 1	1394				MBNA/BUSINESS CARC	202202	0883	7358	0.00	94.33																			
										0883	54100	AS2 1	1394				MBNA/BUSINESS CARC	202202	0883	7358	0.00	13.16																			
										0883	54100	AS2 1	1394				MBNA/BUSINESS CARC	202202	0883	7358	0.00	81.26																			
										0883	54119	AS2 1	4673				INTEGRIPRINT	202202	0883	7358	0.00	2,114.13																			
										0883	54125	AS2 1	6997				KIDCREATE STUDIO	202202	0883	7358	0.00	1,458.00																			
										0883	54131	AS2 1	7806				COOL, JERRON LCpl	202202	0883	7358	0.00	32.00																			
										0883	54141	AS2 1	8225				PARTY CRASHERS RC	202202	0883	7358	0.00	320.00																			
										0883	54149	AS2 1	1007				CMERDC	202202	0883	7358	0.00	164.95																			
										0883	54149	AS2 1	1007				CMERDC	202202	0883	7358	0.00	480.34																			
										0883	54149	AS2 1	1007				CMERDC	202202	0883	7358	0.00	22.58																			
										0883	54149	AS2 1	1007				CMERDC	202202	0883	7358	0.00	33.40																			
										0883	54149	AS2 1	1007				CMERDC	202202	0883	7358	0.00	11.41																			
										0883	54149	AS2 1	1007				CMERDC	202202	0883	7358	0.00	86.63																			
										0883	54149	AS2 1	1007				CMERDC	202202	0883	7358	0.00	3.79																			
										0883	54150	AS2 1	1012				SCHOOL SPECIALTY IN	202202	0883	7358	0.00	123.04																			
										0883	54150	AS2 1	1012				SCHOOL SPECIALTY IN	202202	0883	7358	0.00	2.72																			
										0883	54166	AS2 1	6997				KIDCREATE STUDIO	202202	0883	7358	0.00	648.00																			
										0883	54167	AS2 1	7450				HARN, HIRUN	202202	0883	7358	0.00	25.00																			
										0883	54217	WEST	1968				BANKWEST ROCKFOR	202202	0883	7389	0.00	2,192.47																			
Account Total:																																								\$72.00	\$11,042.87
0883	B	21	101	000			F		Cash & Cash Equiv	0883	54024	ASSO 1	1091				SCHMITT MUSIC CENT	202202	0883	7358	0.00	846.00																			

Rockford ISD #0883 Payment Distributions

Co	L	Fd	Org	Pro	Cr	Fin	O/S	Ty	Description	Batch	Pmt Co	Pmt No	Bank	Grp	Code	Rcd	Vendor	Pd	JE Co	JE Cd	Debit Amount	Credit Amount
0883	B	21	101	000				F	Cash & Cash Equiv	0883	54057	AS2	1	1431		GRAPHIC EDGE, LLC	202202	0883	7358		0.00	2,825.52
										0883	54083	AS2	1	1091		SCHMITT MUSIC CENT	202202	0883	7358		0.00	493.00
Account Total:																					\$0.00	\$4,164.52
Report Total:																					\$3,021.73	\$954,876.58

Rockford ISD #0883 Payment Reg by Bank and Check

											Pay/Void		
Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Date	Amount
AS2		54272		Wire	1	1937	PUBLIC EMPLOYEES RETIREMENT ASS		No	Yes	No	08/31/2021	20,645.76
AS2		54273		Wire	1	1938	TRA		No	Yes	No	08/31/2021	61,408.59
AS2		54274		Wire	1	1962	MINNESOTA DEPT OF REVENUE		No	Yes	No	08/31/2021	20,753.31
AS2		54275		Wire	1	1968	BANKWEST ROCKFORD		No	Yes	No	08/31/2021	(17.00)
AS2		54276		Wire	1	1977	BLUE CROSS BLUE SHIELD of MN		No	Yes	No	08/31/2021	82,857.98
AS2		54277		Wire	1	2006	US GOVERNMENT		No	Yes	No	08/31/2021	123,949.93
AS2		54278		Wire	1	2470	MSRS		No	Yes	No	08/31/2021	662.50
AS2		54279		Wire	1	3370	MN CHILD SUPPORT PMT CENTER		No	Yes	No	08/31/2021	323.50
AS2		54280		Wire	1	4050	AFLAC		No	Yes	No	08/31/2021	333.02
AS2		54281		Wire	1	5459	LEGAL SHIELD		No	Yes	No	08/31/2021	113.64
AS2		54282		Wire	1	6069	METLIFE		No	Yes	No	08/31/2021	2,432.08
AS2		54283		Wire	1	6431	HR SIMPLIFIED		No	Yes	No	08/31/2021	7,786.66
AS2		54284		Wire	1	7649	TSA CONSULTING GROUP, INC.		No	Yes	No	08/31/2021	20,478.26
AS2		54285		Wire	1	8119	GIS BENEFITS, INC.	S Corporation	No	Yes	No	08/31/2021	5,479.10
AS2		54048	100600	Check	1	6054	REMIT5 HENNEPIN COUNTY TREASURER		Yes	Yes	No	08/09/2021	64.00
AS2		54060	100601	Check	1	4335	4 POINT 0 SCHOOL SERVICES		Yes	Yes	No	08/09/2021	8,325.30
AS2		54076	100602	Check	1	8244	remit ACTIVE INTERNET TECHNOLOGIES, LL	C Corporation	Yes	Yes	No	08/09/2021	4,650.00
AS2		54068	100603	Check	1	6623	ADVANCED IMAGING SOLUTIONS		Yes	Yes	No	08/09/2021	5,449.00
AS2		54071	100604	Check	1	7745	AHA! PROCESS, INC.		Yes	Yes	No	08/09/2021	199.00
AS2		54072	100605	Check	1	7798	ALBIN ACQUISITION CORP		Yes	Yes	No	08/09/2021	100.00
AS2		54055	100606	Check	1	1180	CENTERPOINT ENERGY		Yes	Yes	No	08/09/2021	124.83
AS2		54058	100607	Check	1	2374	DEMCO INC		Yes	Yes	No	08/09/2021	354.67
AS2		54064	100608	Check	1	5658	EASTBAY INC.		Yes	Yes	No	08/09/2021	1,620.00
AS2		54066	100609	Check	1	5992	ECM PUBLISHERS, INC.		Yes	Yes	No	08/09/2021	182.05
AS2		54075	100610	Check	1	8235	remit ERIC ARMIN INCORPORATED	C Corporation	Yes	Yes	No	08/09/2021	325.85
AS2		54069	100611	Check	1	6986	FUN EXPRESS LLC		Yes	Yes	No	08/09/2021	217.84
AS2		54062	100612	Check	1	4945	GOPHER SPORTS		Yes	Yes	No	08/09/2021	460.64
AS2		54070	100613	Check	1	7738	REMIT GRANITE TELECOMMUNICATIONS, LLC		Yes	Yes	No	08/09/2021	729.73
AS2		54057	100614	Check	1	1431	GRAPHIC EDGE, LLC		Yes	Yes	No	08/09/2021	3,089.41
AS2		54073	100615	Check	1	7998	HEGGERTY PHONEMIC AWARENESS		Yes	Yes	No	08/09/2021	129.58
AS2		54059	100616	Check	1	3207	REMIT HOUGHTON MIFFLIN HARCOURT		Yes	Yes	No	08/09/2021	1,975.08
AS2		54054	100617	Check	1	1105	LAKESHORE LEARNING MATERIALS		Yes	Yes	No	08/09/2021	218.39
AS2		54050	100618	Check	1	1039	MINNESOTA ELEVATOR, INC		Yes	Yes	No	08/09/2021	442.84
AS2		54053	100619	Check	1	1096	remit NASCO		Yes	Yes	No	08/09/2021	455.93
AS2		54052	100620	Check	1	1079	OFFICE DEPOT		Yes	Yes	No	08/09/2021	21.49
AS2		54074	100621	Check	1	8094	remit PEAR DECK, INC.		Yes	Yes	No	08/09/2021	2,164.50
AS2		54065	100622	Check	1	5796	REGENTS OF THE UNIVERSITY OF MIN		Yes	Yes	No	08/09/2021	1,050.00
AS2		54051	100623	Check	1	1062	remit SCHOLASTIC INC		Yes	Yes	No	08/09/2021	954.26
AS2		54049	100624	Check	1	1012	SCHOOL SPECIALTY INC		Yes	Yes	No	08/09/2021	441.06

Rockford ISD #0883 Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void	Date	Amount
												Date		
AS2		54067	100625	Check	1	6279	SHI INTERNATIONAL CORP.		Yes	Yes	No	08/09/2021	8,268.00	
AS2		54063	100626	Check	1	5149	TOLL COMPANY		Yes	Yes	No	08/09/2021	24.06	
AS2		54061	100627	Check	1	4719	TRACTOR SUPPLY CREDIT PLAN		Yes	Yes	No	08/09/2021	457.54	
AS2		54056	100628	Check	1	1424	WEST MUSIC	S Corporation	Yes	Yes	No	08/09/2021	766.24	
AS2		54077	100629	Check	1	8001	55 WEST AUTO SALES LLC		Yes	Yes	No	08/11/2021	930.00	
AS2		54087	100630	Check	1	1369	ABC LETTERING		Yes	No	No	08/12/2021	852.00	
AS2		54093	100631	Check	1	6623	remit ADVANCED IMAGING SOLUTIONS		Yes	Yes	No	08/12/2021	340.00	
AS2		54082	100632	Check	1	1059	remit BLICK ART MATERIALS		Yes	Yes	No	08/12/2021	738.96	
AS2		54096	100633	Check	1	8109	BULK BOOKSTORE		Yes	Yes	No	08/12/2021	204.40	
AS2		54084	100634	Check	1	1180	CENTERPOINT ENERGY		Yes	Yes	No	08/12/2021	476.51	
AS2		54085	100635	Check	1	1200	CUB FOODS		Yes	Yes	No	08/12/2021	400.21	
AS2		54090	100636	Check	1	5165	ICS CONSULTING, INC		Yes	Yes	No	08/12/2021	270.00	
AS2		54095	100637	Check	1	7998	REMIT LITERACY RESOURCES, LLC		Yes	Yes	No	08/12/2021	431.95	
AS2		54094	100638	Check	1	7178	MSOPA		Yes	Yes	Yes	08/12/2021	50.00	
AS2		54094	100638	Check	1	7178	MSOPA		Yes	Yes	Yes	08/24/2021	(50.00)	
AS2		54089	100639	Check	1	2162	MUSIC THEATRE INTERNATIONAL		Yes	Yes	No	08/12/2021	1,400.00	
AS2		54097	100640	Check	1	8236	RUSH IMPRINT	LLC - S Corp	Yes	Yes	No	08/12/2021	206.80	
AS2		54086	100641	Check	1	1266	SAFE COMMUNITIES OF WRIGHT CTY		Yes	Yes	No	08/12/2021	150.00	
AS2		54083	100642	Check	1	1091	SCHMITT MUSIC CENTER		Yes	Yes	No	08/12/2021	493.00	
AS2		54080	100643	Check	1	1012	SCHOOL SPECIALTY INC		Yes	Yes	No	08/12/2021	154.35	
AS2		54092	100644	Check	1	6437	TASC		Yes	Yes	No	08/12/2021	5.75	
AS2		54088	100645	Check	1	1425	TEACHER DIRECT		Yes	Yes	No	08/12/2021	349.42	
AS2		54091	100646	Check	1	5825	remit1 WARD'S SCIENCE		Yes	Yes	No	08/12/2021	155.12	
AS2		54081	100647	Check	1	1016	WRIGHT-HENNEPIN COOP. ELECTRIC		Yes	Yes	No	08/12/2021	83.85	
AS2		54099	100648	Check	1	1057	HILLYARD		Yes	Yes	No	08/16/2021	192.00	
AS2		54100	100649	Check	1	1394	MBNA/BUSINESS CARD		Yes	Yes	No	08/16/2021	11,332.72	
AS2		54101	100650	Check	1	1394	MBNA/BUSINESS CARD		Yes	Yes	No	08/16/2021	239.44	
AS2		54102	100651	Check	1	1394	MBNA/BUSINESS CARD		Yes	Yes	No	08/16/2021	25.00	
AS2		54103	100652	Check	1	1394	MBNA/BUSINESS CARD		Yes	Yes	No	08/16/2021	220.00	
AS2		54118	100653	Check	1	4335	4 POINT 0 SCHOOL SERVICES		Yes	Yes	No	08/20/2021	558.59	
AS2		54133	100654	Check	1	7945	BACON, AARON		Yes	Yes	No	08/20/2021	165.00	
AS2		54138	100655	Check	1	8046	remit BIG NERD SOFTWARE, LLC		Yes	Yes	No	08/20/2021	624.00	
AS2		54106	100656	Check	1	1059	remit BLICK ART MATERIALS		Yes	Yes	No	08/20/2021	853.38	
AS2		54121	100657	Check	1	5507	CITY OF GREENFIELD WATER & SEWE		Yes	Yes	No	08/20/2021	1,780.33	
AS2		54110	100658	Check	1	1351	CONTINENTAL CLAY COMPANY		Yes	Yes	No	08/20/2021	509.36	
AS2		54131	100659	Check	1	7806	COOL, JERRON LCpl		Yes	No	No	08/20/2021	32.00	
AS2		54139	100660	Check	1	8102	CORNERSTONE EDUCUATIONAL CONSL		Yes	Yes	No	08/20/2021	800.00	
AS2		54128	100661	Check	1	7570	CST MN - BIN # 170065		Yes	Yes	No	08/20/2021	40,000.00	
AS2		54135	100662	Check	1	8000	ECLIPSE PAINTING, INC.		Yes	Yes	No	08/20/2021	19,600.00	

