



## ROYALTON BOARD OF EDUCATION

Regular Meeting Agenda

August 12, 2024

6:00 PM

### 1. Call to Order

### 2. Pledge to Flag

### 3. Roll Call

### 4. Board Chair Comments

### 5. Approval of Agenda

### 6. Recognition of Citizens for Input Purposes

### 7. Reports/News

7.a. Board Committee Report

7.b. Superintendent Report

7.c. Business Manager Report

7.d. Principal Report

### 8. Consent Agenda Approval

**\*The Board is consenting to approve items listed below as presented, at one time. At any point a Director can pull an item off the consent agenda for further discussion.**

8.a. Approval of Regular Board Meeting Minutes 07.08.24

8.b. Claims, Accounts and Financial

Approve accounts payable and receivables, and employee reimbursements as attached and approve all other financial reports as presented.

8.c. Approval of Resignation/Termination

8.d. Approval of New Hires

***Description:*** *The Royalton School Board will approve the following hires based upon the findings of each individual's background check, licensure status, and discipline report from the MN Department of Education.*

8.e. Approval of Student Handbook

8.f. Approval of Employee Handbook

8.g. Approval of Bread, Dairy, and Fuel Bids

***Description:***

*Bids Received:*

*Fuel - Centra Sota Cooperative*

*Dairy - Cass Clay Creamery*

*Bread -*

*Pan-O-Gold*

*Bimbo*

*Bids Recommended for Approval:*

*Fuel - Centra Sota Cooperative*

*Dairy - Cass Clay Creamery*

## 9. **Discussion/Information/Action Items**

- 9.a. Approval of K2 Towers Proposal
- 9.b. MN Districts Revenue Rankings
- 9.c. Cash Investments with PMA Option
- 9.d. Mid-State Lease Levy Option
- 9.e. Refunding the Bonds Option
- 9.f. Approval of Donations by Resolution

## 10. **Policy Readings**

### 10.a. First Policy Readings

**Description:**

424 - License Status

522 - Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

524 - Internet Acceptable Use and Safety Policy

524 - Form

705 - Investments

706 - Acceptance of Gifts

707 - Transportation of Public School Students

707.1 - Pre-School Student Pick-Up and Drop-Off Transportation Policy

719 - Transportation Pick Up/Drop Off Policy

724 - ECSE Student Drop-Off Transportation Policy

### 10.b. Second Policy Reading

**Description:** 902 - Use of School District Facilities and Equipment

902 - Addendum

### 10.c. Approval of Third Policy Reading

**Description:** 503 - Student Attendance

704 - Inventory of Fixed Assets and Asset Accounting System

807 - Health and Safety

## 11. **Upcoming Meeting Schedule**

**Description:**

1. Wednesday, August 28, Noon, Finance Meeting
2. Wednesday, August 28, 1:00 PM, Policy Meeting
3. Monday, September 9, 6:00 PM Regular Board Meeting

## 12. **Closed Meeting for Superintendent Evaluation as permitted by MN Statute Section 13D.05**

## 13. **Adjournment**



**ROYALTON**  
PUBLIC SCHOOLS

*Home of the Royals*

**RESPECT · HONESTY · INTEGRITY · LEADERSHIP · ACCOUNTABILITY · SERVICE**

120 Hawthorn Street, Royalton, MN 56373  
Phone (320) 584-4000  
royaltonpublicschools.org

**FISCAL YEAR 2024  
AUGUST BUDGET UPDATE  
REGULAR BOARD MEETING**

# ENROLLMENT

- Original Adopted Budget: 935 ADM
- Revised Budget: 922 ADM
  - Ended 22-23 943 ADM
  
- As of May 2024: 910 (April - 907 Students)
  - ADM's calculated based on weighted factor
  - K-6th Grade = 1.0
  - 7th-12th Grade = 1.20
  - 23-24 updated School ADM Report not available yet
  
- Enrollment Tracking
  - Monthly
  - Budget impact
  - Updated MDE ADM Web Estimates
    - 12.05.2023
    - 922 ADM

# GENERAL FUND REVENUES - MONTH END JUNE 2024

Revenues by Source	FISCAL YEAR 2024			PRIOR FISCAL YEAR 2023		2ND PRIOR FISCAL YEAR 2022		2024	2023	2022
	Adopted Budget	Revised Budget	Year-to-Date Actual	Total Actual	Year-to-Date Actual	Total Actual	Year-to-Date Actual	% of Budget	% of Total	% of Total
Local Revenues	1,249,435.81	1,171,980.81	952,816.80	1,164,522.27	1,164,522.27	957,758.50	957,758.50	81.30%	100.00%	100.00%
State Revenues	9,641,139.23	9,847,671.92	8,907,759.96	9,225,544.60	9,177,583.40	8,651,374.22	8,607,696.12	90.46%	99.48%	99.50%
Federal Revenues	240,999.14	170,440.22	161,037.44	820,435.19	820,435.19	730,078.60	730,078.60	94.48%	100.00%	100.00%
Misc Local Revenues	3,000.00	3,000.00	29,923.56	22,207.66	22,207.66	-	-	997.45%	100.00%	0.00%
<b>Total Revenues</b>	<b>11,134,574.18</b>	<b>11,193,092.95</b>	<b>10,051,537.76</b>	<b>11,232,709.72</b>	<b>11,184,748.52</b>	<b>10,339,211.32</b>	<b>10,295,533.22</b>	<b>89.80%</b>	<b>99.57%</b>	<b>99.58%</b>

- On track as a % of the revised budget for year-end: 90%
- Preliminary results
- Updates will be provided as year-end audit tasks are completed
- FY24 audit is scheduled for October 7-10, 2024

# GENERAL FUND EXPENDITURES - MONTH END JUNE 2024

Expenditures by Object	FISCAL YEAR 2024			PRIOR FISCAL YEAR 2023		2ND PRIOR FISCAL YEAR 2022		2024	2023	2022
	Adopted Budget	Revised Budget	Year-to-Date Actual	Total Actual	Year-to-Date Actual	Total Actual	Year-to-Date Actual	% of Budget	% of Total	% of Total
Salaries & Wages	6,722,489.00	6,722,489.00	6,871,879.34	6,412,479.05	6,412,479.05	6,082,205.31	6,082,205.31	102.22%	100.00%	100.00%
Employee Benefits	1,929,109.00	1,929,109.00	1,912,415.18	1,756,061.32	1,756,061.32	1,683,469.24	1,683,469.24	99.13%	100.00%	100.00%
Purchased Services	1,418,954.00	1,418,954.00	1,779,440.39	1,665,327.83	1,665,327.83	1,606,287.99	1,606,287.99	125.41%	100.00%	100.00%
Supplies & Materials	855,153.00	855,153.00	798,051.36	855,399.51	855,399.51	821,237.49	821,237.49	93.32%	100.00%	100.00%
Capital Expenditures	247,200.00	247,200.00	245,778.48	1,014,689.22	1,014,689.22	524,343.28	524,343.28	99.42%	100.00%	100.00%
Other Expenditures	19,555.00	19,555.00	12,592.74	22,545.89	22,545.89	1,866.06	1,866.06	64.40%	100.00%	100.00%
<b>Total Expenditures</b>	<b>11,192,460.00</b>	<b>11,192,460.00</b>	<b>11,620,157.49</b>	<b>11,726,502.82</b>	<b>11,726,502.82</b>	<b>10,719,409.37</b>	<b>10,719,409.37</b>	<b>103.82%</b>	<b>100.00%</b>	<b>100.00%</b>

- Over budget as a % of the revised budget for year-end: 104%
- Preliminary results
- Updates will be provided as year-end audit tasks are completed
- FY24 audit is scheduled for October 7-10, 2024



**Thank you!**

## Regular Meeting

Monday, July 8, 2024 6:00 PM

Early Childhood Entrance Foyer, Enter Door #1, 120 South Hawthorn Street,  
Royalton, MN 56373

Tyra Baumann: Present  
Lucas Boyd: Present  
Randy Hackett: Present  
Rian Hofstad: Present  
Angela Roering: Present  
Maria Traut: Present

### 1. Call to Order

### 2. Pledge to Flag

### 3. Roll Call

### 4. Board Chair Comments

### 5. Approval of Agenda

Approval of Agenda. This motion, made by Tyra Baumann and seconded by Randy Hackett, Passed.

Tyra Baumann: Yea  
Lucas Boyd: Yea  
Randy Hackett: Yea  
Rian Hofstad: Yea  
Angela Roering: Yea  
Maria Traut: Yea

Yea: 6, Nay: 0

### 6. Recognition of Citizens for Input Purposes

### 7. Reports/News

7.a. Board Committee Report

7.b. Superintendent Report

7.c. Business Manager Report

### 8. Consent Agenda Approval

**\*The Board is consenting to approve items listed below as presented, at one time. At any point a Director can pull an item off the consent agenda for further discussion.**

Approval of All Items on Consent Agenda. This motion, made by Randy Hackett and seconded by Tyra Baumann, Passed.

Tyra Baumann: Yea  
Lucas Boyd: Yea  
Randy Hackett: Yea

Rian Hofstad: Yea

Angela Roering: Yea

Maria Traut: Yea

Yea: 6, Nay: 0

8.a. Approval of Regular Board Meeting Minutes  
06.10.24

8.b. Claims, Accounts and Financial  
Approve accounts payable and receivables,  
and employee reimbursements as attached and  
approve all other financial reports as  
presented.

8.c. Approval of Resignation/Termination

8.d. Approval of New Hires

8.e. Approval of Retirement

## 9. Discussion/Information/Action Items

9.a. Approval of LTFM 10-year Plan  
Motion to Approve the LTFM 10-year Plan.  
This motion, made by Randy Hackett and  
seconded by Rian Hofstad, Passed.

Tyra Baumann: Yea

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela Roering: Yea

Maria Traut: Yea

Yea: 6, Nay: 0

9.b. Approval of Volleyball Fundraiser  
Motion to Approve the Volleyball  
Fundraiser. This motion, made by Tyra  
Baumann and seconded by Angela Roering,  
Passed.

Tyra Baumann: Yea

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela Roering: Yea

Maria Traut: Yea

Yea: 6, Nay: 0

9.c. Resolution Establishing Dates for Filing  
Affidavits of Candidacy  
Motion to Approve Resolution Establishing  
Dates for Filing Affidavits of Candidacy.  
This motion, made by Maria Traut and  
seconded by Angela Roering, Passed.

Tyra Baumann: Yea

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela Roering: Yea

Maria Traut: Yea

Yea: 6, Nay: 0

9.d. Resolution Relating to the Election of School Board Members and Calling the School District General Election

Motion to Approve Resolution Relating to the Election of School Board Members and Calling the School District General Election. This motion, made by Tyra Baumann and seconded by Maria Traut, Passed.

Tyra Baumann: Yea

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela Roering: Yea

Maria Traut: Yea

Yea: 6, Nay: 0

9.e. K2 Towers Discussion

9.f. Approval of Donations by Resolution

Motion to Approve Donations by Resolution. This motion, made by Maria Traut and seconded by Tyra Baumann, Passed.

Tyra Baumann: Yea

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela Roering: Yea

Maria Traut: Yea

Yea: 6, Nay: 0

9.g. Policy Readings

9.g.1. First Policy Readings

9.g.2. Second Policy Reading

9.g.3. Approval of Third Policy Reading

Approval of the Third Policy Readings, 503 - Student Attendance, 704 - Inventory of Fixed Assets an Asset Accounting System and 807 - Health and Safety. This motion, made by Randy Hackett and seconded by Tyra Baumann, Passed.