Rockford ISD #0883 Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
AS2		54123	100663	Check	1 6481		GRADY'S ACE HARDWARE		Yes	Yes	No	08/20/2021	822.04
AS2		54140	100664	Check	1 8190		HIRSHFIELD'S INC	C Corporation	Yes	Yes	No	08/20/2021	1,219.40
AS2		54127	100665	Check	1 7521		HUDL		Yes	Yes	No	08/20/2021	8,000.00
AS2		54119	100666	Check	1 4673		INTEGRIPRINT		Yes	Yes	No	08/20/2021	2,114.13
AS2		54125	100667	Check	1 6997		KIDCREATE STUDIO		Yes	Yes	No	08/20/2021	1,458.00
AS2		54122	100668	Check	1 6205		LAGERGREN, MARK		Yes	Yes	No	08/20/2021	160.00
AS2		54109	100669	Check	1 1105		LAKESHORE LEARNING MATERIALS		Yes	Yes	No	08/20/2021	535.65
AS2		54134	100670	Check	1 7998	REMIT	LITERACY RESOURCES, LLC		Yes	Yes	No	08/20/2021	672.72
AS2		54108	100671	Check	1 1098		MACGILL & CO		Yes	No	No	08/20/2021	629.45
AS2		54105	100672	Check	1 1044		MAWSECO #938		Yes	Yes	No	08/20/2021	16,896.71
AS2		54113	100673	Check	1 2216		MENARDS INC		Yes	Yes	No	08/20/2021	482.03
AS2		54124	100674	Check	1 6913		NEE INVESTMENT 9, LLC		Yes	Yes	No	08/20/2021	972.84
AS2		54104	100675	Check	1 1006		NORTHWEST SUBURBAN INTEGRATIO		Yes	Yes	No	08/20/2021	3,982.25
AS2		54132	100676	Check	1 7873		ON SITE COMPANIES, INC.		Yes	Yes	No	08/20/2021	1,303.00
AS2		54141	100677	Check	1 8225		PARTY CRASHERS RC RACING	Ind/Sole Proprietor	Yes	Yes	No	08/20/2021	320.00
AS2		54114	100678	Check	1 2291		PIONEER		Yes	Yes	No	08/20/2021	2,706.50
AS2		54120	100679	Check	1 5252		PROFESSIONAL WIRELESS COMMUNIC		Yes	Yes	No	08/20/2021	158.00
AS2		54115	100680	Check	1 2537		REGION V		Yes	Yes	No	08/20/2021	1,206.60
AS2		54117	100681	Check	1 3915		REINHART FOOD SERVICE		Yes	Yes	No	08/20/2021	1,566.85
AS2		54107	100682	Check	1 1062	remit	SCHOLASTIC INC		Yes	Yes	No	08/20/2021	268.02
AS2		54112	100683	Check	1 1489	Remit	SCHOOL SPECIALTY		Yes	No	No	08/20/2021	176.04
AS2		54137	100684	Check	1 8038		SERGEANT LABORATORIES, INC.		Yes	Yes	No	08/20/2021	12,329.59
AS2		54136	100685	Check	1 8029		SFM		Yes	Yes	No	08/20/2021	8,741.00
AS2		54142	100686	Check	1 8247		SPEEDPRO IMAGING	S Corporation	Yes	Yes	No	08/20/2021	657.00
AS2		54111	100687	Check	1 1425		TEACHER DIRECT		Yes	Yes	No	08/20/2021	108.96
AS2		54129	100688	Check	1 7778		TEAMWORKS INTERNATIONAL, INC		Yes	No	No	08/20/2021	625.00
AS2		54130	100689	Check	1 7786	REMIT	TERRAFORM PHOENIX II ARCADIA		Yes	Yes	No	08/20/2021	384.57
AS2		54143	100690	Check	1 8257		TWIN CITIES THANKSGIVING TIP-OFF		Yes	No	No	08/20/2021	460.00
AS2		54126	100691	Check	1 7050		WAYZATA RESULTS, INC.		Yes	No	No	08/20/2021	800.00
AS2		54116	100692	Check	1 2666		WRIGHT COUNTY CONFERENCE		Yes	No	No	08/20/2021	4,000.00
AS2		54144	100693	Check	1 1644		ISD #883 EDUCATION FOUNDATION		Yes	No	No	08/23/2021	209.85
AS2		54145	100694	Check	1 1969		SCHOOL SERVICE EMPLOYEES		Yes	No	No	08/23/2021	276.50
AS2		54146	100695	Check	1 6356		MITEL NETSOLUTIONS		Yes	Yes	No	08/24/2021	3,198.87
AS2		54147	100696	Check	1 7178		MSOPA		Yes	Yes	No	08/24/2021	50.00
AS2		54148	100697	Check	1 8253		VITALSIGNS	S Corporation	Yes	No	No	08/25/2021	6,152.50
AS2		54164	100698	Check	1 6770		CADY, DAN & JANE		Yes	No	No	08/27/2021	53.00
AS2		54152	100699	Check	1 1181		CITY OF ROCKFORD		Yes	Yes	No	08/27/2021	1,160.32
AS2		54170	100700	Check	1 7844	remit	CLEARSPAN FABRIC STRUCTURES INT		Yes	No	No	08/27/2021	86,352.01
AS2		54149	100701	Check	1 1007		CMERDC		Yes	No	No	08/27/2021	5,370.77

Rockford ISD #0883 Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void	Date	Amount
												Date		
AS2		54169	100702	Check	1	7480	CORPORATE MECHANICAL, INC.		Yes	Yes	No	08/27/2021	34,910.00	
AS2		54168	100703	Check	1	7474	ERICKSON, NATHAN & CHRISTINA		Yes	Yes	No	08/27/2021	510.62	
AS2		54165	100704	Check	1	6872	GENERAL PARTS LLC		Yes	No	No	08/27/2021	321.25	
AS2		54175	100705	Check	1	8095	remit GIMKIT, INC.		Yes	No	No	08/27/2021	1,000.00	
AS2		54167	100706	Check	1	7450	HARN, HIRUN		Yes	No	No	08/27/2021	25.00	
AS2		54158	100707	Check	1	3207	REMIT HOUGHTON MIFFLIN HARCOURT		Yes	No	No	08/27/2021	599.69	
AS2		54157	100708	Check	1	2436	HOUGHTON, DAN		Yes	Yes	No	08/27/2021	165.00	
AS2		54159	100709	Check	1	3679	INNOVATIVE OFFICE SOLUTIONS		Yes	Yes	No	08/27/2021	247.90	
AS2		54156	100710	Check	1	2051	INTERMEDIATE DISTRICT 287		Yes	No	No	08/27/2021	9,396.90	
AS2		54160	100711	Check	1	4613	KENNEDY AND GRAVEN		Yes	No	No	08/27/2021	5,663.50	
AS2		54166	100712	Check	1	6997	KIDCREATE STUDIO		Yes	No	No	08/27/2021	648.00	
AS2		54174	100713	Check	1	8042	MASPA/STATE NEGOTIATORS		Yes	No	No	08/27/2021	550.00	
AS2		54153	100714	Check	1	1267	MASSP		Yes	No	No	08/27/2021	1,030.00	
AS2		54171	100715	Check	1	7857	MCLEOD COMMUNITY SOLAR ONE LLC		Yes	No	No	08/27/2021	1,900.49	
AS2		54172	100716	Check	1	7858	MEEKER COMMUNITY SOLAR ONE LLC		Yes	No	No	08/27/2021	2,207.51	
AS2		54173	100717	Check	1	7951	MINEHEINE, TABITHA		Yes	Yes	No	08/27/2021	165.00	
AS2		54154	100718	Check	1	1312	NASSP/NHS/NJHS		Yes	No	No	08/27/2021	385.00	
AS2		54161	100719	Check	1	6082	SAM'S LAWN & LANDSCAPE, INC.		Yes	No	No	08/27/2021	2,322.70	
AS2		54151	100720	Check	1	1062	remit SCHOLASTIC INC		Yes	No	No	08/27/2021	1,130.10	
AS2		54150	100721	Check	1	1012	SCHOOL SPECIALTY INC		Yes	No	No	08/27/2021	130.69	
AS2		54163	100722	Check	1	6357	SOLOMON, RICARDO		Yes	Yes	No	08/27/2021	121.00	
AS2		54162	100723	Check	1	6282	SOUTHWEST METRO EDUCATIONAL C		Yes	Yes	No	08/27/2021	5,616.26	
AS2		54176	100724	Check	1	8259	VRASPIR, PATRICIA		Yes	No	No	08/27/2021	165.00	
AS2		54155	100725	Check	1	1841	WRIGHT TECHNICAL CENTER		Yes	No	No	08/27/2021	1,444.80	
AS2		54177	100726	Check	1	8170	remit US BANCORP GOVN'T LEASING & FINA C Corporation		Yes	No	No	08/31/2021	7,569.12	
Bank Total:													\$729,848.46	
ASSO		49011	96174	Check	1	7223	HSTRY LTD		Yes	Yes	Yes	08/27/2021	(99.00)	
ASSO		49994	97001	Check	1	7806	COOL, JERRON LCpl		Yes	Yes	Yes	08/17/2021	(32.00)	
ASSO		49977	97023	Check	1	4535	ROCKFORD/GREENFIELD CHAMBER O		Yes	Yes	Yes	08/26/2021	(15.00)	
ASSO		50583	97544	Check	1	7422	MNSHA		Yes	Yes	Yes	08/26/2021	(1,020.00)	
ASSO		51390	98283	Check	1	6770	CADY, DAN & JANE		Yes	Yes	Yes	08/20/2021	(53.00)	
ASSO		52653	99349	Check	1	6357	SOLOMON, RICARDO		Yes	Yes	Yes	08/25/2021	(121.00)	
ASSO		53585	100167	Check	1	7450	HARN, HIRUN		Yes	Yes	Yes	08/25/2021	(25.00)	
ASSO		53678	100264	Check	1	7474	ERICKSON, NATHAN & CHRISTINA		Yes	Yes	Yes	08/26/2021	(510.62)	
ASSO		54035	100526	Check	1	6601	REMIT BRAINPOP LLC		Yes	Yes	No	08/02/2021	175.00	
ASSO		54022	100527	Check	1	1054	remit CAROLINA BIOLOGICAL SUPPLY		Yes	Yes	No	08/02/2021	20.10	
ASSO		54040	100528	Check	1	7519	COMMON THREAD CUSTOM APPAREL		Yes	Yes	No	08/02/2021	572.00	
ASSO		54039	100529	Check	1	7480	CORPORATE MECHANICAL, INC.		Yes	Yes	No	08/02/2021	6,508.00	

Rockford ISD #0883 Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Amount	
									Print	Recon	Void		Date
ASSO		54044	100530	Check	1	8250	CYBR SCHOOL LLC		Yes	Yes	No	08/02/2021	9,000.00
ASSO		54038	100531	Check	1	6986	FUN EXPRESS LLC		Yes	Yes	No	08/02/2021	90.09
ASSO		54042	100532	Check	1	7661	HILLER COMMERCIAL FLOORS		Yes	Yes	No	08/02/2021	115,622.54
ASSO		54029	100533	Check	1	3207	REMIT HOUGHTON MIFFLIN HARCOURT		Yes	Yes	No	08/02/2021	1,660.82
ASSO		54033	100534	Check	1	4022	INFINITE CAMPUS		Yes	Yes	No	08/02/2021	1,991.42
ASSO		54031	100535	Check	1	3679	INNOVATIVE OFFICE SOLUTIONS		Yes	Yes	No	08/02/2021	723.74
ASSO		54041	100536	Check	1	7574	JOHNSON FLOOR SANDING		Yes	Yes	No	08/02/2021	29,250.00
ASSO		54036	100537	Check	1	6603	LANO EQUIPMENT -LORETTO		Yes	Yes	No	08/02/2021	4,629.62
ASSO		54037	100538	Check	1	6743	remit2 LEARNING A-Z		Yes	Yes	No	08/02/2021	356.90
ASSO		54026	100539	Check	1	1154	MSBA		Yes	Yes	No	08/02/2021	99.00
ASSO		54025	100540	Check	1	1096	remit NASCO		Yes	Yes	No	08/02/2021	457.36
ASSO		54023	100541	Check	1	1079	OFFICE DEPOT		Yes	Yes	No	08/02/2021	32.37
ASSO		54043	100542	Check	1	8237	OLYMPUS AMERICA INC		Yes	Yes	No	08/02/2021	5,549.58
ASSO		54030	100543	Check	1	3403	RANDY'S SANITATION INC		Yes	Yes	No	08/02/2021	1,757.35
ASSO		54027	100544	Check	1	1356	REMIT REALLY GOOD STUFF, LLC		Yes	Yes	No	08/02/2021	643.28
ASSO		54024	100545	Check	1	1091	SCHMITT MUSIC CENTER		Yes	Yes	No	08/02/2021	846.00
ASSO		54020	100546	Check	1	1012	SCHOOL SPECIALTY INC		Yes	Yes	No	08/02/2021	77.35
ASSO		54034	100547	Check	1	6279	SHI INTERNATIONAL CORP.		Yes	Yes	No	08/02/2021	16,442.00
ASSO		54032	100548	Check	1	3727	VERNIER SOFTWARE & TECH		Yes	Yes	No	08/02/2021	808.15
ASSO		54028	100549	Check	1	1424	WEST MUSIC	S Corporation	Yes	Yes	No	08/02/2021	31.60
ASSO		54021	100550	Check	1	1016	WRIGHT-HENNEPIN COOP. ELECTRIC		Yes	Yes	No	08/02/2021	437.25
ASSO		54045	100551	Check	1	6377	DISH		Yes	Yes	No	08/03/2021	108.04
ASSO		54046	100552	Check	1	1215	XCEL ENERGY		Yes	Yes	No	08/03/2021	18,367.71
ASSO		54047	100553	Check	1	6844	remit ACT, INC.		Yes	Yes	No	08/04/2021	3,391.50
Bank Total:												\$217,773.15	
WEST		54217		Wire	1	1968	BANKWEST ROCKFORD		No	Yes	No	08/31/2021	4,233.24
Bank Total:												\$4,233.24	
Report Total:												\$951,854.85	



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION**

Subject: OPEN ENROLLMENTS

Meeting Date: September 20, 2021

Prepared by: Superintendent’s Office

Date Prepared: September 13, 2021

Information
 Briefing
 Action
 Enclosure Item(s)

Resident Students Attending Other Schools

	Grade	Non-Resident District	Number	Date Effective	NR/OE
1	K	Howard Lake	278	09/07/2021	OE
1	12	Osseo	279	09/07/2021	OE
2	3	Delano	879	09/07/2021	OE
1	5	Delano	879	09/07/2021	OE
2	6	Delano	879	09/07/2021	OE
2	11	Delano	879	09/07/2021	OE
1	11	Maple Lake	881	09/07/2021	OE

Non-Resident Students Attending Rockford

	Grade	Resident District	Number	Date Effective	NR/OE
1	11	Anoka	11	9/7/2021	NR
1	4	Watertown	111	9/7/2021	NR
1	5	Watertown	111	9/7/2021	NR
1	10	Rush City	139	9/7/2021	NR
1	K	Minnetonka	276	9/7/2021	NR
1	2	Minnetonka	276	9/7/2021	NR
2	K	Osseo	279	9/7/2021	NR
1	1	Osseo	279	9/7/2021	NR
3	2	Osseo	279	9/7/2021	NR
1	4	Osseo	279	9/7/2021	NR
1	6	Osseo	279	9/7/2021	NR
1	9	Osseo	279	9/7/2021	NR
1	1	Robbinsdale	281	9/7/2021	NR
1	2	Buffalo	877	9/7/2021	NR
2	3	Buffalo	877	9/7/2021	NR
1	4	Buffalo	877	9/7/2021	NR
1	5	Buffalo	877	9/7/2021	NR
2	6	Buffalo	877	9/7/2021	NR
1	7	Buffalo	877	9/7/2021	NR
2	8	Buffalo	877	9/7/2021	NR
1	10	Buffalo	877	9/7/2021	NR
1	11	Buffalo	877	9/7/2021	NR

Note : Non-resident agreements will not be signed for families requesting a release from our school district. The students listed above are covered under MN Statute 124D.03, thus meeting the legal requirements for open enrollment.