Tyra Baumann: Yea

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela Roering: Yea

Maria Traut: Yea

Yea: 6, Nay: 0

**10. Upcoming Meeting Schedule**

**11. Adjournment**

The meeting was adjourned at 6:38pm. This motion, made by Tyra Baumann and seconded by Randy Hackett, Passed.

Tyra Baumann: Yea

Lucas Boyd: Yea

Randy Hackett: Yea

Rian Hofstad: Yea

Angela Roering: Yea

Maria Traut: Yea

Yea: 6, Nay: 0

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Board Secretary

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76933	4295		AMAZON CAPITAL SERVICES		Check
			E 01	005 810 000 000	401 Credit 12Volt Demand Diaphragm Pump	7/18/2024	
		<b>Voucher #:</b>	<b>42900</b>	<b>Credit</b>	<b>Invoice No: 1VRG-KHMC-CJUU</b>	<b>7/18/2024</b>	<b>Paid Amt: (\$127.91)</b>
		<b>Voucher #:</b>	<b>42785</b>	<b>Invoice</b>	<b>Invoice No: 1QGQ-3MW6-4P74</b>	<b>7/18/2024</b>	<b>Paid Amt: \$125.71</b>
		<b>Voucher #:</b>	<b>42786</b>	<b>Invoice</b>	<b>Invoice No: 1P74-WVJT-X44J</b>	<b>7/18/2024</b>	<b>Paid Amt: \$2,987.05</b>
							<b>Check Amount: \$2,984.85</b>
0485	PCB	76934	1021		ANOKA HENNEPIN SCHOOLS		Check
			E 02	005 770 000 701	820 2024-2025 MSFBG Admin Fee	7/18/2024	
		<b>Voucher #:</b>	<b>42787</b>	<b>Invoice</b>	<b>Invoice No: MSFBG 24/25 - 097</b>	<b>7/18/2024</b>	<b>Paid Amt: \$350.00</b>
							<b>Check Amount: \$350.00</b>
0485	PCB	76935	3142		ASSOCIATED BANK		Check
			E 07	005 910 000 000	720 Bond Interest	7/18/2024	
		<b>Voucher #:</b>	<b>42788</b>	<b>Invoice</b>	<b>Invoice No: 06.20.2024</b>	<b>7/18/2024</b>	<b>Paid Amt: \$13,847.50</b>
							<b>Check Amount: \$13,847.50</b>
0485	PCB	76936	4932		Bailey, Chad		Check
			R 02	005 770 000 701	601 Lunch Money Refund	7/18/2024	
		<b>Voucher #:</b>	<b>42795</b>	<b>Invoice</b>	<b>Invoice No: 07.16.2024</b>	<b>7/18/2024</b>	<b>Paid Amt: \$30.15</b>
							<b>Check Amount: \$30.15</b>
0485	PCB	76937	1903		BECKER SCREENPRINTING		Check
			E 04	005 505 000 321	401 Community Ed T-Shirts Tball/Toss Ball	7/18/2024	
		<b>Voucher #:</b>	<b>42885</b>	<b>Invoice</b>	<b>Invoice No: 6338</b>	<b>7/18/2024</b>	<b>Paid Amt: \$420.00</b>
		<b>Voucher #:</b>	<b>42882</b>	<b>Invoice</b>	<b>Invoice No: 6315</b>	<b>7/18/2024</b>	<b>Paid Amt: \$492.00</b>
		<b>Voucher #:</b>	<b>42884</b>	<b>Invoice</b>	<b>Invoice No: 6337</b>	<b>7/18/2024</b>	<b>Paid Amt: \$232.00</b>
		<b>Voucher #:</b>	<b>42881</b>	<b>Invoice</b>	<b>Invoice No: 6319</b>	<b>7/18/2024</b>	<b>Paid Amt: \$280.25</b>
		<b>Voucher #:</b>	<b>42883</b>	<b>Invoice</b>	<b>Invoice No: 6341</b>	<b>7/18/2024</b>	<b>Paid Amt: \$574.00</b>
							<b>Check Amount: \$1,998.25</b>
0485	PCB	76938	4933		Bellefeuille, Nathan		Check
			R 02	005 770 000 701	601 Lunch Money Refund	7/18/2024	
		<b>Voucher #:</b>	<b>42847</b>	<b>Invoice</b>	<b>Invoice No: 07.17.2024</b>	<b>7/18/2024</b>	<b>Paid Amt: \$20.55</b>
							<b>Check Amount: \$20.55</b>

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
0485	PCB	76939	4360		<b>BENEFIT EXTRAS, INC.</b>		Check	
			E 01	005	110 000 000 305	COBRA Administration Monthly Fee		\$240.00
PO#:		Voucher #:	42789	Invoice	Invoice No: 123226	7/18/2024	Paid Amt:	\$240.00
							Check Amount:	\$240.00
0485	PCB	76940	4934		<b>Betker, Brent</b>		Check	
			R 02	005	770 000 701 601	Lunch Money refund		\$6.50
PO#:		Voucher #:	42791	Invoice	Invoice No: 07.16.2024	7/18/2024	Paid Amt:	\$6.50
							Check Amount:	\$6.50
0485	PCB	76941	4466		<b>BG INNOVATIONS</b>		Check	
			E 01	005	690 690 000 455	Liberty Tripp-Lite 6' USB Cable PO 5670		\$148.00
PO#:		Voucher #:	42806	Invoice	Invoice No: INV-3883	7/18/2024	Paid Amt:	\$148.00
							Check Amount:	\$148.00
0485	PCB	76942	2016		<b>BSN SPORTS</b>		Check	
			E 01	020	294 054 000 412	Football Helmets		\$5,100.00
PO#:		Voucher #:	42897	Invoice	Invoice No: 926018891	7/18/2024	Paid Amt:	\$5,100.00
			E 01	020	294 054 000 401	Football		\$919.21
PO#:		Voucher #:	42896	Invoice	Invoice No: 926084898	7/18/2024	Paid Amt:	\$919.21
							Check Amount:	\$6,019.21
0485	PCB	76943	4935		<b>Buhl, Glen</b>		Check	
			R 02	005	770 000 701 601	Lunch Money Refund		\$23.25
PO#:		Voucher #:	42804	Invoice	Invoice No: 07.16.2024	7/18/2024	Paid Amt:	\$23.25
							Check Amount:	\$23.25
0485	PCB	76944	4867		<b>Bzdok, Bob</b>		Check	
			R 02	005	770 000 701 601	Lunch money Refund		\$25.70
PO#:		Voucher #:	42790	Invoice	Invoice No: 07.16.2024	7/18/2024	Paid Amt:	\$25.70
							Check Amount:	\$25.70
0485	PCB	76945	4761		<b>CANS R US, LLC</b>		Check	
			E 01	005	810 000 000 305	Toilet Rental		\$990.00
PO#:		Voucher #:	42792	Invoice	Invoice No: 192	7/18/2024	Paid Amt:	\$990.00
							Check Amount:	\$990.00
0485	PCB	76946	4759		<b>Carousel Digital Signage</b>		Check	
			E 01	005	690 690 000 405	Carousel Cloud K12 Plan - Annual		\$2,950.00
PO#:		Voucher #:	42793	Invoice	Invoice No: CSL-INV-2024071054	7/18/2024	Paid Amt:	\$2,950.00
							Check Amount:	\$2,950.00
0485	PCB	76947	4596		<b>CENTRAL MCGOWAN, INC</b>		Check	
			E 01	020	301 000 830 433	Welding Tip		\$62.05
PO#:		Voucher #:	42794	Invoice	Invoice No: 0000864900	7/18/2024	Paid Amt:	\$62.05
							Check Amount:	\$62.05

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76948	4948		Cherne, Jolene		Check
			R 02	005 770 000 701 601	Lunch Money refund		
		PO#:	Voucher #:	42825	Invoice No: 07.17.2024	7/18/2024	Paid Amt: \$57.90
							Check Amount: \$57.90
0485	PCB	76949	1086		CITY OF ROYALTON		Check
			E 01	005 810 000 000 332	Acct.01-00003550-00-8 Water/Sewer		
		PO#:	Voucher #:	42798	Invoice No: 7.01.2024	7/18/2024	Paid Amt: \$1,072.06
			E 01	005 810 000 000 332	Acct.01-00002863-00-6 Water/Sewer		\$666.48
		PO#:	Voucher #:	42797	Invoice No: 07.01.2024	7/18/2024	Paid Amt: \$666.48
							Check Amount: \$1,738.54
0485	PCB	76950	4925		Dacotah Paper Co		Check
			E 01	010 203 000 000 430	120 cases paper - Elementary		\$4,290.00
			E 04	005 582 000 344 430	20 cases paper - Preschool		\$715.00
			E 01	020 211 000 000 430	100 cases of paper - High School		\$3,575.00
		PO#:	Voucher #:	42862	Invoice No: 31902	7/18/2024	Paid Amt: \$8,580.00
							Check Amount: \$8,580.00
0485	PCB	76951	4119		DAKOTA TRUCK UNDERWRITERS		Check
			E 01	005 930 000 000 270	Workers Comp Insurance		\$30,347.00
		PO#:	Voucher #:	42858	Invoice No: 3736361	7/18/2024	Paid Amt: \$30,347.00
							Check Amount: \$30,347.00
0485	PCB	76952	4584		DENNIS DUSCHER		Check
			R 02	005 770 000 701 601	Lunch Money Refund		\$3.65
		PO#:	Voucher #:	42799	Invoice No: 07.16.2024	7/18/2024	Paid Amt: \$3.65
							Check Amount: \$3.65
0485	PCB	76953	4237		DSC Communications		Check
			E 01	005 760 000 720 401	Compact Palm Microphone with clip Bus 3		\$60.50
		PO#:	Voucher #:	42805	Invoice No: 2244569	7/18/2024	Paid Amt: \$60.50
							Check Amount: \$60.50
0485	PCB	76954	3126		EMCSC		Check
			E 01	020 292 000 000 820	Coach Membership		\$280.00
		PO#:	Voucher #:	42807	Invoice No: 6.24.2024	7/18/2024	Paid Amt: \$280.00
							Check Amount: \$280.00
0485	PCB	76955	4936		Fretty, Eric		Check
			R 02	005 770 000 701 601	Lunch Money Refund		\$4.55
		PO#:	Voucher #:	42801	Invoice No: 07.16.2024	7/18/2024	Paid Amt: \$4.55
							Check Amount: \$4.55

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76956	2017		FRONTLINE TECHNOLOGIES		Check
			E 01	005 110 000 000 305	Asset Mgmt Solution		
						\$5,268.71	
		<b>PO#:</b>		<b>42802</b>	Invoice	<b>Invoice No:</b> INVS201546	<b>Paid Amt:</b> \$5,268.71
			E 01	005 110 000 000 305	Absence/Time Solution	\$12,085.06	
		<b>PO#:</b>		<b>42803</b>	Invoice	<b>Invoice No:</b> INVUS206061	<b>Paid Amt:</b> \$12,085.06
							<b>Check Amount:</b> \$17,353.77
0485	PCB	76957	4950		Gross Body & Frame Alignment		Check
			E 01	005 760 000 720 401	Pull LR QTR Ft Doors	\$400.00	
		<b>PO#:</b>		<b>42816</b>	Invoice	<b>Invoice No:</b> 1503	<b>Paid Amt:</b> \$400.00
							<b>Check Amount:</b> \$400.00
0485	PCB	76958	1206		HELENA AGR-ENTERPRISES, LLC		Check
			E 01	005 810 000 000 401	2, 4-D LV Ester & Pasture Grass Green Field	\$769.34	
		<b>PO#:</b>		<b>42815</b>	Invoice	<b>Invoice No:</b> 381055565	<b>Paid Amt:</b> \$769.34
							<b>Check Amount:</b> \$769.34
0485	PCB	76959	1212		HILDI INC.		Check
			E 01	005 110 000 000 305	ACTUARIAL VALUATION UNDER GASB 75 71	\$3,150.00	
		<b>PO#:</b>		<b>42817</b>	Invoice	<b>Invoice No:</b> 16253	<b>Paid Amt:</b> \$3,150.00
							<b>Check Amount:</b> \$3,150.00
0485	PCB	76960	1215		HILLYARD INC		Check
			E 01	005 810 000 000 401	Aerosol Heavy Duty Cleaner	\$156.90	
		<b>PO#:</b>		<b>42880</b>	Invoice	<b>Invoice No:</b> 605512199	<b>Paid Amt:</b> \$156.90
			E 01	005 810 000 000 401	Pads, Carpet Spotter & Employer	\$1,307.30	
		<b>PO#:</b>		<b>42818</b>	Invoice	<b>Invoice No:</b> 605535110	<b>Paid Amt:</b> \$1,307.30
							<b>Check Amount:</b> \$1,464.20
0485	PCB	76961	1238		INNOVATIVE OFFICE SOLUTION, LLC		Check
			E 01	010 203 000 302 530	Desks	\$11,466.00	
			E 01	010 203 000 302 530	Totes for Desks w/ Housing, Clear	\$5,208.00	
			E 01	010 203 000 302 530	16" Groove Chairs	\$5,376.00	
			E 01	010 203 000 302 530	Freight	\$3,317.71	
		<b>PO#:</b> 5727		<b>42819</b>	Invoice	<b>Invoice No:</b> CIN122498	<b>Paid Amt:</b> \$25,367.71
							<b>Check Amount:</b> \$25,367.71
0485	PCB	76962	1241		ISCORP		Check
			E 01	005 110 000 000 305	Skyward hosting Student service for July, 2024	\$157.50	
		<b>PO#:</b>		<b>42820</b>	Invoice	<b>Invoice No:</b> 0739533	<b>Paid Amt:</b> \$157.50
							<b>Check Amount:</b> \$157.50

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76963	4120		ITSavvy LLC		Check
			E 01	005 690 000 466	Acer Chromebook Spin 511 R756T	7/18/2024	
		PO#: 5768	Voucher #: 42860	Invoice No: 01505233			Paid Amt: \$5,120.00 Check Amount: \$5,120.00
0485	PCB	76964	1932		JOHN WALBURN		Check
			R 02	005 770 000 701 601	Lunch Money refund	7/18/2024	
		PO#: 5768	Voucher #: 42824	Invoice No: 07.17.2024			Paid Amt: \$51.05 Check Amount: \$51.05
0485	PCB	76965	4820		Katie Scholl		Check
			R 02	005 770 000 701 601	Lunch Money refund	7/18/2024	
		PO#: 5768	Voucher #: 42826	Invoice No: 07.17.2024			Paid Amt: \$3.85 Check Amount: \$3.85
0485	PCB	76966	4951		Lazer Flooring LLC		Check
			E 01	005 865 000 379 350	Flooring for the Elementary School	7/18/2024	
		PO#: 5768	Voucher #: 42828	Invoice No: 11476			Paid Amt: \$82,997.00 Check Amount: \$82,997.00
0485	PCB	76967	4758		LIBERTY MUTUAL INSURANCE		Check
			E 01	005 760 000 720 340	AUTO		
			E 01	005 940 000 000 340	UMBRELL/PACKAGE		
		PO#: 5768	Voucher #: 42829	Invoice No: 14895473R		7/18/2024	Paid Amt: \$132,184.00 Check Amount: \$132,184.00
0485	PCB	76968	1713		MAAE		Check
			E 01	020 301 000 830 366	MAAE Conference Registration		
		PO#: 5686	Voucher #: 42830	Invoice No: 2024-279		7/18/2024	Paid Amt: \$527.00 Check Amount: \$527.00
		PO#: 5778	Voucher #: 42888	Invoice No: 2024-278	Misc. Professional Development Liddaine	7/18/2024	Paid Amt: \$527.00 Check Amount: \$527.00
		PO#: 5684	Voucher #: 42831	Invoice No: 2842	MAAE Summer Conference	7/18/2024	Paid Amt: \$527.00 Check Amount: \$527.00
0485	PCB	76969	1300		MACNEIL ENVIRONMENTAL, INC		Check
			E 01	005 865 000 352 305	HEALTH & SAFETY		
		PO#: 5760	Voucher #: 42832	Invoice No: 9906		7/18/2024	Paid Amt: \$6,000.00 Check Amount: \$6,000.00
0485	PCB	76970	4487		MAGNATAG		Check
			E 01	020 211 000 000 430	Magnatag Scheduling Board-Quote #36867		
		PO#: 5760	Voucher #: 42833	Invoice No: 672409		7/18/2024	Paid Amt: \$1,890.00 Check Amount: \$1,890.00

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0485	PCB	76971	4699		MAHS		Check	
			E 01	020 292 000 000 820	MAHS Membership 2024-2025			\$85.00
PO#:		Voucher #:	42834	Invoice	Invoice No: 5082	7/18/2024	Paid Amt:	\$85.00
							Check Amount:	\$85.00
0485	PCB	76972	4937		Malikowski, Cheryl		Check	
			R 02	005 770 000 701 601	Lunch Money Refund			\$46.70
PO#:		Voucher #:	42796	Invoice	Invoice No: 07.16.2024	7/18/2024	Paid Amt:	\$46.70
							Check Amount:	\$46.70
0485	PCB	76973	4540		MARCO		Check	
			E 01	005 110 690 000 580	Copiers			\$1,946.60
PO#:		Voucher #:	42835	Invoice	Invoice No: 36965449	7/18/2024	Paid Amt:	\$1,946.60
							Check Amount:	\$1,946.60
0485	PCB	76974	1752		MASA		Check	
			E 01	005 020 000 000 366	2024 MDE/MASA Back to School Conference			\$209.00
PO#:	5779	Voucher #:	42837	Invoice	Invoice No: 21-510900	7/18/2024	Paid Amt:	\$209.00
			E 01	005 020 000 000 820	MASA Membership - Kristine			\$1,345.00
PO#:	5761	Voucher #:	42836	Invoice	Invoice No: 21-49800	7/18/2024	Paid Amt:	\$1,345.00
							Check Amount:	\$1,554.00
0485	PCB	76975	1313		MASP		Check	
			E 01	020 050 000 000 820	Towle Membership			\$40.00
PO#:		Voucher #:	42838	Invoice	Invoice No: 7127	7/18/2024	Paid Amt:	\$40.00
							Check Amount:	\$40.00
0485	PCB	76976	1314		MASSP		Check	
			E 01	020 050 000 000 820	MASSP MEMBERSHIP 2024-2025			\$445.00
			E 01	020 292 000 000 820	MASSP MEMBERSHIP 2024-2025			\$445.00
PO#:		Voucher #:	42898	Invoice	Invoice No: 2608	7/18/2024	Paid Amt:	\$890.00
			E 01	020 050 000 000 820	MASSP MEMBERSHIP			\$989.00
PO#:		Voucher #:	42839	Invoice	Invoice No: 2466	7/18/2024	Paid Amt:	\$989.00
							Check Amount:	\$1,879.00
0485	PCB	76977	1316		MCEA		Check	
			E 04	005 505 000 321 820	Membership Dues			\$209.00
PO#:		Voucher #:	42886	Invoice	Invoice No: 00008115	7/18/2024	Paid Amt:	\$209.00
							Check Amount:	\$209.00
0485	PCB	76978	2524		MIDCONTINENT COMMUNICATIONS		Check	
			E 01	005 810 000 000 320	PHONE SERVICE			\$1,520.93
PO#:		Voucher #:	42840	Invoice	Invoice No: 14529320114118	7/18/2024	Paid Amt:	\$1,520.93
							Check Amount:	\$1,520.93

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76979	3892		MOHAWK USA, LLC		Check
		E 01	005 690 000 466		TPHP11-BK Tech-Pro X 11" - Black		\$3,662.40
		E 01	005 690 000 466		Shipping		\$306.12
		<b>PO#: 5770</b>	<b>Voucher #: 42842</b>	Invoice	<b>Invoice No: 13498</b>	<b>7/18/2024</b>	<b>Paid Amt: \$3,968.52</b>
							<b>Check Amount: \$3,968.52</b>
0485	PCB	76980	3805		MORRISON COUNTY RECORDER		Check
		E 01	005 110 000 820		3 year subscription		\$72.00
		<b>PO#: 5770</b>	<b>Voucher #: 42841</b>	Invoice	<b>Invoice No: Notice 1</b>	<b>7/18/2024</b>	<b>Paid Amt: \$72.00</b>
							<b>Check Amount: \$72.00</b>
0485	PCB	76981	3941		MREA		Check
		E 01	005 020 000 820		MEMBER SHIP 2024-2025		\$2,160.00
		<b>PO#: 5770</b>	<b>Voucher #: 42843</b>	Invoice	<b>Invoice No: 2425-5000-1793-01</b>	<b>7/18/2024</b>	<b>Paid Amt: \$2,160.00</b>
							<b>Check Amount: \$2,160.00</b>
0485	PCB	76982	1754		MSBA		Check
		E 01	005 010 000 820		POLICY/ISD/BOARDBOOK SUBSCRIPTION		\$8,010.00
		<b>PO#: 5770</b>	<b>Voucher #: 42844</b>	Invoice	<b>Invoice No: INV-10611-Y8P5F5</b>	<b>7/18/2024</b>	<b>Paid Amt: \$8,010.00</b>
							<b>Check Amount: \$8,010.00</b>
0485	PCB	76983	3872		MYSTERY SCIENCE INC		Check
		E 01	010 203 000 460		Science Curriculum: Kindergarten and 1st Grad		\$2,130.00
		E 01	010 203 000 460		Science Curriculum: 2nd, 3rd, 4th, and 5th Grad		\$5,940.00
		<b>PO#: 5673</b>	<b>Voucher #: 42845</b>	Invoice	<b>Invoice No: #SP-18060</b>	<b>7/18/2024</b>	<b>Paid Amt: \$8,070.00</b>
							<b>Check Amount: \$8,070.00</b>
0485	PCB	76984	4695		NANCY MILLER		Check
		R 02	005 770 000 701 601		Lunch Money Refund		\$14.00
		<b>PO#: 5770</b>	<b>Voucher #: 42846</b>	Invoice	<b>Invoice No: 07.17.2024</b>	<b>7/18/2024</b>	<b>Paid Amt: \$14.00</b>
							<b>Check Amount: \$14.00</b>
0485	PCB	76985	4952		Nicholas Gossard		Check
		E 04	005 570 000 305		Red Cross CPR Training		\$660.00
		<b>PO#: 5770</b>	<b>Voucher #: 42879</b>	Invoice	<b>Invoice No: 0018</b>	<b>7/18/2024</b>	<b>Paid Amt: \$660.00</b>
							<b>Check Amount: \$660.00</b>
0485	PCB	76986	4938		Norberg, Wayne		Check
		R 02	005 770 000 701 601		Lunch Money Refund		\$21.75
		<b>PO#: 5770</b>	<b>Voucher #: 42878</b>	Invoice	<b>Invoice No: 07.17.2024</b>	<b>7/18/2024</b>	<b>Paid Amt: \$21.75</b>
							<b>Check Amount: \$21.75</b>
0485	PCB	76987	1915		NORTH CENTRAL BUS & EQUIPMENT, INC.		Check
		E 01	005 760 000 720 401		Tensioner Assy		\$117.11
		<b>PO#: 5770</b>	<b>Voucher #: 42849</b>	Invoice	<b>Invoice No: 313682</b>	<b>7/18/2024</b>	<b>Paid Amt: \$117.11</b>
							<b>Check Amount: \$117.11</b>