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION**

Subject: _____

Meeting Date: _____

Prepared by: _____

Date Prepared: _____

Information

Briefing

Action

Enclosure Item(s)



ROCKFORD AREA SCHOOLS FACILITY PLANNING

School Board Work Session
September 20, 2021

Recap

- Long Term Facility Maintenance - LTFM
- Educational Space Standards
- Building Utilization
- Staff Input / Survey
- Demographics

Tonight

- Needs List Review and Discussion
- Future Options Development
- Admin/Staff/Community Check In
- Timeline



Needs List Review and Discussion

Rockford Elementary

Current Identified Needs

SUMMARY	Immediate	Short Term	Long Term
Long Term Facility Maintenance	-Tuckpointing -Roofing -Flooring -Parking Lot		-Mechanical -Lighting
Educational Space Standards			
Building Utilization			-Capacity
Staff Input/Survey	-Special Ed		
Other	-Technology Infrastructure	-Arts (Magnet Focus) Improvements -Branding (Signage)	

Rockford Middle School

Current Identified Needs

SUMMARY	Immediate	Short Term	Long Term
Long Term Facility Maintenance	<ul style="list-style-type: none"> -Parking Lot -Flooring -Casework 		
Educational Space Standards	<ul style="list-style-type: none"> -Cafeteria -Gym 	<ul style="list-style-type: none"> -Reconfigure Larger classrooms 	
Building Utilization	<ul style="list-style-type: none"> -Cafeteria -Gym 	<ul style="list-style-type: none"> -Parking Lot -Pick up/Drop off 	<ul style="list-style-type: none"> -Capacity
Staff Input/Survey	<ul style="list-style-type: none"> -Science (STEM) -Special Ed 		<ul style="list-style-type: none"> -CTE -FACS -World Language (IB)
Other	<ul style="list-style-type: none"> -Lower-Level revitalization -Secure Entry -Technology Infra. 	<ul style="list-style-type: none"> -Branding (Signage) 	

Rockford High School

Current Identified Needs

SUMMARY	Immediate	Short Term	Long Term
Long Term Facility Maintenance	<ul style="list-style-type: none"> -Parking Lot (W/ Bus) -Flooring (RCC), Roofing -Mechanical, Tuckpointing 		<ul style="list-style-type: none"> -Lighting
Educational Space Standards	<ul style="list-style-type: none"> -Interior Classrooms undersized -Metal Shop and Lab 	<ul style="list-style-type: none"> -Individualized and Flexible learning areas 	
Building Utilization	<ul style="list-style-type: none"> -Lounge/FACS -Robotics/CTE 		
Staff Input/Survey	<ul style="list-style-type: none"> -CTE -Special Ed 		
Other	<ul style="list-style-type: none"> -Secure Entry -Technology Infrastructure 	<ul style="list-style-type: none"> -Admin/DO efficiency -Branding (Signage) 	



Options Development



SCOPE OUTLINE

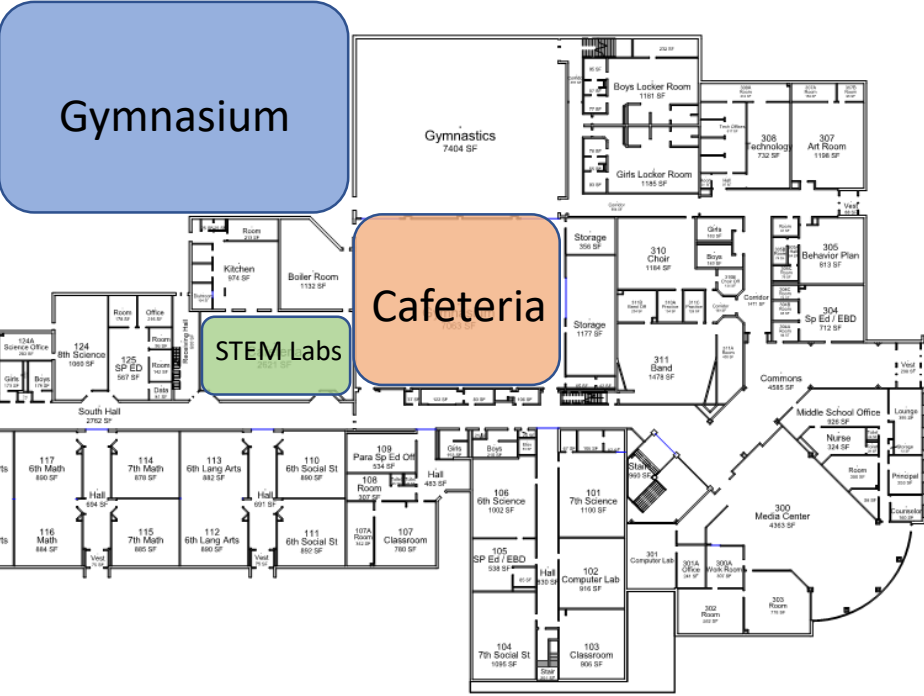


Rockford Public Schools
Independent School District #883

Scope Item Description	Construction Costs				Notes:
	Option 1	Option 2	Option 3	Option 4	
Rockford Elementary School (Arts Magnet)					
Deferred Maintenance	\$2,000,000				
Arts Improvements					
Special Ed Improvements					
Rockford Middle School (STEM Magnet)					
Deferred Maintenance	\$1,000,000				
Cafeteria Space	\$875,000				
Gymnasium Space	\$3,000,000				
STEM/Science Labs Improvements	\$1,125,000				
Special Ed	\$437,500				
Parking/Pick Up/ Drop Off					
Rockford High School (IB Magnet)					
Deferred Maintenance					
CTE Improvements	\$1,050,000				
Admin Improvement	\$200,000				
District Wide					
Bus Garage - Parking Lot	\$200,000				
Hard Scape	\$100,000				
Capacity Resolution					
- Early Childhood Center					
Furniture, Fixtures and Equipment					
Construction Costs Total	\$9,987,500	\$0	\$0	\$0	
Project Costs					
Construction Contingency	\$499,375	\$0	\$0	\$0	
Inflationary adjustment (3%)	\$299,625	\$0	\$0	\$0	
Site Services, General Conditions and Reimbursables	\$299,625	\$0	\$0	\$0	
Building Permit/Fees/State Plan Review/Jurisdictional Approvals	\$299,625	\$0	\$0	\$0	
Construction Testing/Site Survey/Commissioning	\$399,500	\$0	\$0	\$0	
Project Costs Total	\$1,797,750	\$0	\$0	\$0	
Soft Costs					
Architectural / Engineering	\$942,820	\$0	\$0	\$0	
Project Representation Services (CM)	\$353,558	\$0	\$0	\$0	
Technology/Furniture, Fixtures and Equipment	\$0	\$0	\$0	\$0	
Bond Issuance/Underwriter Costs	\$117,853	\$0	\$0	\$0	
Soft Costs Total	\$1,414,230	\$0	\$0	\$0	
Grand Totals:	\$13,199,480	\$0	\$0	\$0	
	\$13,199,480				

ICS - Scope Outline

Bubble Diagrams





Admin/Staff/Community Check In

Process

- Review data/materials with Admin, key staff and community members
- City/County Discussions
- Document any additional needs – Immediate, Short and Long Term
- Add needs to Scope Outline for Options
- Return back for School Board review



Timeline

Process

- 2 -3 weeks – Admin/Staff/Community Check in
- 2 weeks for option development
- November work-session – Option review and discussion
- December work-session – Final plan acceptance
- Meeting Times/Dates can be adjusted if/as needed



ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883

BOARD OF EDUCATION

ITEM: 6A

Subject: Elementary Principal's Report

Meeting Date: September 20, 2021

Prepared by: Brenda Nyhus

Date Prepared: September 14, 2021

Information Briefing Action Enclosure Item(s)

**REAMS SIP Plan
Culturally Responsive Classrooms**

Strategic Directions

A. Improving our educational programs and partnerships

REAMS staff will utilize the partnerships and resources to invest and enrich in quality curriculum materials to address the cultural needs of students.

B. Aligning and developing proactive training and response protocol for increased safety and security

REAMS staff will have ongoing ALICE training, communication with families, and practice strategies with students

C. Improving supports for students and their learning

REAMS staff will improve support for student learning and social emotional learning by providing collaboration time for teachers to team teach, and providing students with tools to meet their social emotional needs.

D. Strengthening instructional practices, processes, curriculum and assessment

The REAMS teachers will read a chapter and implement one strategy each month within their PLC group to increase staff cultural awareness and teaching strategies using the book "Unpack Your Impact" by Laneshia Tabb and Naomi O'Brian.



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883**

BOARD OF EDUCATION

E. Improving parent, community and staff awareness and engagement

100% of teachers will use digital tools to communicate with families in the 2021-2022 school year



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION**

Subject: _____

Meeting Date: _____

Prepared by: _____

Date Prepared: _____

Information

Briefing

Action

Enclosure Item(s)



Rockford Area Schools

presented by,

Kevin Keller, Director of Teaching and Learning

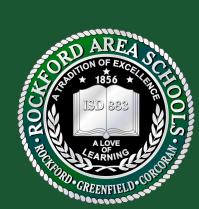
Kevin Neff, Data and Technology Integrationist

Ben Bonnett, MTSS Specialist

09/20/21

#ROCKETS883





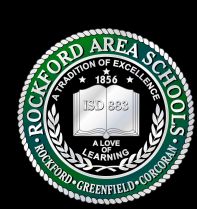
T&L Data Presentation

- Assessment Schedule 21-22
- Testing Glossary
- MCA Trends
- Cohort Data 2025-2028
- STAR Information
- Cohort Data - High School
- District Response to Data



RAS Assessment Schedule 21-22

Test/Assessment	Grade(s)	Date(s)
ACCESS/ALT ACCESS (Winter)	K - Listening, Speaking 1 - 12 - Listening, Speaking, Reading, Writing	All Schools - January 31, 2022 - March 25, 2022
ACT (Winter)	11 - 12	RHS - TBD
AP ENGLISH (Spring) AP CALC (Spring)	10 10	RHS - May 4, 2022 RHS - May 9, 2022
ASVAB (Fall)	10 - 12	RHS - November 18, 2021
FAST (Fall, Winter & Spring)	K - 4 - Reading & Math 5 - 8 - Reading & Math	REAMS - Sep 8, 2021-Nov 17, 2021 Reading & Math , Dec 1, 2021-Jan 26, 2022 Reading and Math , Apr 4, 2022 - Jun 7, 2022 Reading and Math RMS - Reading Sep 20-21, 2021, Math Sep 22-23, 21, Makeups Sep 24, 2021 Reading Jan 31-Feb 1, 2022, Math Feb 2-5, 2022, Makeups Feb 4, 2022 Reading May 16-17, 2022, Math May 18-19, 2022 Makeups May 20, 2022
IB (Spring) DP Economics	11 -	RHS - May 9, 2022 and May 10, 2022
MCA/MTAS (Spring)	3 - 4 - Reading & Math 5 & 8 - Reading, Math & Science 6 & 7 - Reading & Math 10 - Reading 11 - Math	REAMS - Reading - March 7, 2022 - May 6, 2022 Math - March 7, 2022 - May 6, 2022 RMS - Math - April 18-22, 2022 Reading - April 25-29, 2022 Science - May 3-5, 2022 RHS - Reading - March 7, 2022 - May 6, 2022 Math - March 7, 2022 - May 6, 2022 Science - March 7, 2022 - May 6 2022 for MTAS and May 13, 2022 for MCA
STAR (Fall, Winter & Spring)	9 & 10 Reading & Math	Fall - 9/14/21 & 9/16/21, Winter - 2/1/22 & 2/3/22 Spring - 5/17/22 & 5/19/22



Glossary of District Test/Assessments

ACCESS for ELLs - Assessments administered to English language learners (ELL) in order to measure progress toward meeting Minnesota standards for English language development.

ALT ACCESS for ELLS - Assessments administered to English language learners (ELL) in order to measure progress toward meeting Minnesota standards for English language development for Special Education students.

ACT - The American College Test is a standardized test that measures a student's skills in five core areas: English, math, reading, science, and writing. Students in grades 11 and 12 take the ACT so that they can submit their scores to colleges as part of the college application process.

ASVB - (Armed Services Vocational Aptitude Battery) - Multiple aptitude battery test that measures developed abilities and helps predict future academic and occupational success in the military.

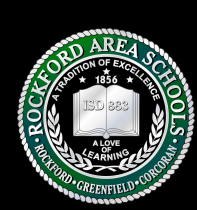
FAST - Benchmark assessment to measure students' current reading and math levels.

MCA - (Minnesota Comprehensive Assessments) - State tests that help districts measure student progress toward Minnesota academic standards and also meet federal and state legislative requirements.

MTAS - (Minnesota Test of Academic Skills) - State alternate assessment (series of tasks) given to students with the most significant cognitive disabilities that measures performance on alternate achievement standards.

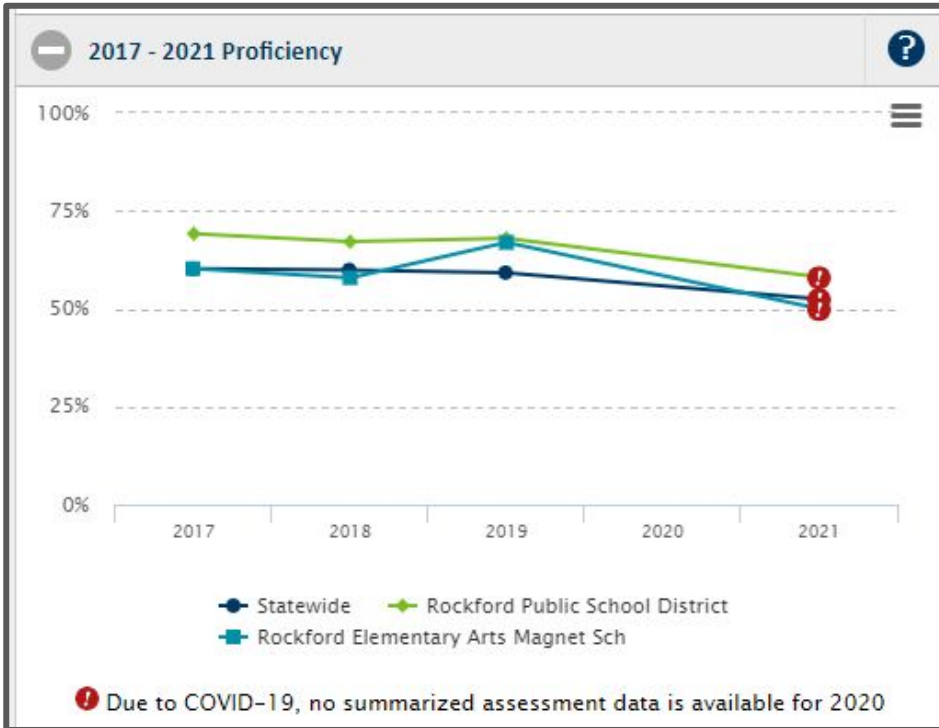
STAR - Benchmark assessment to measure students' current reading and math levels.