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	76987	1915		<b>NORTH CENTRAL BUS &amp; EQUIPMENT, INC.</b>		Check
			E 01	005 760 000 720 401	Idler Assy, Access		
		<b>PO#:</b>	<b>Voucher #:</b>	<b>42811</b>	<b>Invoice No:</b> 312718	<b>7/18/2024</b>	<b>Paid Amt: \$80.19</b>
		<b>PO#:</b>	<b>Voucher #:</b>	<b>42808</b>	<b>Invoice No:</b> 313365	<b>7/18/2024</b>	<b>Paid Amt: \$56.37</b>
		<b>PO#:</b>	<b>Voucher #:</b>	<b>42809</b>	<b>Invoice No:</b> 313455	<b>7/18/2024</b>	<b>Paid Amt: \$237.14</b>
		<b>PO#:</b>	<b>Voucher #:</b>	<b>42810</b>	<b>Invoice No:</b> CM313309	<b>7/18/2024</b>	<b>Paid Amt: \$131.24</b>
							<b>Check Amount: (\$131.24)</b>
							<b>Check Amount: \$359.57</b>
0485	PCB	76988	4155		<b>NOTABLE, INC.</b>		Check
			E 01	005 690 690 000 406	Kami Renewal 1 year		
		<b>PO#:</b> 5783	<b>Voucher #:</b>	<b>42850</b>	<b>Invoice No:</b> Invoice- 230767	<b>7/18/2024</b>	<b>Paid Amt: \$3,500.00</b>
							<b>Check Amount: \$3,500.00</b>
0485	PCB	76989	1392		<b>OAK ELECTRIC SERVICE, INC</b>		Check
			E 01	005 810 000 000 350	Misc electrical work done at both schools		
		<b>PO#:</b>	<b>Voucher #:</b>	<b>42851</b>	<b>Invoice No:</b> 6765	<b>7/18/2024</b>	<b>Paid Amt: \$2,796.17</b>
							<b>Check Amount: \$2,796.17</b>
0485	PCB	76990	3644		<b>POWERHOUSE OUTDOOR EQUIPMENT INC</b>		Check
			E 01	005 810 000 302 530	Fertilizer spreader for green spaces.		
			E 01	005 810 000 000 401	Oil, air filter & belt		
		<b>PO#:</b> 5784	<b>Voucher #:</b>	<b>42852</b>	<b>Invoice No:</b> 706316	<b>7/18/2024</b>	<b>Paid Amt: \$2,014.63</b>
		<b>PO#:</b>	<b>Voucher #:</b>	<b>42889</b>	<b>Invoice No:</b> 699174	<b>7/18/2024</b>	<b>Paid Amt: \$6.89</b>
							<b>Check Amount: \$6.89</b>
							<b>Check Amount: \$2,021.52</b>
0485	PCB	76991	1440		<b>PROVANTAGE</b>		Check
			E 02	005 770 000 701 465	89M85UT#ABA HP Smart Buy EliteOne 840 G9		
		<b>PO#:</b> 5696	<b>Voucher #:</b>	<b>42812</b>	<b>Invoice No:</b> 9674410	<b>7/18/2024</b>	<b>Paid Amt: \$1,518.00</b>
							<b>Check Amount: \$1,518.00</b>
0485	PCB	76992	4682		<b>Quizizz Inc</b>		Check
			E 01	005 690 690 000 406	Quizizz Renewal 1 year plan		
		<b>PO#:</b> 5785	<b>Voucher #:</b>	<b>42902</b>	<b>Invoice No:</b> 29013	<b>7/18/2024</b>	<b>Paid Amt: \$2,750.00</b>
							<b>Check Amount: \$2,750.00</b>
0485	PCB	76993	2838		<b>RASNSKI TOTAL DOOR SERVICE, LLC</b>		Check
			E 01	005 865 000 369 350	EDA RH or LH Extra Heavy Door Closer		
		<b>PO#:</b>	<b>Voucher #:</b>	<b>42853</b>	<b>Invoice No:</b> 5106	<b>7/18/2024</b>	<b>Paid Amt: \$1,476.94</b>
							<b>Check Amount: \$1,476.94</b>

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
0485	PCB	76994	1452		REGION 1		Check	
			E 01	005	690 000 405	FY 25 Destiny Support/Hosting		
								\$2,249.47
		PO#:			42855 Invoice	7/18/2024	Paid Amt:	\$2,249.47
		PO#:			42854 Invoice	7/18/2024	Paid Amt:	\$4,430.40
								Check Amount: \$6,679.87
0485	PCB	76995	1460		RESOURCE TRAINING & SOL		Check	
			E 01	010	203 000 820	School District full membership & student		
								\$945.08
			E 01	020	211 000 820	School District full membership & student		
								\$945.07
		PO#:			42856 Invoice	7/18/2024	Paid Amt:	\$1,890.15
								Check Amount: \$1,890.15
0485	PCB	76996	1477		ROYALTON LUMBER COMPANY		Check	
			E 01	020	296 103 000 401	Drag for Golf Area		
								\$66.39
		PO#:			42891 Invoice	7/18/2024	Paid Amt:	\$66.39
		PO#:			42893 Invoice	7/18/2024	Paid Amt:	\$42.96
								\$562.18
		PO#:			42890 Invoice	7/18/2024	Paid Amt:	\$562.18
		PO#:			42892 Invoice	7/18/2024	Paid Amt:	\$51.96
								Check Amount: \$723.49
0485	PCB	76997	4366		rSchoolToday (DWC)		Check	
			E 01	020	292 000 000 305	Activity Scheduler - Renewal		
								\$375.00
		PO#:			42899 Invoice	7/18/2024	Paid Amt:	\$375.00
								Check Amount: \$375.00
0485	PCB	76998	4340		SCHOLASTIC, INC. Book Club		Check	
			E 01	010	203 000 000 460	Reading is Fundamental books		
								\$2,500.32
		PO#:			42813 Invoice	7/18/2024	Paid Amt:	\$2,500.32
								Check Amount: \$2,500.32
0485	PCB	76999	4939		Schott, Kurt		Check	
			R 02	005	770 000 701 601	Lunch Money refund		
								\$35.00
		PO#:			42827 Invoice	7/18/2024	Paid Amt:	\$35.00
								Check Amount: \$35.00
0485	PCB	77000	4940		Schraut, Steve		Check	
			R 02	005	770 000 701 601	Lunch money Refund		
								\$8.35
		PO#:			42866 Invoice	7/18/2024	Paid Amt:	\$8.35
								Check Amount: \$8.35

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
0485	PCB	77001	1515		SKYWARD ACCOUNTING DEPARTMENT		Check	
			E 01 010 203 000 000 820		Annual License FY 2024-2025			\$7,708.50
			E 01 020 211 000 000 820		Annual License FY 2024-2025			\$7,708.50
		<b>PO#:</b>	<b>Voucher #:</b>	<b>42861</b>	<b>Invoice No:</b>	<b>0000229831</b>	<b>Paid Amt:</b>	<b>\$15,417.00</b>
							<b>Check Amount:</b>	<b>\$15,417.00</b>
0485	PCB	77002	4569		SmartPass LLC		Check	
			E 01 005 690 690 000 406		Smartpass Renewal			\$2,123.46
		<b>PO#:</b>	<b>Voucher #:</b>	<b>42901</b>	<b>Invoice No:</b>	<b>5132</b>	<b>Paid Amt:</b>	<b>\$2,123.46</b>
							<b>Check Amount:</b>	<b>\$2,123.46</b>
0485	PCB	77003	4006		Southern Minnesota Inspection		Check	
			E 01 005 810 000 000 305		climbing wall inspection			\$1,097.30
		<b>PO#:</b>	<b>Voucher #:</b>	<b>42894</b>	<b>Invoice No:</b>	<b>23577</b>	<b>Paid Amt:</b>	<b>\$1,097.30</b>
								\$4,975.00
								\$1,387.50
								\$4,725.00
		<b>PO#:</b>	<b>Voucher #:</b>	<b>42895</b>	<b>Invoice No:</b>	<b>36932</b>	<b>Paid Amt:</b>	<b>\$11,087.50</b>
							<b>Check Amount:</b>	<b>\$12,184.80</b>
0485	PCB	77004	2464		SPEER CHIROPRACTIC, PA		Check	
			E 01 005 760 000 720 305		DOT PHYSICAL P Simon			\$100.00
		<b>PO#:</b>	<b>Voucher #:</b>	<b>42863</b>	<b>Invoice No:</b>	<b>07.02.2024</b>	<b>Paid Amt:</b>	<b>\$100.00</b>
							<b>Check Amount:</b>	<b>\$100.00</b>
0485	PCB	77005	4941		Spencer, Jesse		Check	
			R 02 005 770 000 701 601		Lunch Money refund			\$14.40
		<b>PO#:</b>	<b>Voucher #:</b>	<b>42822</b>	<b>Invoice No:</b>	<b>07.17.2024</b>	<b>Paid Amt:</b>	<b>\$14.40</b>
							<b>Check Amount:</b>	<b>\$14.40</b>
0485	PCB	77006	2129		SPORT DECALS		Check	
			E 04 005 505 000 321 401		024465 camp t-shirts			\$333.40
			E 04 005 505 000 321 401		Shipping			\$33.34
		<b>PO#:</b>	<b>Voucher #:</b>	<b>42864</b>	<b>Invoice No:</b>	<b>INV11743</b>	<b>Paid Amt:</b>	<b>\$366.74</b>
								\$365.50
								\$36.55
		<b>PO#:</b>	<b>Voucher #:</b>	<b>42865</b>	<b>Invoice No:</b>	<b>INV11920</b>	<b>Paid Amt:</b>	<b>\$402.05</b>
							<b>Check Amount:</b>	<b>\$768.79</b>
0485	PCB	77007	4755		SQUIRES, WALDSPURGER & MACE		Check	
			E 01 005 020 000 000 313		Legal			\$1,732.50
		<b>PO#:</b>	<b>Voucher #:</b>	<b>42814</b>	<b>Invoice No:</b>	<b>20295</b>	<b>Paid Amt:</b>	<b>\$1,732.50</b>
							<b>Check Amount:</b>	<b>\$1,732.50</b>