IB - Internal Assessments/External Assessments

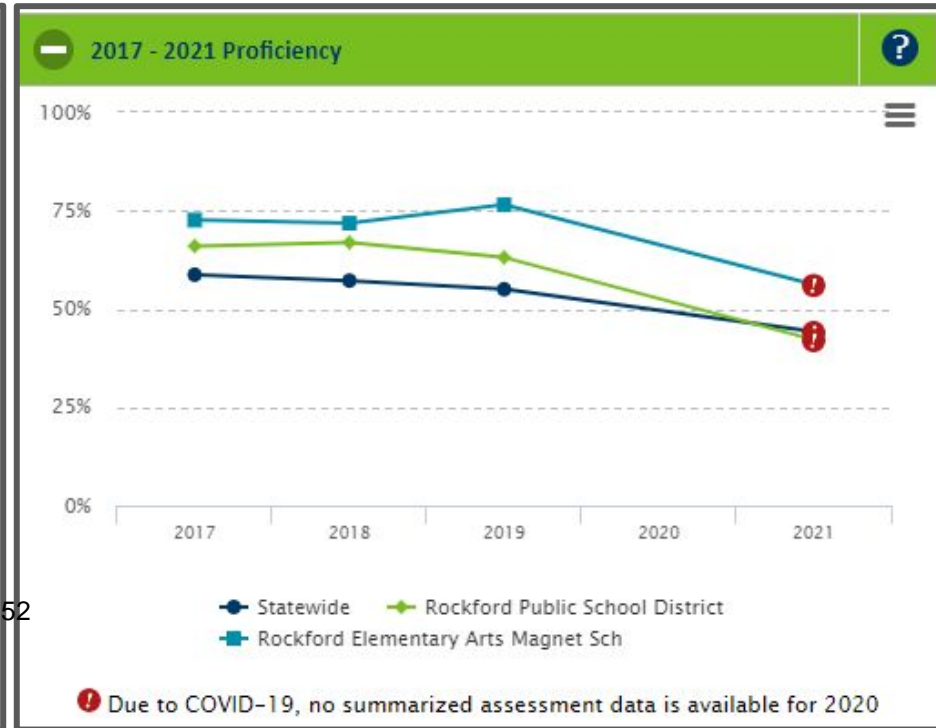


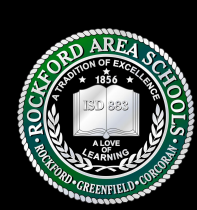
MCAs - A tool to gauge the health and success of a system

Reading

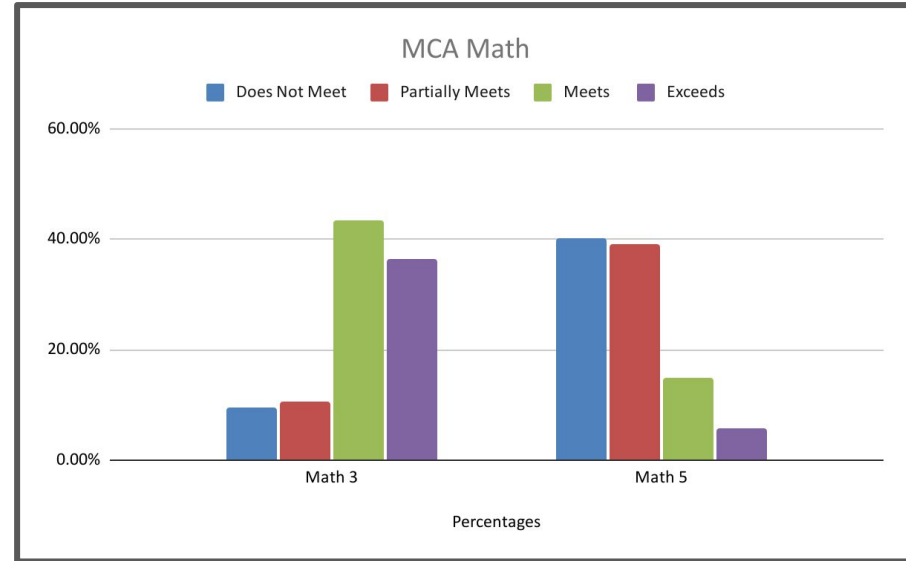
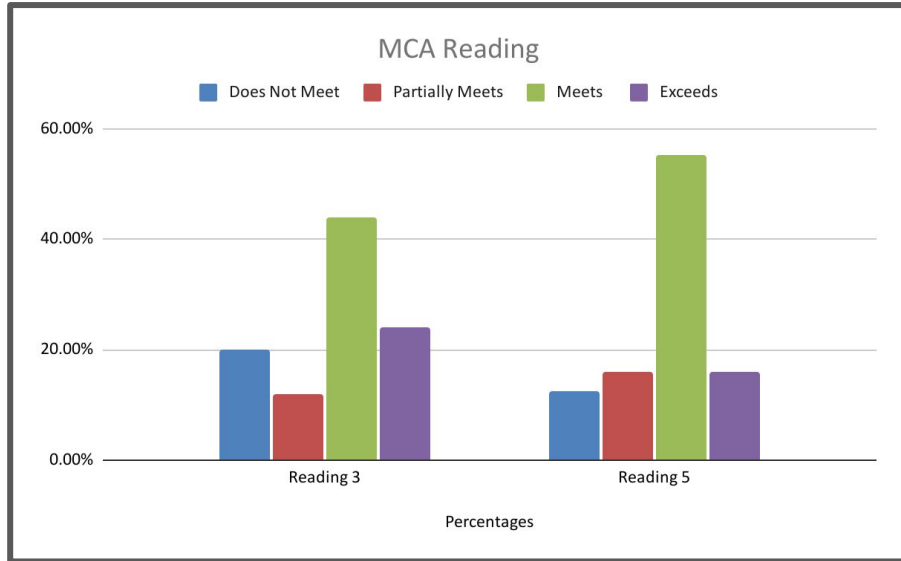


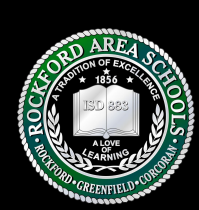
Math



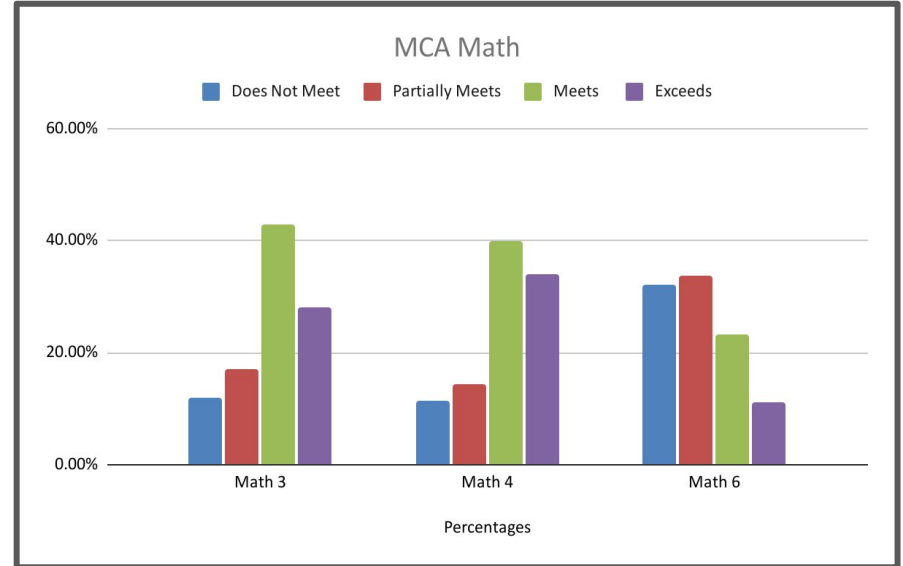
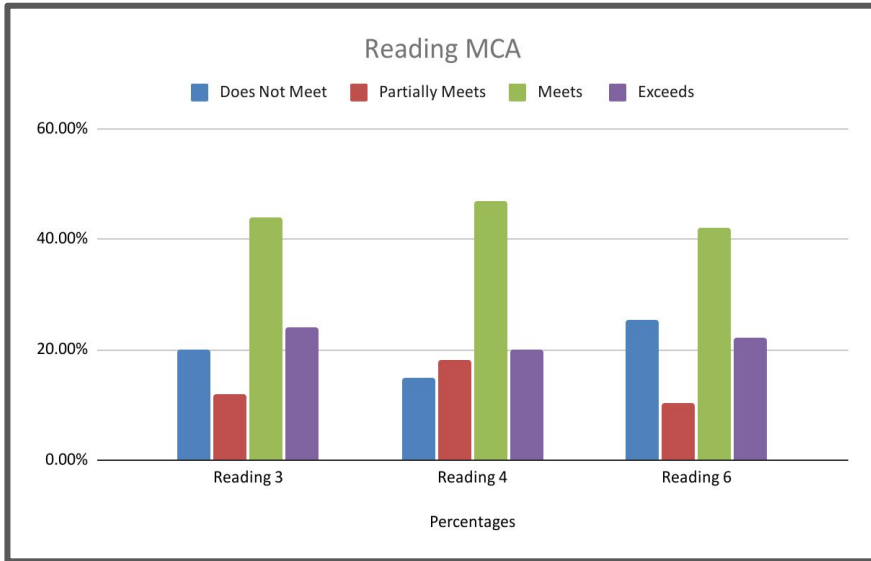


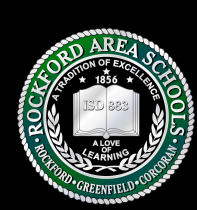
Cohort 2028 - Current 6th Grade





Cohort 2027 - Current 7th Grade

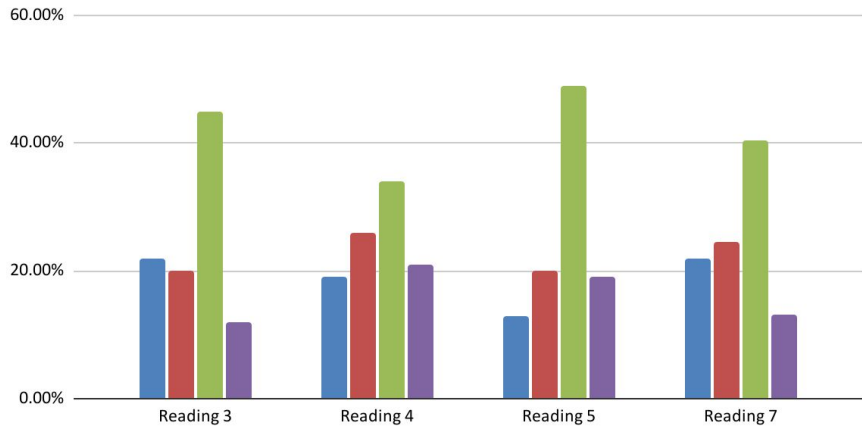




Cohort 2026 - Current 8th Grade

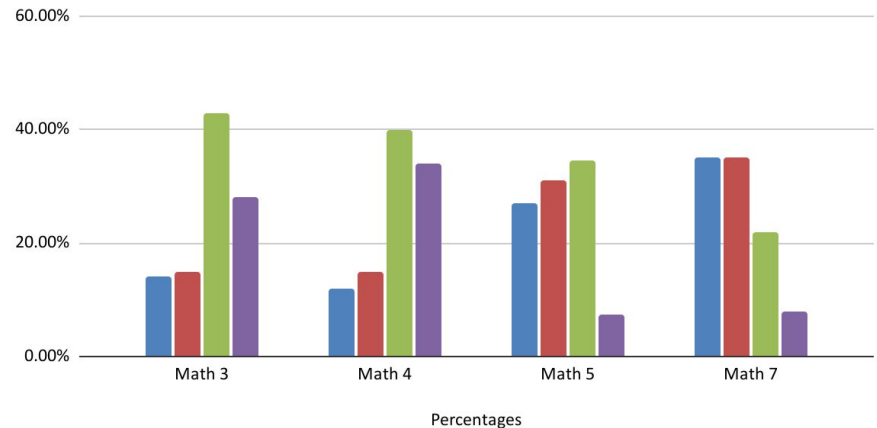
MCA Reading

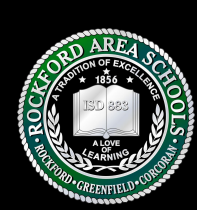
Does Not Meet Partially Meets Meets Exceeds



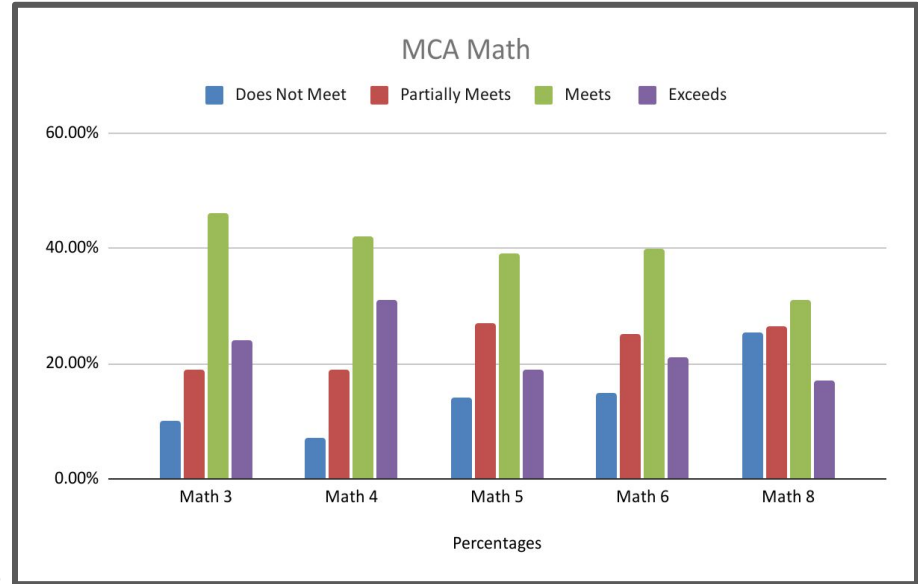
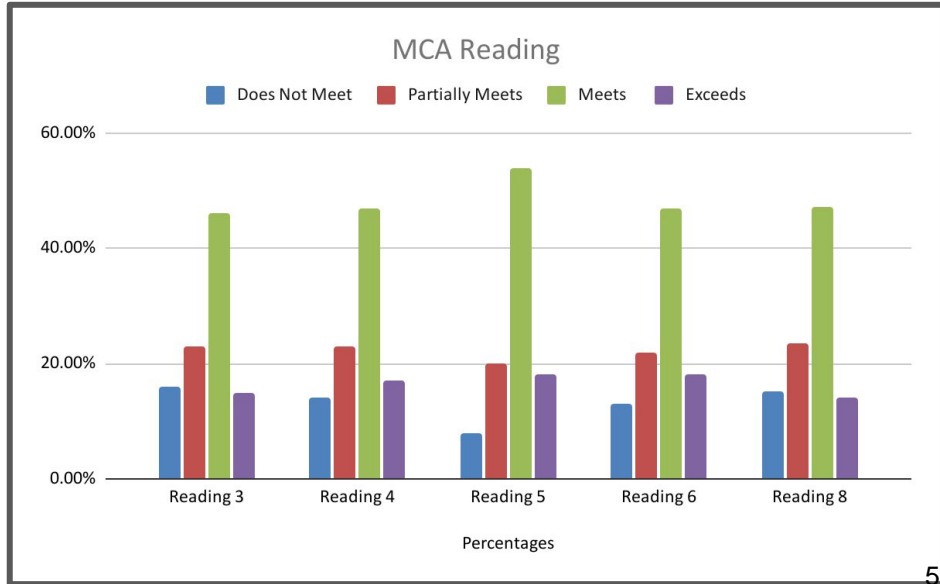
MCA Math

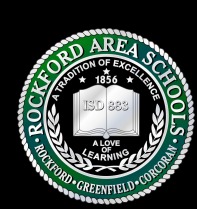
Does Not Meet Partially Meets Exceeds





Cohort 2025 - Current 9th Grade





STAR Screener - RHS

So we can take action to address the needs of our students.