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	77008	1549		SUPREME SCHOOL SUPPLY		Check
				E 01	010 203 000 000 430	Form 36 - Teachers Daily Reference	\$60.00
				E 01	010 203 000 000 430	Form 40 - Teachers Daily Plan Book	\$75.00
				E 01	010 203 000 000 430	Form 910-8L - Class Record Book, 8 subject	\$27.00
				E 01	010 203 000 000 430	Shipping	\$16.64
		<b>Voucher #:</b>	<b>42728</b>	Invoice	<b>Invoice No:</b> 175940	<b>7/18/2024</b>	<b>Paid Amt: \$178.64</b>
							<b>Check Amount: \$178.64</b>
0485	PCB	77009	4942		Swenson, Jeff		Check
				R 02	005 770 000 701 601	Lunch Money refund	\$3.60
		<b>Voucher #:</b>	<b>42821</b>	Invoice	<b>Invoice No:</b> 07.17.2024	<b>7/18/2024</b>	<b>Paid Amt: \$3.60</b>
							<b>Check Amount: \$3.60</b>
0485	PCB	77010	1559		TECH CHECK, LLC		Check
				E 01	005 690 690 000 405	Linewise Content Filter Renewal	\$3,272.51
				E 01	005 690 690 000 405	Veam Data Platform Essentials Enterprise Ren	\$2,618.00
				E 01	005 690 690 000 405	Cisco Contract Renewal (core switch)	\$1,202.44
		<b>Voucher #:</b>	<b>42867</b>	Invoice	<b>Invoice No:</b> 60622	<b>7/18/2024</b>	<b>Paid Amt: \$7,092.95</b>
				E 01	005 690 690 302 555	P65395-B21 HPE ProLiant DL20 G11 1U Rack	\$1,698.20
				E 01	005 690 690 302 555	Installation, configuration, and training	\$64.29
				E 01	005 690 690 302 555	YEA-SIP-T58W-PRO Yealink T58W Pro Admini	\$521.06
				E 01	005 690 690 302 555	YEA-SIP-T33G Yealink SIP-T33G Classroom PI	\$873.00
				E 01	005 690 690 302 555	YEA-W H63-UC Yealink WH63 UC Wireless Hc	\$156.21
				E 01	005 690 690 302 555	YEA-BLT60 Yealink BLT60 Busy Light Indicator	\$278.78
				E 01	005 690 690 302 555	YEA-W76P Yealink W76P High-performance Df	\$726.93
				E 01	005 690 690 302 555	8301 Algo Paging Adapter	\$1,185.60
				E 01	005 690 690 302 555	FXI-1A Viking FXI-1A FXO / FXS / Telecom Sme	\$188.32
				E 01	005 690 690 302 555	24SC ENT 3CX 24 Simultaneous Call Enterpris	\$4,402.59
				E 01	005 690 690 302 555	TCLB-001 Professional Services/Labor	\$3,386.89
		<b>Voucher #:</b>	<b>42869</b>	Invoice	<b>Invoice No:</b> 60641	<b>7/18/2024</b>	<b>Paid Amt: \$13,481.87</b>
				E 01	005 690 690 302 555	P65395-B21 HPE ProLiant DL20 G11 1U Rack	\$9,841.17
				E 01	005 690 690 302 555	Installation, configuration, and training	\$1,878.21
				E 01	005 690 690 302 555	YEA-SIP-T58W-PRO Yealink T58W Pro Admini	\$7,228.94
				E 01	005 690 690 302 555	YEA-SIP-T33G Yealink SIP-T33G Classroom PI	\$7,667.00
				E 01	005 690 690 302 555	YEA-W H63-UC Yealink WH63 UC Wireless Hc	\$963.79
				E 01	005 690 690 302 555	YEA-W76P Yealink W76P High-performance Df	\$383.07
				E 01	005 690 690 302 555	FXI-1A Viking FXI-1A FXO / FXS / Telecom Sme	\$111.68
				E 01	005 690 690 302 555	TCLB-001 Professional Services/Labor	\$3,732.14
		<b>Voucher #:</b>	<b>42870</b>	Invoice	<b>Invoice No:</b> 56207	<b>7/18/2024</b>	<b>Paid Amt: \$31,806.00</b>

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	77010	1559		TECH CHECK, LLC		Check
			E 01	005 690 000 405	Veeam 1 yr basic maintenance PO #5773		
							\$1,340.00
		PO#:	42868	Invoice	Invoice No: 60639	7/18/2024	Paid Amt: \$1,340.00 Check Amount: \$53,720.82
0485	PCB	77011	3203		TRACY MOGA		Check
			R 02	005 770 000 701 601	Lunch Money Refund		
							\$15.55
		PO#:	42871	Invoice	Invoice No: 007.17.2024	7/18/2024	Paid Amt: \$15.55 Check Amount: \$15.55
0485	PCB	77012	4943		Trisko, Joel		Check
			R 02	005 770 000 701 601	Lunch Money refund		
							\$267.15
		PO#:	42823	Invoice	Invoice No: 07.17.2024	7/18/2024	Paid Amt: \$267.15 Check Amount: \$267.15
0485	PCB	77013	3672		TYLER TECHNOLOGIES, INC		Check
			E 01	005 760 000 720 820	TRAVERSA SaaS AGREEMENT		
							\$3,667.34
		PO#:	42872	Invoice	Invoice No: 045-467068	7/18/2024	Paid Amt: \$3,667.34
			E 01	005 760 000 720 820	Traversa Ride 360 FY 25		
							\$1,135.68
		PO#:	42873	Invoice	Invoice No: 045-467069	7/18/2024	Paid Amt: \$1,135.68 Check Amount: \$4,803.02
0485	PCB	77014	4127		USI INSURANCE SERVICES, LLC.		Check
			E 01	005 110 000 000 305	Risk Management FY 25		
							\$3,137.00
		PO#:	42874	Invoice	Invoice No: 5113591	7/18/2024	Paid Amt: \$3,137.00
			E 01	005 940 000 000 340	Renew Cyber Liability		
							\$4,150.00
		PO#:	42903	Invoice	Invoice No: 5111660	7/18/2024	Paid Amt: \$4,150.00 Check Amount: \$7,287.00
0485	PCB	77015	4944		Vannurden, Richard		Check
			R 02	005 770 000 701 601	Lunch Money Refund		
							\$7.10
		PO#:	42857	Invoice	Invoice No: 07.17.2024	7/18/2024	Paid Amt: \$7.10 Check Amount: \$7.10
0485	PCB	77016	1592		VERIZON WIRELESS		Check
			E 01	005 810 000 000 320	PHONE SERVICE		
							\$300.24
		PO#:	42887	Invoice	Invoice No: 9968814651	7/18/2024	Paid Amt: \$300.24 Check Amount: \$300.24
0485	PCB	77017	4945		Wagner, Douglas		Check
			R 02	005 770 000 701 601	Lunch Money Refund		
							\$11.90
		PO#:	42800	Invoice	Invoice No: 07.16.2024	7/18/2024	Paid Amt: \$11.90 Check Amount: \$11.90

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0485	PCB	77018	4946		Waytashek, Nicole		Check	
			R 02	005	770 000 701 601		\$4.60	
					Lunch Money Refund			
PO#:		Voucher #:	42848	Invoice	Invoice No: 07.17.2024	7/18/2024	Paid Amt: \$4.60	Check Amount: \$4.60
0485	PCB	77019	4947		Wenner, Robert		Check	
			R 02	005	770 000 701 601		\$4.50	
					Lunch Money Refund			
PO#:		Voucher #:	42859	Invoice	Invoice No: 07.17.2024	7/18/2024	Paid Amt: \$4.50	Check Amount: \$4.50
0485	PCB	77020	4764		Yager's Fire Protection		Check	
			E 01	005	865 000 363 305		\$2,546.00	
					CO2 New Extinguishers & services			
PO#:		Voucher #:	42875	Invoice	Invoice No: 12891	7/18/2024	Paid Amt: \$2,546.00	
			E 01	005	865 000 363 305		\$751.00	
					Fire Extinguisher Serviced and tagged			
PO#:		Voucher #:	42876	Invoice	Invoice No: 12890	7/18/2024	Paid Amt: \$751.00	
			E 01	005	865 000 363 305		\$361.00	
					Fire Extinguisher Serviced and tagged			
PO#:		Voucher #:	42877	Invoice	Invoice No: 12892	7/18/2024	Paid Amt: \$361.00	Check Amount: \$3,658.00
0485	PCB	77021	2251		Office of the Secretary of State		Check	
			E 01	005	110 000 000 305		\$120.00	
					NOTARY APPLICATION			
PO#:		Voucher #:	42904	Invoice	Invoice No: 07.24.2024	7/24/2024	Paid Amt: \$120.00	Check Amount: \$120.00
0485	PCB	77022	4203		Blue Cross Blue Shield-MN		Check	
			B 01	215	033		\$103.25	
					Vision Flex			
			B 01	215	033		\$85.09	
					Adjustment			
PO#:		Voucher #:	42949	Invoice	Invoice No: S2024242	7/30/2024	Paid Amt: \$188.34	
			B 01	215	033		\$22.84	
					Vision Flex			
PO#:		Voucher #:	42765	Invoice	Invoice No: S202424S10	7/30/2024	Paid Amt: \$22.84	
			B 01	215	033		\$103.25	
					Vision Flex			
PO#:		Voucher #:	42781	Invoice	Invoice No: S2024241	7/30/2024	Paid Amt: \$103.25	
			B 01	215	033		\$23.80	
					Vision Flex			
			B 02	215	033		\$4.85	
					Vision Flex			
			B 04	215	033		\$4.18	
					Vision Flex			
PO#:		Voucher #:	42751	Invoice	Invoice No: S2025010	7/30/2024	Paid Amt: \$32.83	
			B 01	215	033		\$46.84	
					Vision Flex			
			B 02	215	033		\$4.85	
					Vision Flex			
			B 04	215	033		\$4.18	
					Vision Flex			
PO#:		Voucher #:	42933	Invoice	Invoice No: S2025020	7/30/2024	Paid Amt: \$55.87	Check Amount: \$403.13

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	77023	4665		HARTFORD INSURANCE		Check
				B 01	215 032		
					credit		
PO#:		Voucher #:	42951	Credit	Invoice No:	Credit	Paid Amt: (\$1,803.57)
			B 01	215 051		United Way	\$1,803.57
			B 04	215 051		Payroll Deductions	\$252.01
PO#:		Voucher #:	42773	Invoice	Invoice No:	S2024241	Paid Amt: \$266.48
			B 01	215 032		Life	\$134.45
PO#:		Voucher #:	42755	Invoice	Invoice No:	S202424S10	Paid Amt: \$134.45
			B 01	215 031		LTD	\$53.60
PO#:		Voucher #:	42756	Invoice	Invoice No:	S202424S10	Paid Amt: \$53.60
			B 01	215 032		Life	\$197.99
			B 02	215 032		Life	\$17.95
			B 04	215 032		Life	\$7.07
PO#:		Voucher #:	42921	Invoice	Invoice No:	S2025020	Paid Amt: \$223.01
			B 01	215 051		United Way	\$53.06
PO#:		Voucher #:	42759	Invoice	Invoice No:	S202424S10	Paid Amt: \$53.06
			B 01	215 031		LTD	\$207.86
			B 02	215 031		LTD	\$5.12
			B 04	215 031		LTD	\$4.00
PO#:		Voucher #:	42922	Invoice	Invoice No:	S2025020	Paid Amt: \$216.98
			B 01	215 051		United Way	\$111.53
			B 02	215 051		Payroll Deductions	\$13.50
			B 04	215 051		Payroll Deductions	\$3.69
PO#:		Voucher #:	42925	Invoice	Invoice No:	S2025020	Paid Amt: \$128.72
			B 01	215 032		Life	\$99.29
			B 02	215 032		Life	\$17.95
			B 04	215 032		Life	\$7.07
PO#:		Voucher #:	42740	Invoice	Invoice No:	S2025010	Paid Amt: \$124.31
			B 01	215 051		United Way	\$137.00
			B 02	215 051		Payroll Deductions	\$13.50
			B 04	215 051		Payroll Deductions	\$3.69
PO#:		Voucher #:	42744	Invoice	Invoice No:	S2025010	Paid Amt: \$154.19
			B 01	215 032		Life	\$438.27
			B 04	215 032		Life	\$10.05
PO#:		Voucher #:	42937	Invoice	Invoice No:	S2024242	Paid Amt: \$448.32
			B 01	215 031		LTD	\$458.69
			B 04	215 031		LTD	\$9.03
			B 01	215 031		Adjustment	\$118.42
PO#:		Voucher #:	42938	Invoice	Invoice No:	S2024242	Paid Amt: \$586.14

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
0485	PCB	77023	4665		HARTFORD INSURANCE		Check	
				B 01	215 051	United Way		\$252.01
				B 04	215 051	Payroll Deductions		\$14.47
				B 01	215 051	Adjustment		(\$165.05)
<b>PO#:</b>		<b>Voucher #:</b>	Invoice	<b>Invoice No:</b>	S2024242		<b>Paid Amt:</b>	<b>\$101.43</b>
			B 01	215 031	LTD		\$458.69	
			B 04	215 031	LTD		\$9.03	
<b>PO#:</b>		<b>Voucher #:</b>	Invoice	<b>Invoice No:</b>	S2024241		<b>Paid Amt:</b>	<b>\$467.72</b>
			B 01	215 032	Life		\$438.27	
			B 04	215 032	Life		\$10.05	
<b>PO#:</b>		<b>Voucher #:</b>	Invoice	<b>Invoice No:</b>	S2024241		<b>Paid Amt:</b>	<b>\$448.32</b>
			B 01	215 031	LTD		\$88.47	
			B 02	215 031	LTD		\$5.12	
			B 04	215 031	LTD		\$4.00	
<b>PO#:</b>		<b>Voucher #:</b>	Invoice	<b>Invoice No:</b>	S2025010		<b>Paid Amt:</b>	<b>\$97.59</b>
								<b>Check Amount: \$1,700.75</b>
0485	PCB	77024	4620		HealthPartners Inc		Check	
				B 01	215 030	Hospital		\$9,179.04
				B 02	215 030	Hospital		\$359.69
				B 04	215 030	Hospital		\$440.79
<b>PO#:</b>		<b>Voucher #:</b>	Invoice	<b>Invoice No:</b>	S2025020		<b>Paid Amt:</b>	<b>\$9,979.52</b>
			E 01	005 110	000 000 305	EAP	\$149.60	
<b>PO#:</b>		<b>Voucher #:</b>	Invoice	<b>Invoice No:</b>	07.31.2024		<b>Paid Amt:</b>	<b>\$149.60</b>
			B 01	215 030	Hospital		\$23,660.46	
<b>PO#:</b>		<b>Voucher #:</b>	Invoice	<b>Invoice No:</b>	S2024241		<b>Paid Amt:</b>	<b>\$23,660.46</b>
			B 01	215 035	Dental		\$173.48	
			B 04	215 035	Payroll Deductions		\$87.50	
<b>PO#:</b>		<b>Voucher #:</b>	Invoice	<b>Invoice No:</b>	S202424S10		<b>Paid Amt:</b>	<b>\$260.98</b>
			B 01	215 030	Hospital		\$23,660.46	
			B 01	215 030	Adjustment		\$4,668.78	
<b>PO#:</b>		<b>Voucher #:</b>	Invoice	<b>Invoice No:</b>	S2024242		<b>Paid Amt:</b>	<b>\$28,329.24</b>
			B 01	215 035	Dental		\$420.43	
			B 02	215 035	Payroll Deductions		\$17.03	
			B 04	215 035	Payroll Deductions		\$113.00	
<b>PO#:</b>		<b>Voucher #:</b>	Invoice	<b>Invoice No:</b>	S2025020		<b>Paid Amt:</b>	<b>\$550.46</b>
			B 01	215 030	Hospital		\$5,255.22	
			B 02	215 030	Hospital		\$359.69	
			B 04	215 030	Hospital		\$440.79	

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	77024	4620		HealthPartners Inc		Check
				B 01	215 084		
					HSA		
PO#:		Voucher #:	42738	Invoice	Invoice No: S2025010	7/30/2024	Paid Amt: \$6,170.29
PO#:		Voucher #:	42766	Invoice	Invoice No: S2024241	7/30/2024	Paid Amt: \$968.15
			B 01	215 035	Dental		
			B 01	215 035	Dental		
			B 02	215 035	Payroll Deductions		
			B 04	215 035	Payroll Deductions		
PO#:		Voucher #:	42737	Invoice	Invoice No: S2025010	7/30/2024	Paid Amt: \$289.24
			B 01	215 035	Dental		
			B 01	215 035	Adjustment		
PO#:		Voucher #:	42934	Invoice	Invoice No: S2024242	7/30/2024	Paid Amt: \$1,301.70
			B 01	215 030	Hospital		
PO#:		Voucher #:	42753	Invoice	Invoice No: S202424S10	7/30/2024	Paid Amt: \$4,463.12
							Check Amount: \$76,122.76
0485	PCB	77025	1346		MINNESOTA POWER		Check
				E 01	020 810 000 331		
					Acct 0191115490		
PO#:		Voucher #:	42954	Invoice	Invoice No: 019758090198	7/30/2024	Paid Amt: \$99.92
							Check Amount: \$99.92
0485	PCB	77027	4295		AMAZON CAPITAL SERVICES		Check
				E 04	005 570 000 401		
					Credit T-Shirts		
PO#:		Voucher #:	42958	Credit	Invoice No: 1QTW-F4VJ-13QG	7/31/2024	Paid Amt: (\$40.43)
			E 01	005 810 000 401	Lamp Holder T5 Light Socket G5 Base		
PO#:		Voucher #:	42956	Invoice	Invoice No: 1H13-YYCN-LLNL	7/31/2024	Paid Amt: \$11.50
			E 04	005 570 000 401	Credit T-Shirts		
PO#:		Voucher #:	42959	Credit	Invoice No: 1V4C-F77P-13RF	7/31/2024	Paid Amt: (\$40.43)
			E 04	005 570 000 401	T-Shirts		
PO#:		Voucher #:	42957	Invoice	Invoice No: 1FT3-4FFN-6R19	7/31/2024	Paid Amt: \$80.86
			E 01	005 810 000 401	Tape & Optotronic OT		
PO#:		Voucher #:	42955	Invoice	Invoice No: 1N1MW-VFF9-4RHN	7/31/2024	Paid Amt: \$91.82
							Check Amount: \$103.32
0485	PCB	77028	3344		CDW-GOVERNMENT		Check
				E 11	010 203 902 000 430		
					TD2423D ViewSonic TD2423d - 1080p 10-Poin		
PO#:	5717	Voucher #:	42960	Invoice	Invoice No: SG80041	7/31/2024	Paid Amt: \$509.58
							Check Amount: \$509.58

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
0485	PCB	77029	1074	E 01	CENTRA SOTA COOPERATIVE		Check	
					005 760 000 720 401	Gas Hose		\$72.38
		PO#:		42961	Invoice	Invoice No: 5418540	Paid Amt:	\$72.38
							Check Amount:	\$72.38
0485	PCB	77030	1079	E 01	CENTRAL MNALARMS INC		Check	
					005 865 000 363 305	Alarm Service 3rd Quarter HS		\$159.00
		PO#:		42963	Invoice	Invoice No: 96192	Paid Amt:	\$159.00
					005 865 000 363 305	Alarm Service 3rd Quarter Elem		\$129.00
		PO#:		42965	Invoice	Invoice No: 86190	Paid Amt:	\$129.00
					005 865 000 363 305	Alarm Service 3rd Quarter HS Daily Report HS		\$171.00
		PO#:		42962	Invoice	Invoice No: 96193	Paid Amt:	\$171.00
					005 865 000 363 305	Elevator/Lift Emergency Phone 3rd Qrt HS		\$93.00
		PO#:		42964	Invoice	Invoice No: 96191	Paid Amt:	\$93.00
					005 865 000 363 305	Alarm Service 3rd Quarter Elem		\$159.00
		PO#:		42966	Invoice	Invoice No: 96189	Paid Amt:	\$159.00
							Check Amount:	\$711.00
0485	PCB	77031	1152	E 01	EVERGREEN LAWN IRRIGATION		Check	
					005 810 000 000 350	PGA Solenoid, Rainbird Falcon Rotor & SC		\$350.00
		PO#:		42967	Invoice	Invoice No: 7780	Paid Amt:	\$350.00
							Check Amount:	\$350.00
0485	PCB	77032	3120	E 04	GREAT RIVER BOWL		Check	
					005 570 000 000 369	MAP Bowling		\$231.00
		PO#:		42968	Invoice	Invoice No: 20241807	Paid Amt:	\$231.00
							Check Amount:	\$231.00
0485	PCB	77033	1206	E 01	HELENA AGRI-ENTERPRISES, LLC		Check	
					005 865 000 384 350	Weed Control for Green Space		\$137.09
		PO#:		42969	Invoice	Invoice No: 381055895	Paid Amt:	\$137.09
							Check Amount:	\$137.09
0485	PCB	77034	1215	E 01	HILLYARD INC		Check	
					005 810 000 302 530	Used scrubber		\$5,250.00
		PO#:		42972	Invoice	Invoice No: 605538999	Paid Amt:	\$5,250.00
					005 810 000 000 401	Wiper Glass & Surface W/ht		\$94.80
		PO#:		42970	Invoice	Invoice No: 605541772	Paid Amt:	\$94.80
					005 865 000 379 350	Gym Floor Finish Products		\$9,165.32
		PO#:		42971	Invoice	Invoice No: 605548607	Paid Amt:	\$9,165.32
							Check Amount:	\$14,510.12

## Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	77035	4211		HILMERSON SPORTS CENTER		Check
			E 01	005 810 000 000 401	Harley Rake		
						\$225.00	
		PO#:		Voucher #: 42973	Invoice No: 07.18.2024	7/31/2024	Paid Amt: \$225.00
							Check Amount: \$225.00
0485	PCB	77036	1241		ISCORP		Check
			E 01	005 110 000 000 305	Skyward hosting Student service for August, 202		
						\$157.50	
		PO#:		Voucher #: 42975	Invoice No: 0740672	7/31/2024	Paid Amt: \$157.50
							Check Amount: \$157.50
0485	PCB	77037	2258		IXL LEARNING		Check
			E 01	005 690 690 000 406	IXL Renewal		
						\$16,825.00	
		PO#:		Voucher #: 42976	Invoice No: S503139	7/31/2024	Paid Amt: \$16,825.00
							Check Amount: \$16,825.00
0485	PCB	77038	4686		JEREMY ALBRIGHT		Check
			E 01	020 292 000 000 820	Coaches Association Due Reimbursement		
						\$84.75	
		PO#:		Voucher #: 42977	Invoice No: 07.30.2024	7/31/2024	Paid Amt: \$84.75
							Check Amount: \$84.75
0485	PCB	77039	4469		JOTFORM		Check
			E 01	005 690 690 000 405	Jotform Renewal		
						\$6,636.00	
		PO#:		Voucher #: 42978	Invoice No: 07162408	7/31/2024	Paid Amt: \$6,636.00
							Check Amount: \$6,636.00
0485	PCB	77040	1752		MASA		Check
			E 01	005 020 000 000 366	MASA Fall Conference		
						\$329.00	
		PO#:		Voucher #: 42979	Invoice No: Cart #21-53235	7/31/2024	Paid Amt: \$329.00
							Check Amount: \$329.00
0485	PCB	77041	2036		MIDWEST PLAYSCAPES INC		Check
			E 01	005 865 000 384 350	Wood mulch for play grounds		
						\$5,390.00	
		PO#:		Voucher #: 42980	Invoice No: 10687	7/31/2024	Paid Amt: \$5,390.00
							Check Amount: \$5,390.00
0485	PCB	77042	1346		MINNESOTA POWER		Check
			E 01	010 810 000 000 331	Acct 4015125490 Electric		
						\$2,943.31	
		PO#:		Voucher #: 42981	Invoice No: 401075787738	7/31/2024	Paid Amt: \$2,943.31
							Check Amount: \$2,943.31
		PO#:		Voucher #: 42982	Invoice No: 669576819003	7/31/2024	Paid Amt: \$91.90
							Check Amount: \$91.90
		PO#:		Voucher #: 42984	Invoice No: 811871938274	7/31/2024	Paid Amt: \$362.00
							Check Amount: \$362.00
		PO#:		Voucher #: 42983	Invoice No: 509463816279	7/31/2024	Paid Amt: \$10,728.31
							Check Amount: \$10,728.31
		PO#:		Voucher #: 42983	Invoice No: 509463816279	7/31/2024	Paid Amt: \$10,728.31
							Check Amount: \$14,125.52