Screening Reports 9-10 - *Identify and sort students by risk level. Can view by building, grade, or class and student.* **Growth Reports 9-10** - *Current student rate of improvement between testing periods.*

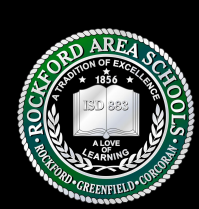
Predictive Report - MCA and ACT

1. *Where did students start this year (and next)?*
2. *Measure **growth** over time and answer the question - Are we making gains?*
3. *Identify who is at risk.*
4. *What type and level (1, 2, or 3) of intervention is needed?*
5. *What metrics indicate a need for additional teacher training?*

Identify the bridge from screening to action, this is an ongoing process.

**New for SY22 - Selective 11th grade students screened for ADSIS*

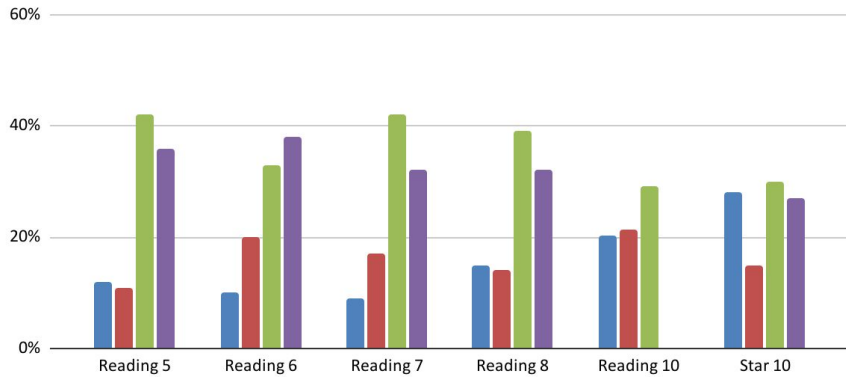
ADSIS (Alternative Delivery Specialized Instructional Services) will use this data to identify appropriate interventions for students in 9-11th grade.



MCA Results RHS

MCA Reading - Grade 10 2021

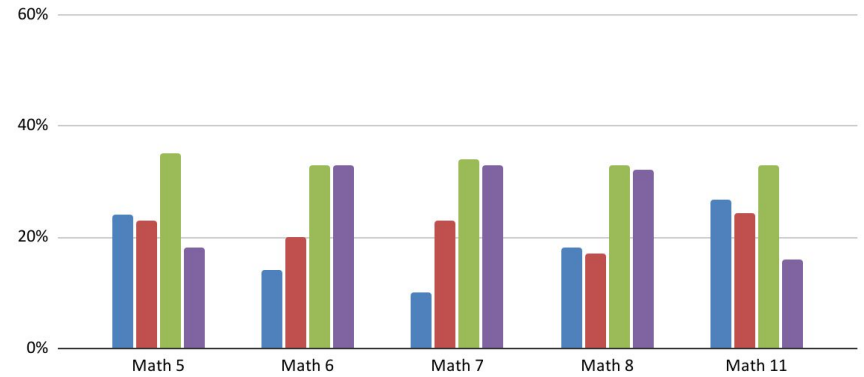
Does Not Meet Partially Meets Meets Exceeds



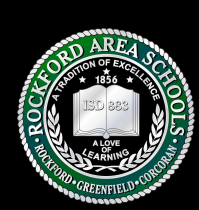
HS

MCA Math - Grade 11 2021

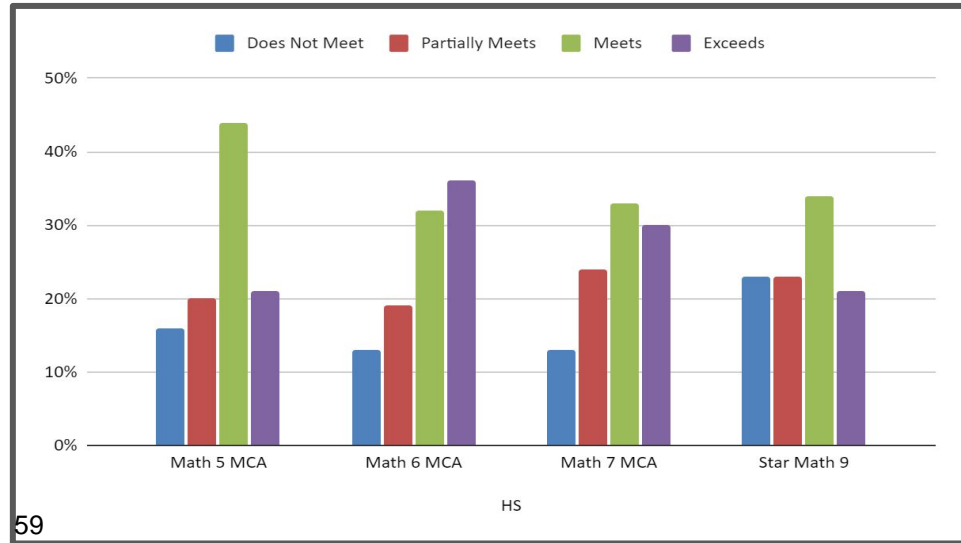
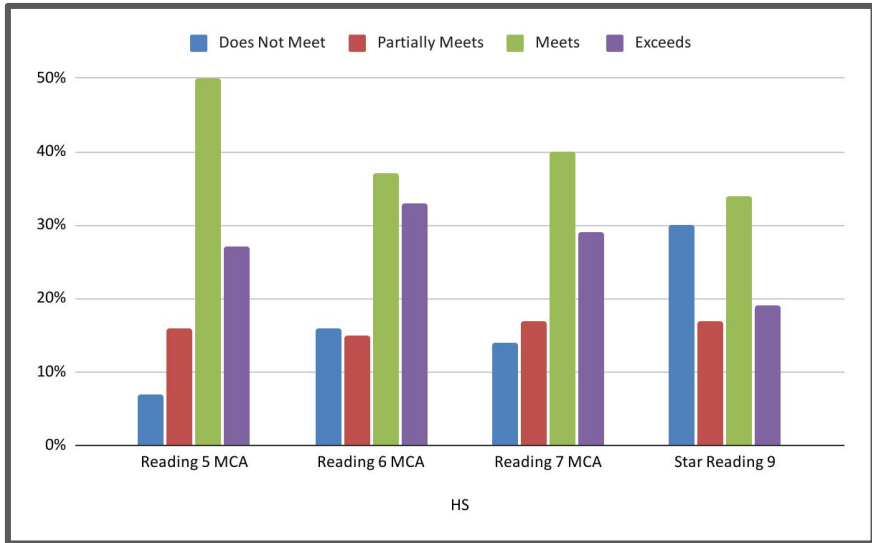
Does Not Meet Partially Meets Meets Exceeds

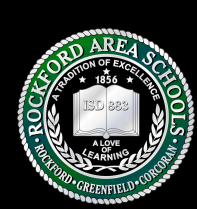


HS

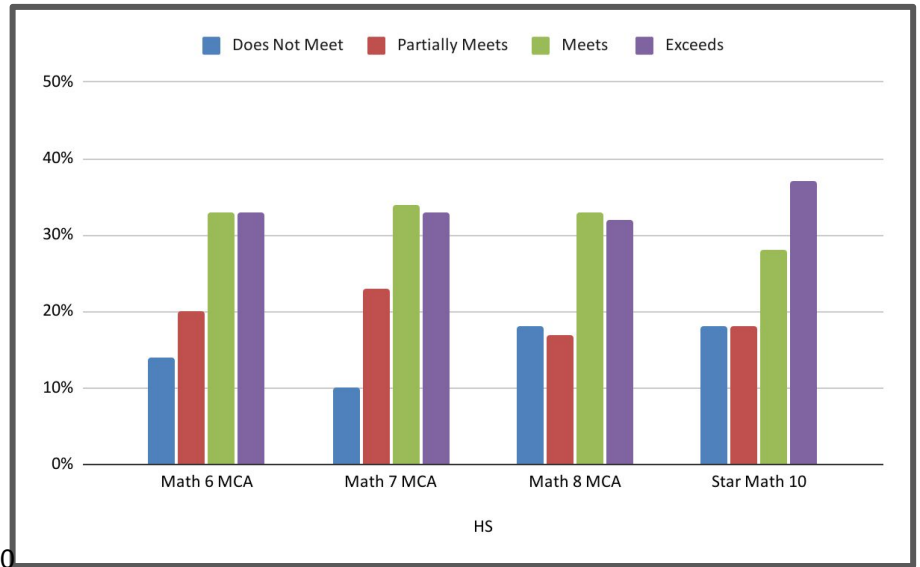
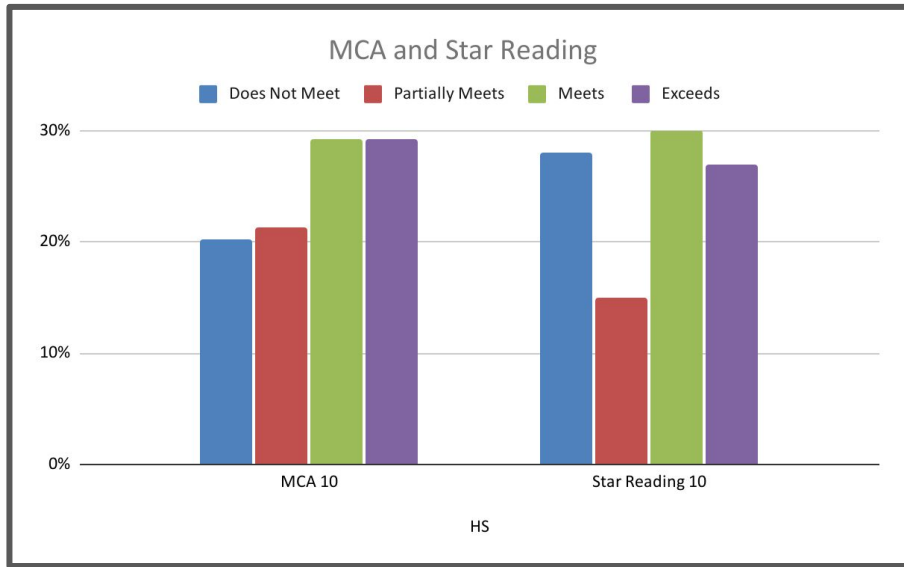


Cohort 2024 - Sophomore Class

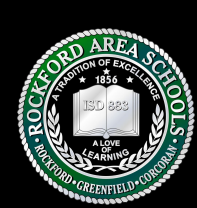




Cohort 2023 Junior Class



30% more students STAR tested vs. MCAs



MTSS - Levels of Intervention

- iTeam
- Reading Corp
- Title I - Reading and Math
- EL Support and PD
- OG and PRESS
- Summer School Targeted Services
- WIN, Boost, and Rocket Block
- AVID
- Homework Help/Targeted Services and Bussing
- Essence, Step Up and Educators Rising

Tier 3 Intensive

- 504 Plan
- Special Education Services
- English Learner Services
- ADSIS
- Nystrom

Tier 2 Targeted

- Envoy
- Culturally Responsive Classrooms
- HMH Math - REAMS and RMS training
- STAR and FAST Testing
- Formative Assessments
- DATA Discussion and training
- Core Curriculum - PLC Discussions

Tier 1 Universal



Thank You.



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION**

Subject: Principal on Special Assignment-Student Services

Meeting Date: September 20, 2021

Prepared by: Dr. Matthew J Scheidler

Date Prepared: September 15, 2021

Information Briefing Action Enclosure Item(s)

Highlighted Items:

- 1) **2021 Rockford Area Schools Summer School Review**
 - a. **Gratitude**
 - b. **Enrollment**
 - c. **Achievement Data**
 - d. **Financial Summary**
 - e. **Next Steps**



Rockford Area Schools

presented by,

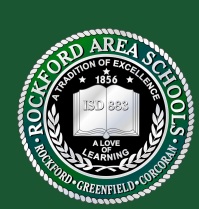
Matthew J Scheidler, Ed.D.

Principal on Special Assignment-Student Services

September 20, 2021

#ROCKETS883





AGENDA

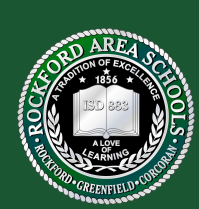
2021 Rockford Area Schools Summer School

- Gratitude
- Enrollment
- Achievement Data
- Financial Summary
- Next Steps



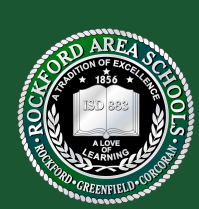
Gratitude

- **Custodians**
- **Families**
- **Hope House Leadership**
- **Hope House Volunteers**
- **Secretaries**
- **Teachers**
- **Technology Staff**



Enrollment - RHS Media Center

- **Dates: June 8, 2021-June 24, 2021 (11 days)**
- **48 students**
- **3 staff**
- **1:1 Device**
- **Focused and Comfortable Learning Environment**



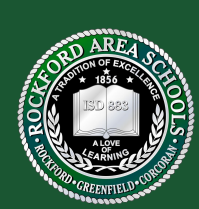
Enrollment - RHS Maple Hill

- **Dates: June 8, 2021-June 23, 2021 (10 days)**
- **10 students**
- **1 staff**
- **1:1 Device**
- **Focused and Comfortable Learning Environment**



Enrollment - REAMS

- **Dates: July 12, 2021-August 5, 2021 (16 days)**
- **96 students**
- **7 staff**
- **Focused and Comfortable Learning Environment**



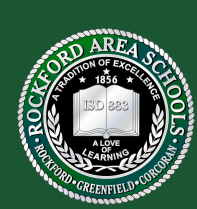
Enrollment - REAMS Maple Hill

- **Dates: July 26, 2021-August 19, 2021 (16 days)**
- **38 students**
- **5 staff**
- **Numerous Volunteers**
- **Focused and Comfortable Learning Environment**



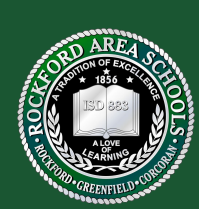
Enrollment - RMS-CES Maple Hill

- **Dates: July 26, 2021-August 19, 2021 (16 days)**
- **13 students**
- **3 staff**
- **1:1 Device**
- **Focused and Comfortable Learning Environment**



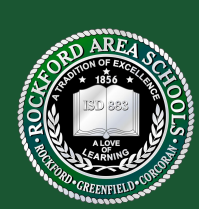
Enrollment - RMS-CES @ RHS Media Center

- **Dates: July 12, 2021-August 5, 2021 (16 days)**
- **32 students**
- **7 staff**
- **1:1 Device**
- **Focused and Comfortable Learning Environment**



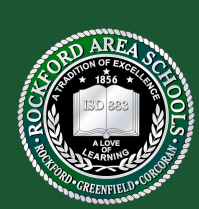
Achievement Data

- **Achievement Overview**
 - **Grade level appropriate pre- and post-test**
 - **Screening to Intervention (s2i) reports for all students**
 - **FAST, CBM, Sight Word Assessment, Number Identification Assessment,**
 - **100% demonstrated growth**
- **Fall 2021 analysis of achievement test for summer school**



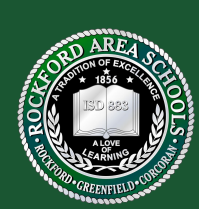
Financial Summary - Revenue

Revenue	Amount
Targeted Services	\$44,855.70
Additional \$4.00hr/student	\$40,958.76
Total	⁷⁴ \$85,814.46



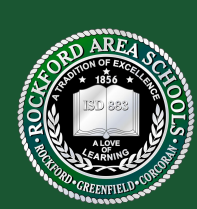
Financial Summary - Expenditures

Expenditure	Amount
Staff	\$49,051.41
Curriculum Materials	\$18,800.00
Total	75 \$67,851.41



Financial Summary - Plus/Minus

Description	Amount
Revenue	\$85,814.46
Expenditures	\$67,851.41
Total	76 (+) \$17,963.05



Next Steps

- **Analyze 2021 Fall Assessment Data of Summer School Participants**
- **Share summer and fall data with 2021-22 teachers**
- **Staffing for after school options at each site (goal)**
- **Communicate with students and families regarding Targeted Services After School Programming (begins September 29, 2021)**



Thank You.



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION**

Subject: _____

Meeting Date: _____

Prepared by: _____

Date Prepared: _____

Information

Briefing

Action

Enclosure Item(s)



Rockford Area Schools COVID-19 Mitigation Matrix

Rockford Area Schools will use building level indicators of COVID-19 transmission levels to determine when masks will be added to our mitigation strategies. This data will be pulled weekly from our school-level transmission information.

BUILDING LEVEL INDICATORS AND RESPONSES

	INDICATOR	LOW TRANSMISSION	MODERATE TRANSMISSION	SUBSTANTIAL TRANSMISSION	HIGH TRANSMISSION
SCHOOL-LEVEL INDICATOR	Percent of students/staff who test positive for COVID-19 during a 7 day period	<1%	1-2.9%	3-4.9%	>5% Or >5% of students/staff who are absent due to COVID-like symptoms Or 3 or more students in the same classroom
RESPONSE		Recommend masks for students/staff.	Share communication about the level of transmission and request that students/staff wear masks.	Masks are required for all students/staff in that respective class or grade level for a minimum of 14 days, which is one incubation period. After that period, the requirement ends when the transmission falls back below 3%. All visitors must wear masks	Masks are required for all students/staff in that respective class or grade level for 14 days and until the transmission rate falls below 3%. In this case, the district will transition to distance learning until the case rate falls below 5%. The district will consult with Wright County Public Health and/or the Minnesota Department of Health to determine the next steps. No visitors allowed.



ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION

Subject: Acknowledgement of Contributions Resolution

Meeting Date: September 20, 2021

Prepared by: Business Office

Date Prepared: September 13, 2021

<input type="checkbox"/> Information	<input type="checkbox"/> Briefing	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Enclosure Item(s)
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RESOLUTION

Whereas Minnesota Statute 123B.02 permits school boards to "...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, and for the benefit of pupils thereof."

Therefore, be it resolved by the School Board of Rockford Area Schools, Independent School District 883 that the School Board accepts, with appreciation, the contributions detailed below.

<i>Donor</i>	<i>Amount</i>	<i>Fund</i>
Coborns	\$157.89	Elementary General Fund
Marlene Socher	\$200.00	Track Activity Fund
Diane Dorrell	School Supplies	Middle School General Fund
Diane Dorrell	Office Supplies	Middle School General Fund
Calen & Lindsey Gilbertson	500 Face Masks	COVID Supply Fund
Calen & Lindsey Gilbertson	Hand Sanitizer	COVID Supply Fund
Casey's General Store	\$9.60	RHS Gift Account
George Thiel	\$20.00	RHS Gift Account
Anonymous	\$400.00	Athletic Scholarship Fund
Rockford Festival Committee	\$103.00	Band Activity Account
Rockford Festival Committee	\$106.00	Dance Activity Account
Melanie Robrahn	\$100.00	Band Activity Account
MN State Fair	\$400.00	Band Activity Account



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION**

Subject: Preliminary Levy Certification

Meeting Date: September 20, 2021

Prepared by: Tanley Lego

Date Prepared: September 14, 2021

<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Briefing	<input checked="" type="checkbox"/> Action	<input checked="" type="checkbox"/> Enclosure Item(s)
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We recommend that you approve the “maximum” levy for the preliminary certification.

Final Levy Certification will be at the board meeting on December 20, 2021.

This Preliminary Levy certification does not include the savings from the 2021B Bond refinance approved in August 2021, but this savings will be added in for the final levy certification in December 2021.

ROCKFORD AREA SCHOOLS
Ind. School District #883

Proposed 9/20/2021

Program	Actual 2019 Pay 2020	Actual 2020 Pay 2021	Proposed "Maximum" 2021 Pay 2022
General RMV Voter-JOBZ Exempt			
Referendum	\$ 1,362,761.92	\$ 1,378,841.57	\$ 1,402,869.45
Adjustments for Prior Years	\$ 6,600.00	\$ (16,113.12)	\$ 6,091.61
SUBTOTAL	\$ 1,369,361.92	\$ 1,362,728.45	\$ 1,408,961.06
General RMV Other- JOBZ Exempt			
1st Tier Local Optional	\$ 374,534.57	\$ 388,627.79	\$ 434,340.42
2nd Tier Local Optional	\$ 756,416.00	\$ 756,076.80	\$ 750,140.80
Equity	\$ 217,982.50	\$ 220,225.20	\$ 218,562.55
Transition	\$ 49,648.72	\$ 49,626.45	\$ 49,236.83
1st Tier Board Approved Referendum	\$ -	\$ -	\$ -
Adjustments for Prior Years	\$ 32,599.09	\$ (27,166.19)	\$ 1,035.61
SUBTOTAL	\$ 1,431,180.88	\$ 1,387,390.05	\$ 1,453,316.21
General NTC Other- JOBZ Exempt			
Operating Capital	\$ 117,654.55	\$ 132,354.23	\$ 145,827.13
Q comp	\$ 155,246.00	\$ 157,018.30	\$ 151,152.37
Achievement & Integration	\$ 57,506.80	\$ 59,767.55	\$ 60,071.40
Safe Schools	\$ 64,224.00	\$ 64,195.20	\$ 63,691.20
Career & Technical	\$ 70,155.20	\$ 56,821.82	\$ 93,450.00
LTFM Maintenance	\$ 389,835.44	\$ 429,732.01	\$ 441,455.66
Building Land Lease	\$ 26,740.10	\$ 26,734.52	\$ 26,625.47
Fac & Equip Bond Adj	\$ (160,821.15)	\$ (161,977.00)	\$ (155,658.00)
Adjustments for Prior Years	\$ (10,440.54)	\$ 10,148.79	\$ (26,668.91)
SUBTOTAL	\$ 710,100.40	\$ 774,795.42	\$ 799,946.32
COMMUNITY SERVICE- NTC- JOBZ Exempt			
Basic	\$ 78,250.74	\$ 78,250.74	\$ 83,186.35
Early Childhood Family Education	\$ 35,391.14	\$ 37,072.27	\$ 37,204.58
Home Visiting	\$ 848.76	\$ 887.89	\$ 929.46
SACC Extended Day - Handicapped	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Adjustments for Prior Years	\$ 951.73	\$ 2,095.72	\$ 808.75
SUBTOTAL	\$ 130,442.37	\$ 133,306.62	\$ 137,129.14
General Debt- NTC- Voter Nonexempt			
Bldg. Construction Debt	\$ 4,329,385.69	\$ 4,462,877.40	\$ 4,465,052.58
Adjustments for Prior Years	\$ (229,206.25)	\$ (294,286.09)	\$ (101,032.49)
SUBTOTAL	\$ 4,100,179.44	\$ 4,168,591.31	\$ 4,364,020.09
General Debt- NTC- Other Nonexempt			
Capital Projects (reduction in general)	\$ 160,821.15	\$ 161,977.00	\$ 155,658.00
Adjustments for Prior Years	\$ (8,724.06)	\$ (10,102.22)	\$ (3,900.11)
SUBTOTAL	\$ 152,097.09	\$ 151,874.78	\$ 151,757.89
TOTAL LEVY	\$ 7,893,362.10	\$ 7,978,686.63	\$ 8,315,130.71

SubTotal by Tax Base

27	Referendum Market Value	\$ 2,800,542.80	\$ 2,750,118.50	\$ 2,862,277.27
30	Net Tax Capacity	\$ 5,092,819.30	\$ 5,228,568.13	\$ 5,452,853.44

Voter Approved	\$ 5,469,541.36	\$ 5,531,319.76	\$ 5,772,981.15
Other	\$ 2,423,820.74	\$ 2,447,366.87	\$ 2,542,149.56



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION**

Subject: Activities Coordinator position

Meeting Date: September 20th 2021

Prepared by: Dan Pratt, Activities Director

Date Prepared: 9-16-21

Information Briefing Action Enclosure Item(s)

Overview

The scope and depth of duties for the current Activities Secretary position have continued to evolve. The position requires communication and coordination throughout the entire District and requires commitments outside of school hours and throughout the summer months.

Proposal

The Activities Department proposes the Activities Secretary position transitions to an Activities Coordinator position (job description enclosed) moving forward. If approved, it is recommended that the position be aligned with other District, at-will, non-exempt (hourly) positions.



Rockford Area Schools

Activities Coordinator

General Definition of Work

Coordinate activities registration processes, provide administrative support for District activities meetings and communications, and assist students, families, and coaches with inquiries. Duties performed under limited supervision of the Activities Director.

Essential Functions

- Coordinate, implement and process activity registrations according to guidelines and policies of Minnesota State High School League (MSHSL).
- Create online tickets for advance purchase at events.
- Provide support and consultation for activity scholarships.
- Maintain activities registration website and required forms.
- Coordinate coaches and family sports meetings to begin each season.
- Manage ticket deposits, reporting, and submission to the Business Office.
- Ensure timely and accurate submission of payroll vouchers for processing.
- Coordinate team picture process, vendor relationship, and communications.
- Prepare and coordinate all aspects of certificates and awards for activity participants.
- Monitor Activities Department budget, review fund balances, and route orders for approval.
- Serve as point of contact and provide oversight for activities fees and refunds.
- Provide technical support and consultation for High School front office staff.
- Partner with transportation to schedule and communicate updates.
- Assist with additional duties and special projects as assigned.

Knowledge, Skills and Abilities

- High attention to detail and accuracy in work.
- Assist with time sensitive and confidential situations.
- Demonstrate accountability and effective decision making.
- Ability to establish and maintain effective working relationships.
- Excellent written and verbal communication and customer service skills.
- Strong organizational skills, with ability to demonstrate initiative and prioritize work.

Education and Experience

Associate's Degree preferred and 3 years experience serving in an Activities Department. Experience utilizing Google Suite (docs, sheets, slides, Gmail), Infinite Campus, rSchool Activity Scheduler and Activity Registration, and website administration.

Special Requirements

- Smart Finance training upon hire.
- Infinite Campus training upon hire.

- rSchool Activity Scheduler and Transportation training upon hire.
- TicketSpice training upon hire.
- FMX training upon hire.
- MSHSL reporting.



ROCKFORD AREA SCHOOLS
 INDEPENDENT SCHOOL DISTRICT 883
 BOARD OF EDUCATION

Subject: Employee Paid COVID-19 Sick Leave			
Meeting Date: September 20, 2021			
Prepared by: Superintendent’s Office Department of Human Resources			
Date Prepared: September 13, 2021			
<input type="checkbox"/>	Information	<input type="checkbox"/>	Briefing
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Action
<input type="checkbox"/>		<input type="checkbox"/>	Enclosure Item(s)

Employer Paid COVID-19 Sick Leave

Overview

Rockford Area Schools will continue to provide support for employees that are required to isolate due to COVID-19. We intend to utilize COVID funding to provide *similar* options for staff that existed last year within the guidelines for Emergency Paid Sick Leave.

Proposal

Rockford Area Schools will provide up to 2 weeks (of an employee’s daily scheduled hours) of Employer Paid COVID-19 Sick Leave during the 2021-22 school year for an employee that is required to isolate due to testing positive for COVID-19 and/or an employee has a positive case within their household.

Summary

Providing Employer Paid COVID-19 Sick Leave for our staff as COVID-19 continues to impact our community, without requiring them to utilize their accrued but limited sick time, demonstrates care for the wellbeing of our employees and provides support for our staff when isolation is necessary.