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	77043	3941		MREA		Check
			E 01	005	020 000 000 366	2024 Greater Education Summit	
							\$247.50
		PO#: 5799	Voucher #: 42985	Invoice	Invoice No: 07.30.2024	7/31/2024	Paid Amt: \$247.50
							Check Amount: \$247.50
0485	PCB	77044	3644		POWERHOUSE OUTDOOR EQUIPMENT INC		Check
			E 01	005	810 000 000 401	Starter for 60 inch mower	
							\$239.29
		PO#: 77044	Voucher #: 42988	Invoice	Invoice No: 706651	7/31/2024	Paid Amt: \$239.29
							Check Amount: \$239.29
0485	PCB	77045	2761		SAFARI NORTH WILDLIFE PARK		Check
			E 04	005	570 000 000 369	Map Field Trip	
							\$510.00
		PO#: 77045	Voucher #: 42986	Invoice	Invoice No: 000070	7/31/2024	Paid Amt: \$510.00
							Check Amount: \$510.00
0485	PCB	77046	1495		SCHOOL DATEBOOKS		Check
			E 01	020	211 000 000 430	MS/HS DATEBOOKS	
							\$374.04
		PO#: 77046	Voucher #: 42989	Invoice	Invoice No: S24-0287529	7/31/2024	Paid Amt: \$374.04
							Check Amount: \$374.04
0485	PCB	77047	4522		SENTRA-SOTA SHEET METAL, INC.		Check
			E 01	005	865 000 368 350	Measure, Fabricate & install Misc Flashing	
							\$2,675.00
		PO#: 77047	Voucher #: 42990	Invoice	Invoice No: 34949	7/31/2024	Paid Amt: \$2,675.00
							Check Amount: \$2,675.00
0485	PCB	77048	1611		XCEL ENERGY		Check
			E 01	005	810 000 000 440	Acct 51-4433400-5	
							\$352.38
		PO#: 77048	Voucher #: 42987	Invoice	Invoice No: 885161550	7/31/2024	Paid Amt: \$352.38
							Check Amount: \$352.38
<b>Report Total:</b>							<b>\$651,994.55</b>

**Royalton Public Schools**  
**Detail Payment Register By Check**  
**Fund Summary**

<b>Fund Description</b>	<b>Total</b>
01 General	\$627,946.84
02 Food Service	\$3,386.03
04 Community Service	\$6,304.60
07 Debt Service	\$13,847.50
11 Activities	\$509.58
<b>Report Total</b>	<b>\$651,994.55</b>

**Royalton Public Schools**  
**Detail Payment Register By Check**  
**Fund Summary**

<b>Fund Description</b>	<b>Total</b>
12 Student Activities	\$4,976.00
<b>Report Total</b>	<b>\$4,976.00</b>

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	1415			PERA		Wire
			B 01	215	017		\$5,778.34
			B 02	215	017	PERA	\$417.32
			B 04	215	017	PERA	\$963.26
PO#:		Voucher #:	42663	Invoice	Invoice No: S2024240	7/24/2024	Paid Amt: \$7,158.92 Check Amount: \$7,158.92
0485	PCB	1558			TEACHERS RETIREMENT ASSN		Wire
			B 01	215	018	TRA	\$31,462.82
			B 04	215	018	TRA	\$809.55
PO#:		Voucher #:	42666	Invoice	Invoice No: S2024240	7/24/2024	Paid Amt: \$32,272.37 Check Amount: \$32,272.37
0485	PCB	1558			TEACHERS RETIREMENT ASSN		Wire
			B 01	215	018	TRA	\$684.98
PO#:		Voucher #:	42676	Invoice	Invoice No: S202424S0	7/24/2024	Paid Amt: \$684.98 Check Amount: \$684.98
0485	PCB	4614			WEX		Wire
			B 01	215	084	HSA	\$6,632.73
			B 02	215	084	HSA	\$45.00
			B 04	215	084	Payroll Deductions	\$172.92
PO#:		Voucher #:	42660	Invoice	Invoice No: S2024240	7/24/2024	Paid Amt: \$6,850.65 Check Amount: \$6,850.65
0485	PCB	1096			COMMISSIONER OF REVENUE		Wire
			B 01	215	013	State Tax	\$1,626.45
			B 02	215	013	State Tax	\$56.32
			B 04	215	013	State Tax	\$52.57
PO#:		Voucher #:	42743	Invoice	Invoice No: S2025010	7/24/2024	Paid Amt: \$1,735.34 Check Amount: \$1,735.34
0485	PCB	1096			COMMISSIONER OF REVENUE		Wire
			B 01	215	013	State Tax	\$998.46
			B 02	215	013	State Tax	\$52.76
			B 04	215	013	State Tax	\$172.50
PO#:		Voucher #:	42758	Invoice	Invoice No: S202424S10	7/24/2024	Paid Amt: \$1,223.72 Check Amount: \$1,223.72
0485	PCB	1096			COMMISSIONER OF REVENUE		Wire
			B 01	215	013	State Tax	\$5,139.15
			B 04	215	013	State Tax	\$158.62
PO#:		Voucher #:	42772	Invoice	Invoice No: S2024241	7/24/2024	Paid Amt: \$5,297.77 Check Amount: \$5,297.77

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire
			B 01	215	005 Tax Ann		
PO#:		Voucher #:	42777	Invoice	Invoice No: S2024241	7/24/2024	Paid Amt: \$1,154.66
			B 01	215	005 Tax Ann		
			B 04	215	005 Payroll Deductions		
PO#:		Voucher #:	42778	Invoice	Invoice No: S2024241	7/24/2024	Paid Amt: \$7,079.58
			B 01	215	005 Tax Ann		
PO#:		Voucher #:	42779	Invoice	Invoice No: S2024241	7/24/2024	Paid Amt: \$25.00
			B 01	215	005 Tax Ann		
PO#:		Voucher #:	42775	Invoice	Invoice No: S2024241	7/24/2024	Paid Amt: \$402.31
			B 01	215	005 Tax Ann		
PO#:		Voucher #:	42776	Invoice	Invoice No: S2024241	7/24/2024	Paid Amt: \$171.23
							Check Amount: \$8,832.78
0485	PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire
			B 01	215	005 Tax Ann		
PO#:		Voucher #:	42763	Invoice	Invoice No: S202424S10	7/24/2024	Paid Amt: \$16.66
			B 01	215	005 Tax Ann		
PO#:		Voucher #:	42761	Invoice	Invoice No: S202424S10	7/24/2024	Paid Amt: \$15.00
			B 01	215	005 Tax Ann		
PO#:		Voucher #:	42762	Invoice	Invoice No: S202424S10	7/24/2024	Paid Amt: \$35.64
							Check Amount: \$67.30
0485	PCB	1137			EDUCATORS BENEFIT CONS, LLC		Wire
			B 01	215	005 Tax Ann		
PO#:		Voucher #:	42748	Invoice	Invoice No: S2025010	7/24/2024	Paid Amt: \$145.84
			B 01	215	005 Tax Ann		
PO#:		Voucher #:	42749	Invoice	Invoice No: S2025010	7/24/2024	Paid Amt: \$212.50
			B 01	215	005 Tax Ann		
PO#:		Voucher #:	42746	Invoice	Invoice No: S2025010	7/24/2024	Paid Amt: \$275.00
			B 01	215	005 Tax Ann		
			B 04	215	005 Payroll Deductions		
PO#:		Voucher #:	42747	Invoice	Invoice No: S2025010	7/24/2024	Paid Amt: \$1,410.40
							Check Amount: \$1,577.07
							Check Amount: \$2,210.41
0485	PCB	2848			U.S. BANK St. Paul		Wire
			E 07	005	910 000 000 720 BOND PMT		
PO#:		Voucher #:	42906	Invoice	Invoice No: 2606184	7/25/2024	Paid Amt: \$328,731.26
							Check Amount: \$328,731.26
0485	PCB	1415			PERA		Wire
			B 01	215	017 PERA		
							Check Amount: \$1,929.20

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0485	PCB	1415			PERA		Wire	
			B 02	215 017	PERA			\$270.37
<b>PO#:</b>		<b>Voucher #:</b>	<b>42742</b>	Invoice	<b>Invoice No:</b>	<b>S2025010</b>	<b>Paid Amt:</b>	<b>\$2,199.57</b>
							<b>Check Amount:</b>	<b>\$2,199.57</b>
0485	PCB	1415			PERA		Wire	
			B 01	215 017	PERA			\$3,299.28
			B 02	215 017	PERA			\$203.49
			B 04	215 017	PERA			\$528.66
<b>PO#:</b>		<b>Voucher #:</b>	<b>42757</b>	Invoice	<b>Invoice No:</b>	<b>S202424S10</b>	<b>Paid Amt:</b>	<b>\$4,031.43</b>
							<b>Check Amount:</b>	<b>\$4,031.43</b>
0485	PCB	1415			PERA		Wire	
			B 04	215 017	PERA			\$352.97
<b>PO#:</b>		<b>Voucher #:</b>	<b>42771</b>	Invoice	<b>Invoice No:</b>	<b>S2024241</b>	<b>Paid Amt:</b>	<b>\$352.97</b>
							<b>Check Amount:</b>	<b>\$352.97</b>
0485	PCB	1558			TEACHERS RETIREMENT ASSN		Wire	
			B 01	215 018	TRA			\$3,219.14
			B 04	215 018	TRA			\$335.07
<b>PO#:</b>		<b>Voucher #:</b>	<b>42745</b>	Invoice	<b>Invoice No:</b>	<b>S2025010</b>	<b>Paid Amt:</b>	<b>\$3,554.21</b>
							<b>Check Amount:</b>	<b>\$3,554.21</b>
0485	PCB	1558			TEACHERS RETIREMENT ASSN		Wire	
			B 01	215 018	TRA			\$1,921.45
			B 04	215 018	TRA			\$77.96
<b>PO#:</b>		<b>Voucher #:</b>	<b>42760</b>	Invoice	<b>Invoice No:</b>	<b>S202424S10</b>	<b>Paid Amt:</b>	<b>\$1,999.41</b>
							<b>Check Amount:</b>	<b>\$1,999.41</b>
0485	PCB	1558			TEACHERS RETIREMENT ASSN		Wire	
			B 01	215 018	TRA			\$26,559.90
			B 04	215 018	TRA			\$448.88
<b>PO#:</b>		<b>Voucher #:</b>	<b>42774</b>	Invoice	<b>Invoice No:</b>	<b>S2024241</b>	<b>Paid Amt:</b>	<b>\$27,008.78</b>
							<b>Check Amount:</b>	<b>\$27,008.78</b>
0485	PCB	4400			FEDERAL TAX PAYMENT		Wire	
			B 01	215 010	FICA			\$4,838.92
			B 02	215 010	FICA			\$269.50
			B 04	215 010	FICA			\$283.10
			B 01	215 011	Federal Tax			\$3,365.45
			B 02	215 011	Federal Tax			\$95.69
			B 04	215 011	Federal Tax			\$30.35
<b>PO#:</b>		<b>Voucher #:</b>	<b>42750</b>	Invoice	<b>Invoice No:</b>	<b>S2025010</b>	<b>Paid Amt:</b>	<b>\$8,883.01</b>
							<b>Check Amount:</b>	<b>\$8,883.01</b>