**ROCKFORD AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 883
BOARD OF EDUCATION**

Subject: Annual MSBA Policy Revision – redline policies

Meeting Date: September 20, 2021

Prepared by: Superintendent's Office

Date Prepared: September 13, 2021

Information

Briefing

Action

Enclosure Item(s)

Below are the changes made to each policy:

410 – change of numbers on page 5 (reviewed)

413 – nothing changed except the form that goes with this policy (reviewed)

414 – added a legal reference in the last page and the form that goes with this policy (reviewed)

415 – no changes (reviewed)

506 – change of a statute on section 10 (pg. 16) and change of same statute under legal references (revised)

514 – no changes (reviewed)

522 – no changes (reviewed)

524 – postponed reviewal for October meeting

616 – added a legal reference (revised)

806 – postponed reviewal to October meeting



Adopted: 01/08/01
Reviewed: 2015, 2021
Revised: 06/20/16

Orig. 1995

410 FAMILY AND MEDICAL LEAVE POLICY

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. "Covered active duty" means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. "Covered servicemember" means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

C. "Eligible employee" means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service



during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee's fulfillment of his or her USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

- D. "Military caregiver leave" means leave taken to care for a covered servicemember with a serious injury or illness.

- E. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.

- F. "Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
 - 1. a military medical treatment facility as an outpatient; or
 - 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.

- G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
 - 1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 - 2. to attend military events and related activities of a covered military member;
 - 3. to address issues related to childcare and school activities of a covered military



- member's child;
 - 4. to address financial and legal arrangements for a covered military member;
 - 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 - 6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 - 7. to attend post-deployment activities related to a covered military member;
 - 8. to address parental care needs; and
 - 9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
- 1. inpatient care in a hospital, hospice, or residential medical care facility; or
 - 2. continuing treatment by a health care provider.
- I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. "Veteran" has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

- 1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee's child and to care for such child;



- b. placement of an adopted or foster child with the employee;
 - c. to care for the employee’s spouse, son, daughter, or parent with a serious health condition;
 - d. the employee’s serious health condition makes the employee unable to perform the functions of the employee’s job; and/or
 - e. any qualifying exigency arising from the employee’s spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, “year” is defined as a rolling 12-month period measured backward from the date an employee’s leave is to commence.
3. An employee’s entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A “serious health condition” typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A “serious injury or illness,” in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
- a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and
 - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:
 - (1)(+) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember’s office, grade, rank,



or rating; or

- (2)(iii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
- (3)(iii) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
- (4)(iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school



district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.

10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered service member being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for



reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the service member. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a service member includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered service member and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after



placement; to care for the employee's parent with a serious health condition; or to care for a covered service member with a serious injury or illness.

5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered service member and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A. 7., IV.A. 10., IV.A. 12., IV.A. 13., and IV.A. 14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 1. take leave for the entire period or periods of the planned medical treatment; or
 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if



the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.

3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.

- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave)
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin "M" (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family and Medical Leave Act Summary)



Adopted: 01/08/01
Reviewed: 2017, 2021
Revised: 07/23/18

Orig. 1995

413 HARASSMENT AND VIOLENCE

[Note: State law (Minn. Stat. § 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minn. Stat. Ch. 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not specifically required to do so by Minn. Stat. § 121A.03. The Minnesota Department of Education (MDE) is required to maintain and make available a model sexual, religious, and racial harassment policy in accordance with Minn. Stat. § 121A.03. MDE's policy differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, as defined by this policy. (For purposes of this policy, school district personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any



student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

III. DEFINITIONS

A. "Assault" is:

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

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

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

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

D. Protected Classifications; Definitions

- 1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;



- b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
2. "Familial status" means the condition of one or more minors being domiciled with:
- a. their parent or parents or the minor's legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.
7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition
- 1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct



or communication of a sexual nature when:

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

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

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

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:



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

H. Violence; Definition

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

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence 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 from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. 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.
- E. In Each School Building. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence



prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. 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 a primary contact on policy and procedural matters.

- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates **each building principal** as school district human rights officers to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply



with any discovery or disclosure obligations.

- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

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

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.



- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy 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 behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. 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 targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) 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 acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident



and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

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

X. DISSEMINATION OF POLICY AND TRAINING

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

Legal References:

- Minn. Stat. § 120B.232 (Character Development Education)
- Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
- Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious and Racial Harassment and Violence Policy)
- Minn. Stat. § 121A.031 (School Student Bullying Policy)
- Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
- Minn. Stat. § 609.341 (Definitions)
- Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)



20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References:

MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)



INDEPENDENT SCHOOL DISTRICT NO. 883 HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Harassment

Independent School District No. 883 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees 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, **including gender identity and expression**, or disability is strictly prohibited discrimination. All persons are to be treated with respect and dignity. 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, **including gender identity and expression**, or disability by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Complainant _____

Home Address _____

Work Address _____

Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Basis of Alleged Harassment/Violence -Circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ ~~gender~~ \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation, **including gender identity and expression** \ disability

Name of person you believe harassed or was violent toward you or another person or group. _____

If the alleged harassment or violence was toward another person or group, identify that person or group.

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.) _____

Where and when did the incident(s) occur? _____

List any witnesses that were present _____

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by _____

109 (Date)



Adopted: 01/08/01
Reviewed: 2019, 2021
Revised: 02/19/20

Orig. 1995

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. "Accidental" means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. "Child" means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Mandated Reporter" means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- E. "Neglect" means the commission or omission of any of the acts specified below, other than by accidental means:



1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health care, medical care, or other care required for the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so;
3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
4. failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide his or her child with sympathomimetic medications;
5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, or medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 4 6, Clause (5);
7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child's basic needs and safety; or
8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

- F. "Nonmaltreatment mistake" means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this



paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.

- G. "Physical Abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

- H. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.
- I. "School Personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement or child care services.
- J. "Sexual Abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a current or recent position of authority (as defined in



Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).

- K. "Mental Injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.
- L. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years to the local welfare agency, police department, county sheriff, tribal social services, or tribal police department. The reporter will include his or her name and address in the report.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school



facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

[Note: The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. Although a report may be made to any of the agencies listed in Section IV. A., above, and there is no requirement to file more than one report, if the initial report is not made to MDE, it would be helpful to MDE if schools also report to MDE.]

V. INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.



- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.



VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 4 6, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. § 609.02, Subd.6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure Controlled Substances)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)



Confidential Student Maltreatment Reporting Form

Date submitted: _____ SMP File # _____ (MDE staff use only)

REPORTER (Reporter is confidential under Minnesota Statutes, section 260E.)

Name: _____ Title: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Mandated Reporter: Yes No

SCHOOL INFORMATION (Current Enrollment Location of Alleged Victim)

ISD#: _____ School District: _____ School/ Program Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Principal/Director: _____ Phone: _____

Email: _____

Transportation Company Contact: _____ Phone: _____

Email: _____

ALLEGED VICTIM

Name: _____ Address: _____ City: _____ State: _____ Zip: _____

Male Female DOB: _____ Grade: _____ Race/Ethnicity: _____

Receives Special Education Services: Yes No Primary Disability Category: _____

Alleged Victim is over the age of 18: Yes No (If over 18, please provide the following contact information)

Alleged Victim Phone: _____ Alleged Victim Email: _____

Alleged Victim has a legal guardian: Yes No

Parent/Guardian 1: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Parent/Guardian 2: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Minnesota Department of Education
Student Maltreatment Program
1500 Highway 36 West, Roseville, MN 55113-4266
Reporting Line: 651-582-8546
Fax: 651-797-1601
Email: mde.student-maltreatment@state.mn.us

ALLEGED OFFENDER

Name: _____ Position: _____ DOB: _____ Male Female
Home Address: _____ City: _____ State: _____ Zip: _____
Email: _____
Race/Ethnicity: _____ Phone: _____ Alternate Phone: _____
Licensed: Yes No
If licensed, name of licensing board(s): _____ License/Folder # _____

INCIDENT

Date: _____ Time: _____ Setting (i.e. Bus, Classroom): _____
Location and Address (if different than enrolled school): _____
Witness _____ Phone: _____
Witness _____ Phone: _____
Police Notified: Yes No Police Department: _____
Police Contact: _____ Phone: _____ Case #: _____

Alleged Maltreatment: Physical Abuse Sexual Abuse Neglect Unknown
Injury: Yes No

Description of Incident and Injury: (please attach additional documentation, if needed)



Adopted: 01/08/01
Reviewed: 2015, 2021
Revised: 06/20/16

Orig. 1995

415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

- A. "Mandated Reporters" means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.
- B. "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.
- C. "Neglect" means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult's physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.
- D. "Abuse" means: (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any



action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat § 626.5572, Subd. 2.

- E. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.
- F. "Vulnerable Adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minn. Stat. Ch. 245A, except as excluded under Minn. Stat. § 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or type of service received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to adequately provide the person's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.
- G. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- H. "School Personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement or other caretaking services of vulnerable adults.



- I. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose *not public data* as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks where appropriate.
- B. The school district will develop a method of discussing this policy with employees where



appropriate.

- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. § 13.02 (Collection, Security, and Dissemination of Records; Definitions)
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)
Minn. Stat. §§ 609.221-609.224 (Assault)
Minn. Stat. § 609.234 (Crimes Against the Person)
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)



Adopted: 12/19/05

Reviewed: 2019

Revised: 02/19/20, 9/20/2021

Orig. 1995

506 STUDENT DISCIPLINE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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



III. AREAS OF RESPONSIBILITY

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



and fulfilled.

IV. STUDENT RIGHTS

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

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

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



VI. CODE OF STUDENT CONDUCT

A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district’s Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district’s Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district’s Tobacco-Free Environment, Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to



another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);

11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not



- limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
 26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
 27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
 28. Possession or distribution of slanderous, libelous or pornographic materials;
 29. Violation of the school district' Bullying Prohibition Policy;
 30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
 31. Criminal activity;
 32. Falsification of any records, documents, notes or signatures;
 33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
 34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
 35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
 36. Violation of the school district's Harassment and Violence Policy;
 37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
 38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;



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

VII. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article,



object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.

- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by



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

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

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

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

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

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
- C. Responsibility for and custody of a student removed from class. *Student is to go to a designated area as determined by the building principal or designee when removed from the classroom. Students may arrive to the designated room on their own or with staff escort. The student is to work on assigned work while in in-school suspension. Teachers are expected to send work for the student while in in-school suspension. After removal from class, the supervising staff member at that assigned time has control and responsibility for student.*
- D. Procedures for return of a student to a class from which the student was removed. *To return to a class from which a student was removed, student must have at a minimum a meeting*



with the principal or designee, but may also include a meeting with parent, teacher and student, and principal or designee. A student must have a written referral, phone call home and a meeting with the principal and/or designee to return to class. A contract for readmission may also be required.

- E. Procedures for Notification. To notify students and parents/guardians of violations of the rules of conduct and resulting disciplinary action, the teacher and/or principal or designee will contact home.

Actions or approvals required, such as notes, conferences, readmission plans, will be determined by teacher and principal and/or designee.

- F. Disabled Students; Special Provisions.

1. If there is a need for further assessment, interventions with parents, teachers, counselors, administrators, student concern's meeting will be documented;
2. Depending on length of removal from class, Individual Education Plan (IEP) review may be initiated by student's case manager. IEP review is required if removal exceeds five (5) consecutive days or ten (10) days cumulative.
3. If there is a need for a student referral for further special education services, interventions with parents, teachers, counselors, administrators, student concern's meeting will be documented;

- G. Procedures for detecting and addressing chemical abuse problems of students while on School Premises. Student will be referred to principal or designee, school liaison officer or student concerns team and possibly to a chemical abuse preassessment team pursuant to Minn. Stat. § 121A.26; and Teacher reporting procedures to the chemical abuse preassessment team will follow Minn. Stat. § 121A.29.

- H. Procedures for immediate and appropriate interventions tied to violations of the Code of Student Conduct will follow current discipline policy.

- I. Procedures determined appropriate for encouraging early involvement of parents or guardians in attempts to improve a student's behavior. For improvement of student behavior, parents may be contacted via email, phone calls, or conference, which can be initiated either by teachers, the counselor, administrator or the parent when appropriate.

- J. Procedures determined appropriate for encouraging Early Detection of Behavioral Problems. To encourage early detection of behavior problems, referrals should be made to the dean of students, counselor, principal, or Student Concerns Team.

IX. DISMISSAL

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



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

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

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
1. Willful violation of any reasonable school board regulation, including those found in this policy;
 2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
 3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

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



provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension,



school administration may, instead of imposing the suspension, do one or more of the following:

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

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.



4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.



12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the



student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.225 232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

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

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

XII. STUDENT DISCIPLINE RECORDS

It is the policy of the school district that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

XIII. DISABLED STUDENTS

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

If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline—up to and including



expulsion—as if the student did not have a disability, unless the student’s educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student’s disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

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

XIV. OPEN ENROLLED STUDENTS

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

XV. DISTRIBUTION OF POLICY

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

XVI. REVIEW OF POLICY

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

- Legal References:**
- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 - Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
 - Minn. Stat. § 120B.225 232 (Character Development Education)
 - Minn. Stat. § 121A.26 (School Preassessment Teams)
 - Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
 - Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
 - Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)



Minn. Stat. § 121A.582 (Reasonable Force)
Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch.125A (Students With Disabilities)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Court Act)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References:

MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)



Adopted: 12/19/05
Reviewed: 2014, 2021
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Orig. 2003

514 BULLYING PROHIBITION POLICY

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

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 MSBA/MASA Model 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 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. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to



prohibited conduct;

3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The 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 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 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.

IX. 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 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 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)



Adopted: NEW
Reviewed: 2020, 2021
Revised: 9/14/2020

Orig. 1995

522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

[Note: On May 6, 2020, the U.S. Department of Education, Office for Civil Rights (OCR), released the long-awaited final rule amending Title IX regulations at 34 C.F.R. Part 106. These regulations, which go into effect on August 14, 2020, are the first Title IX regulations applicable to sexual harassment and are applicable to complaints by both school district students and employees. The extensive regulations will require districts to revise their policies and procedures with respect to sexual harassment and ensure that administration and staff are trained on the new requirements.]

The final rule requires school districts to provide notice of its nondiscrimination policy and grievance procedures, including how to file or report sexual harassment and how the school district will respond to the following groups: applicants for admission and employment; students; parents or legal guardians; and unions or professional organizations holding agreements with the school district. 34 C.F.R. § 106.8(b). The provisions of this policy generally conform to the requirements of the new regulations.]

I. GENERAL STATEMENT OF POLICY

- A. The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.
- C. This policy applies to sexual harassment that occurs within the school district's education programs and activities and that is committed by a school district employee, student, or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside



the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.

- D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator(s) is/are:

Matthew Scheidler, Principal on Special Assignment, 7650 County Road 50, Rockford, MN 55373 Phone: 763-477-5837 ext. 1006, Fax: 763-477-5025

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

- E. The effective date of this policy is August 14, 2020 and applies to alleged violations of this policy occurring on or after August 14, 2020.

II. DEFINITIONS

- A. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the school district's Title IX Coordinator or to any employee of the school district. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the school district with actual knowledge is the respondent.
- B. "Complainant" means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.
- C. "Day" or "days" means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).
- A. "Deliberately indifferent" means clearly unreasonable in light of the known circumstances. The school district is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.
- B. "Education program or activity" means locations, events, or circumstances for which the school district exercises substantial control over both the respondent



and the context in which the sexual harassment occurs and includes school district education programs or activities that occur on or off of school district property.

- C. “Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school district investigate the allegation of sexual harassment.
 - 1. A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant’s physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.
 - 2. A formal complaint shall state that, at the time of filing the formal complaint, the complainant was participating in, or attempting to participate in, an education program or activity of the school district with which the formal complaint is filed.
- D. “Informal resolution” means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.
- E. “Relevant questions” and “relevant evidence” are questions, documents, statements, or information that are related to the allegations raised in a formal complaint. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant’s prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent.
- F. “Remedies” means actions designed to restore or preserve the complainant’s equal access to education after a respondent is found responsible. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.
- G. “Respondent” means an individual who has been reported to be the perpetrator



of conduct that could constitute sexual harassment under Title IX.

- H. "Sexual harassment" means any of three types of misconduct on the basis of sex that occurs in a school district education program or activity and is committed against a person in the United States:
1. *Quid pro quo* harassment by a school district employee (conditioning the provision of an aid, benefit, or service of the school district on an individual's participation in unwelcome sexual conduct);
 2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or
 3. Any instance of sexual assault (as defined in the Clery Act, 20 U.S.C. §1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 U.S.C. §12291).
- I. "Supportive measures" means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minn. Stat. § 121A.41, as amended, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school district buildings or property, and other similar measures.
- J. "Title IX Personnel" means any person who addresses, works on, or assists with the school district's response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions. The following are considered Title IX Personnel:
1. "Title IX Coordinator" means an employee of the school district that coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX



Coordinator must be free from conflicts of interest and bias when administrating the grievance process.

2. "Investigator" means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the Decision-maker or the Appellate Decision-maker. The Investigator may be a school district employee, school district official, or a third party designated by the school district.
3. "Decision-maker" means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker cannot be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-maker.
4. "Appellate Decision-maker" means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker. The Appellate Decision-maker may be a school district employee, or a third party designated by the school district.
5. The superintendent of the school district may delegate functions assigned to a specific school district employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes, to any suitably qualified individual and such delegation may be rescinded by the superintendent at any time. The school district may also, in its discretion, appoint suitably qualified persons who are not school district employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes.

[NOTE: It is recommended that school districts designate a primary Title IX Coordinator and at least one alternate Title IX Coordinator so that the alternate can undertake Title IX Coordinator responsibilities in the event the primary Title IX Coordinator is a party to a complaint, or is otherwise not qualified under this policy to serve in that role in a particular case.]

III. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS

A. Equitable Treatment



1. The school district shall treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.
2. The school district will not impose any disciplinary sanctions or take any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process and the respondent has been found responsible.
3. The school district will provide appropriate remedies to the complainant any time a respondent is found responsible.

B. Objective and Unbiased Evaluation of Complaints

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.
2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.

C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

D. Confidentiality

The school district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, or FERPA's regulations, and State law under Minn. Stat. § 13.32 34 C.F.R. Part 99, or as required by law, or to carry out the purposes of 34 C.F.R. Part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the school district's obligation to maintain confidentiality shall not impair or otherwise affect the complainants and respondents receipt of the



information to which they are entitled with respect to the investigative record and determination of responsibility).

E. Right to an Advisor; Right to a Support Person

Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

A complainant or respondent with a disability may be assisted by a support person throughout the grievance process, including all meetings and investigative interviews, if such accommodation is necessary. A support person may be a friend, family member, or any individual who is not otherwise a potential witness. The support person is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

F. Notice

The school district will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants, and purpose of the meeting or interview, and will be provided to allow sufficient time for the party to prepare to participate.

G. Consolidation

The school district may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

H. Evidence

1. During the grievance process, the school district will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege,



unless the person holding such privilege has waived the privilege.

2. The school district shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless the school district obtains the party's voluntary, written consent.

I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.
2. The grievance process shall use a preponderance of the evidence standard (i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of sexual harassment, including when school district employees are respondents.

J. Timelines

[NOTE: The Title IX regulations require reasonably prompt timeframes for conclusion of the grievance process, but do not specify any particular timeframes. The time periods below are suggested. School districts may establish their own district-specific timeline, although it is recommended that legal counsel be consulted before adjusting time periods.]

1. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
2. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.
3. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the School District.
4. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the School District.
5. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for



good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.
2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

IV. REPORTING PROHIBITED CONDUCT

- A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.
- B. Any employee of the school district who has experienced, has actual knowledge



of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.

- C. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
- D. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the School District may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

V. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR

- A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint .
- B. The school district will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The school district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school district's ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
- C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the complainant's wishes is not clearly unreasonable in light of the known circumstances.
- D. Upon receipt of a formal complaint, the school district must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:



1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;
5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and
6. A copy of this policy.

VI. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT

A. Emergency Removal of a Student

1. The school district may remove a student-respondent from an education program or activity of the school district on an emergency basis before a determination regarding responsibility is made if:
 - a. The school district undertakes an individualized safety and risk analysis;
 - b. The school district determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal of the student-respondent; and
 - c. The school district determines the student-respondent poses such a threat, it will so notify the student-respondent and the student-respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator



shall consult related school district policies, including MSBA Model Policy 506 – Student Discipline. The school district must take into consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.

[NOTE: The interrelationship between the Title IX regulations authorizing the emergency removal of student and the Minnesota Pupil Fair Dismissal Act (MPFDA) is unclear at this time. School districts should consult with legal counsel regarding the emergency removal of a student. At a minimum, it is recommended that school districts provide alternative educational services, as defined in the MPFDA, to any student so removed under the Title IX regulations.]

B. Employee Administrative Leave

The school district may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. The school district must take into consideration applicable requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prior to removing an individual with a qualifying disability.

VII. INFORMAL RESOLUTION OF A FORMAL COMPLAINT

- A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district's discretion, but only after a formal complaint has been received by the school district.
- B. The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.
- C. The informal resolution process may not be used to resolve allegations that a school district employee sexually harassed a student.
- D. The school district will not facilitate an informal resolution process without both parties' agreement, and will obtain their voluntary, written consent. The school



district will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties' right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

- E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

VIII. DISMISSAL OF A FORMAL COMPLAINT

- A. Under federal law, the school district must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:
 - 1. Would not meet the definition of sexual harassment, even if proven;
 - 2. Did not occur in the school district's education program or activity; or
 - 3. Did not occur against a person in the United States.
- B. The school district may, in its discretion, dismiss a formal complaint or allegations therein if:
 - 1. The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein;
 - 2. The respondent is no longer enrolled or employed by the school district; or
 - 3. Specific circumstances prevent the school district from gathering sufficient evidence to reach a determination.
- C. The school district shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal.
- D. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.



[NOTE: For example, school districts are reminded of the obligation under Minn. Stat. § 122A.20, subd. 2, to make a mandatory report to PELSB concerning any teacher who resigns during the course of an investigation of misconduct.]

IX. INVESTIGATION OF A FORMAL COMPLAINT

- A. If a formal complaint is received by the School District, the school district will assign or designate an Investigator to investigate the allegations set forth in the formal complaint.
- B. If during the course of the investigation the school district decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, the school district must provide notice of the additional allegations to the known parties.
- C. When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.
- D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.
- E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the school district does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.
- F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The school district will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.



X. DETERMINATION REGARDING RESPONSIBILITY

[NOTE: The Title IX regulations do not require school districts to conduct live hearings as part of the decision-making phase of the grievance process. Accordingly, this Policy does not include procedures for a live hearing. If a school district desires to create such procedures, legal counsel should be consulted.]

- A. After the school district has sent the investigative report to both parties and before the school district has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness.
- B. The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.
- D. When the exchange of questions and answers has concluded, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:
 - 1. Identification of the allegations potentially constituting sexual harassment;
 - 2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
 - 3. Findings of fact supporting the determination;
 - 4. Conclusions regarding the application of the school district's code of conduct to the facts;
 - 5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether



remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the school district to the complainant; and

6. The school district's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.
- E. In determining appropriate disciplinary sanctions, the Decision-maker should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.
- F. The written determination of responsibility must be provided to the parties simultaneously.
- G. The Title IX Coordinator is responsible for the effective implementation of any remedies.
- H. The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

XI. APPEALS

- A. The school district shall offer the parties an opportunity to appeal a determination regarding responsibility or the school district's dismissal of a formal complaint or any allegations therein, on the following bases:
 1. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);
 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- B. If notice of an appeal is timely received by the school district, the school district



will notify the parties in writing of the receipt of the appeal, assign or designate the Appellate Decision-maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

- C. After reviewing the parties' written statements, the Appellate Decision-maker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the Appellate Decision-maker is final. No further review beyond the appeal is permitted.

XII. RETALIATION PROHIBITED

- A. Neither the school district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.
- B. Any person may submit a report or formal complaint alleging retaliation in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment or sex discrimination.
- C. Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.



XIII. TRAINING

- A. The school district shall ensure that Title IX Personnel receive appropriate training. The training shall include instruction on:
 - 1. The Title IX definition of sexual harassment;
 - 2. The scope of the school district's education program or activity;
 - 3. How to conduct an investigation and grievance process, appeals, and informal resolution processes, as applicable;
 - 4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
 - 5. For Decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's prior sexual behavior are not relevant; and
 - 6. For Investigators, training on issues of relevance, including the creation of an investigative report that fairly summarizes relevant evidence.
- B. The training materials will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.
- C. Materials used to train Title IX Personnel must be posted on the school district's website. If the school district does not have a website, it must make the training materials available for public inspection upon request.

XIV. DISSEMINATION OF POLICY

- A. This policy shall be made available to all students, parents/guardians of students, school district employee, and employee unions.
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. The school district must provide applicants for admission and employment, students, parents or legal guardians of secondary school students, employees, and all unions holding collective bargaining agreements with the school district,



with the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator;
2. Notice that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;
3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and
4. Notice of the school district's grievance procedures and grievance process contained in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the school district will respond.

XV. RECORDKEEPING

[NOTE: School districts should consider amending their respective retention schedules to reflect the recordkeeping requirements discussed below].

- A. The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the school district must document:
 1. The basis for the school district's conclusion that its response to the report or formal complaint was not deliberately indifferent;
 2. The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or activity; and
 3. If the school district does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.
 4. The documentation of certain bases or measures does not limit the



recipient in the future from providing additional explanations or detailing additional measures taken.

- B. The school district must also maintain for a period of seven calendar years records of:
1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
 2. Any appeal and the result therefrom;
 3. Any informal resolution and the result therefrom; and
 4. All materials used to train Title IX Personnel.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. § 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)
20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act of 1990, as amended)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act ("Clery Act"))

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)



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616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

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

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic Standards and the federal law.

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota Academic Standards and federal law will require a new level of accountability for the school district. The school district will establish a system to transition to the graduation requirements of the Minnesota Academic Standards. The school district also will establish a system to review and improve instruction, curriculum and assessment which will include substantial input by students, parents or guardians and local community members. The school district will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

- A. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.
- B. "Graduation Standards" means the credit requirements and locally adopted content standards or Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.
- C. "World's best workforce" means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

- A. School District Goals



1. The school board has established school district-wide goals which provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic Standards and the federal law. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the *District Curriculum Advisory Committee (the "Advisory Committee")*.
 2. The Advisory Committee will be established by the school board to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.
 3. The school district-wide improvement goals should address recommendations identified through the district curriculum Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may also be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.
- B. System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5.
- C. Implementation of Graduation Requirements
1. The Advisory Committee shall also advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of the Advisory Committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually.
 2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the Advisory Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The Advisory committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (the Commissioner) in developing a plan which must include parental involvement components.
 3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent



annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with the MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. Comprehensive Continuous Improvement of Student Achievement

1. In the fall of each year, the Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
2. The Advisory Committee, working in cooperation with other committees of the school district [such as the Technology, Educational Effectiveness, Grade Level, Site Instruction, Curriculum and Assessment Committees, etc.,] will provide active community participation in:
 - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota Graduation Standards;
 - b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
 - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;
 - d. Advising the school board about development of the annual budget.
3. The Advisory Committee shall meet the following criteria:
 - a. The Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting graduation standards.
 - b. The Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments and program evaluation.
 - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
 - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the graduation standards, as well as program evaluation data for use by



the Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.

4. The Advisory Committee shall, when possible, be comprised of at-least two-thirds community representatives and shall reflect the diversity of the community. To the extent possible, the Advisory Committee shall reflect the diversity of the school district and its school sites and include teachers, parents, support staff, students, and other community residents. Included in its membership should be:
 - a. The Director of Curriculum (or similar educational leader)
 - b. Principal
 - c. School Board Member
 - d. Student Representative
 - e. One teacher from each building or instructional level
 - f. Two parents from each building or instructional level
 - g. Two residents without school-aged children, non-representative of local business or industry
 - h. Two residents representative of local business or industry
 - i. District Assessment Coordinator (if different from "a." above)
5. Translation services should be provided to the extent appropriate and practicable.
6. The Advisory Committee shall meet the following timeline each year to:
 - Fall* Hold an organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board;

Agree on the process to be used and become familiar with the instruction and curriculum of the cycle content area.
 - Winter:* Review evaluation results and prepare recommendations.

Present recommendations to the school board for its input and approval.

E. Evaluation of Student Progress Committee.

A committee of professional staff shall develop a plan for assessment of student progress



toward Literacy by Grade 3, the graduation standards, as well as program evaluation data for use by the Advisory Committee to review instruction and curriculum, review process cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. This plan shall annually be approved by the school board.

F. Reporting.

1. Consistent with Minn. Stat. § 120B.36, Subd. 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.
2. The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act.

Legal References:

Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.35 (Student Achievement Levels)
Minn. Stat. § 120B.36 (School Accountability; Appeals Process)
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination) Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.04 (Site Decision Making Agreement)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)



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

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

Cross References:

- MSBA/MASA Model Policy 104 (School District Mission Statement)
- MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
- MSBA/MASA Model Policy 613 (Graduation Requirements)
- MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
- MSBA/MASA Model Policy 615 (Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation, and LEP Students)
- MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)
- MSBA/MASA Model Policy 618 (Assessment of Standard Achievement)
- MSBA/MASA Model Policy 619 (Staff Development for Standards)
- MSBA/MASA Model Policy 620 (Credit for Learning)