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0485	PCB	4400			FEDERAL TAX PAYMENT		Wire
			B 01	215	010	FICA	\$5,324.96
			B 02	215	010	FICA	\$222.38
			B 04	215	010	FICA	\$1,057.36
			B 01	215	011	Federal Tax	\$1,480.61
			B 02	215	011	Federal Tax	\$67.99
			B 04	215	011	Federal Tax	\$222.84
PO#:		Voucher #:	42764	Invoice	Invoice No: S202424S10	7/25/2024	Paid Amt: \$8,376.14 Check Amount: \$8,376.14
0485	PCB	4400			FEDERAL TAX PAYMENT		Wire
			B 01	215	010	FICA	\$22,716.58
			B 04	215	010	FICA	\$800.92
			B 01	215	011	Federal Tax	\$8,500.49
			B 04	215	011	Federal Tax	\$173.27
PO#:		Voucher #:	42780	Invoice	Invoice No: S2024241	7/25/2024	Paid Amt: \$32,191.26 Check Amount: \$32,191.26
0485	PCB	4614			WEX		Wire
			B 01	215	084	HSA	\$1,390.26
			B 02	215	084	HSA	\$45.00
			B 04	215	084	Payroll Deductions	\$188.54
			B 01	215	084	Adjustment(Swenson)	\$114.59
PO#:		Voucher #:	42739	Invoice	Invoice No: S2025010	7/25/2024	Paid Amt: \$1,738.39 Check Amount: \$1,738.39
0485	PCB	4614			WEX		Wire
			B 01	215	084	HSA	\$559.17
PO#:		Voucher #:	42754	Invoice	Invoice No: S202424S10	7/25/2024	Paid Amt: \$559.17 Check Amount: \$559.17
0485	PCB	4614			WEX		Wire
			B 01	215	084	HSA	\$4,565.27
PO#:		Voucher #:	42768	Invoice	Invoice No: S2024241	7/25/2024	Paid Amt: \$4,565.27 Check Amount: \$4,565.27
0485	PCB	4614			WEX		Wire
			B 01	215	082	Daycare	\$416.68
PO#:		Voucher #:	42907	Invoice	Invoice No: 07.01.2024	7/25/2024	Paid Amt: \$416.68 Check Amount: \$416.68

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0485	PCB	4614	B 01	215	082 WEX		Wire	
		PO#: 42908	Invoice	Invoice No: 07.03.2024	Flex		Paid Amt: \$80.00	
							Check Amount: \$80.00	
0485	PCB	4614	B 01	215	082 WEX		Wire	
		PO#: 42909	Invoice	Invoice No: 07.10.2024	Flex		Paid Amt: \$124.62	
							Check Amount: \$124.62	
0485	PCB	4614	B 01	215	082 WEX		Wire	
		PO#: 42910	Invoice	Invoice No: 07.11.2024	Flex		Paid Amt: \$24.99	
							Check Amount: \$24.99	
0485	PCB	4614	B 01	215	082 WEX		Wire	
		PO#: 42911	Invoice	Invoice No: 07.12.2024	Flex		Paid Amt: \$39.92	
							Check Amount: \$39.92	
0485	PCB	4614	B 01	215	082 WEX		Wire	
		PO#: 42912	Invoice	Invoice No: 07.13.2024	Flex		Paid Amt: \$7.03	
							Check Amount: \$7.03	
0485	PCB	4614	B 01	215	082 WEX		Wire	
		PO#: 42913	Invoice	Invoice No: 007.22.2024	Daycare		Paid Amt: \$416.68	
							Check Amount: \$416.68	
0485	PCB	4400	FEDERAL TAX PAYMENT					Wire
			B 01	215	010	FICA	\$8,968.50	
			B 02	215	010	FICA	\$269.52	
			B 04	215	010	FICA	\$1,223.44	
			B 01	215	011	Federal Tax	\$4,936.60	
			B 02	215	011	Federal Tax	\$95.69	
			B 04	215	011	Federal Tax	\$203.68	
		PO#: 42932	Invoice	Invoice No: S2025020			Paid Amt: \$15,697.43	
							Check Amount: \$15,697.43	
0485	PCB	4400	FEDERAL TAX PAYMENT					Wire
			B 01	215	010	FICA	\$22,716.58	
			B 04	215	010	FICA	\$800.88	
			B 01	215	011	Federal Tax	\$8,500.49	

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0485	PCB	4400			FEDERAL TAX PAYMENT			
			B 04	215 011	Federal Tax			
PO#:		Voucher #:	42948	Invoice	Invoice No: S2024242	7/31/2024	Wire	
						\$173.27		
							Paid Amt: \$32,191.22	
							Check Amount: \$32,191.22	
0485	PCB	4614			WEX			
			E 01	005 110 000 000 305	WEX monthly service fee			
PO#:		Voucher #:	42994	Invoice	Invoice No: 0001984097-IN	7/31/2024	Wire	
						\$215.00		
							Paid Amt: \$215.00	
							Check Amount: \$215.00	
<b>Report Total:</b>								<b>\$539,738.68</b>

Royalton Public Schools  
Timecard Archive Detail

Calendar	Type/ Option	Pay/Ded Code	Units	ACA Unit/Conversion Override	Rate	Amount	Account Code	Earn Sch	ACA Month	Pay Type	Check Description	Batch No	Created
<b>Id: 554</b>													
07/31/2024	P	EBENONW2	0.00		39.96	\$39.96		1	07/15/2024	02	Uniform Allowance		1038
<b>Units Subtotal:</b>			<b>0.00</b>			<b>\$39.96</b>							
<b>Units:</b>			<b>0.00</b>			<b>\$39.96</b>							
<b>Id: 165</b>													
07/31/2024	P	EBENONW2	0.00		49.92	\$49.92		1	07/15/2024	02	Uniform Allowance		1038
<b>Units Subtotal:</b>			<b>0.00</b>			<b>\$49.92</b>							
<b>Units:</b>			<b>0.00</b>			<b>\$49.92</b>							
<b>Id: 1001</b>													
07/31/2024	P	EBENONW2	0.00		125.00	\$125.00	01-005-760-000-720-299	1	07/15/2024	02	DOT Physical Reimbu		1038
<b>Units Subtotal:</b>			<b>0.00</b>			<b>\$125.00</b>							
<b>Units:</b>			<b>0.00</b>			<b>\$125.00</b>							
<b>Totals:</b>			<b>0.00</b>			<b>\$214.88</b>							
<b>Employee Count</b>			<b>3</b>										

# Royalton Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0485	ACT	19696	3126		EMCSC		Check	
			E 12	020 292 050 301 401	Trap Shooting Range			
				Invoice No: 06.24.2024		7/18/2024		
		PO#:	Voucher #:	42782	Invoice		Paid Amt: \$3,776.00	
							Check Amount: \$3,776.00	
0485	ACT	19697	4949		Pure Intensity Basketball LLC		Check	
			E 12	020 294 079 301 401	Summer Basketball Training			
				Invoice No: 05.20.2024		7/18/2024		
		PO#:	Voucher #:	42783	Invoice		Paid Amt: \$1,200.00	
							Check Amount: \$1,200.00	
							<b>Report Total:</b>	<b>\$4,976.00</b>

**Royalton Public Schools**  
**Detail Payment Register By Check**  
**Fund Summary**

<b>Fund Description</b>	<b>Total</b>
01 General	\$199,442.55
02 Food Service	\$2,111.03
04 Community Service	\$9,453.84
07 Debt Service	\$328,731.26
<b>Report Total</b>	<b>\$539,738.68</b>

Resignation 08.12.24

Michelle Brezinka	Executive Assistant
Adeline LeBlanc	Paraprofessional

New Hires 08.12.24

Matt Pallansch	JH GBB Coach
Arin Campa	JH GBB Coach

# Little Royals

— PRESCHOOL —



## Parent/Student Handbook 2024-2025



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## Welcome to Royalton Early Childhood Center!

Dear Parents,

Welcome to a new school year at Royalton Public Schools. We are very excited about working with you and your children. Our goal is to provide an exceptional education in a caring and nurturing environment. We will do everything possible to ensure that each child has a positive and successful experience at our school. We live by the core values of:

**RESPECT, HONESTY, INTEGRITY, LEADERSHIP, ACCOUNTABILITY, and SERVICE**

In our school, learning takes place in a child-centered environment. We are dedicated to providing a happy and nurturing atmosphere in which children can develop a positive self-image and love of learning. The curriculum is diverse and flexible, offering a varied and developmentally appropriate choice of activities. Our interactive programs build the foundation for reading, language arts, math, science and social studies.

Each child is offered unlimited possibilities to learn and grow through play, to try new activities, meet new challenges and to feel secure in a school environment.

This handbook provides an overview of our school's goals, expectations, and policies. Please read through the information carefully so that you will have a fuller understanding of the entire scope of our program. It will also be a valuable guide if questions or concerns should arise. Your input on the content of our handbook is welcome.

As the Community Education Director, my goal is to provide excellent leadership in maintaining and improving the quality of our preschool programs. I am committed to encouraging everyone in the school community to work together for the benefit of children. I believe that parents are partners in learning and encourage you to become involved in school activities.

Our program is a 4 star Parent Aware rated preschool. This is the highest possible rating. We are extremely proud to meet the highest standards in early childhood education.

Thank you for choosing Royalton Public Schools and allowing me and my team to work with your children each day. Go Royals!

Sincerely,

*Amy Krueger*

Ms. Amy Krueger, Director of Human Resources and Community Education

## **What is Preschool?**

Preschool is a time of discovery. Through play, children are discovering themselves and the world around them. They are learning to socialize with other children, parents, and teachers. A preschooler's questions and activities stem from their curiosity and desire to learn. The preschool classrooms provide an environment where a child's imagination and desire to learn will flourish.

The preschool age child learns by using their senses through hands-on experiences. We provide a variety of materials to be used and encourage experimentation in exploring different teaching and learning styles.

The Little Royals Preschool program uses the Frog Street curriculum, a comprehensive, dual-language program designed to meet the needs of diverse learners while supporting developmental learning domains. This engaging, interactive preschool curriculum celebrates the joy of learning as children travel down the road to success. Frog Street, along with our blend of teaching materials, offer research based activities to build personal and social skills required to function well in a classroom community and establish positive relationships with peers and adults.

The preschool experience empowers children to think, explore, question, wonder and learn how to learn. A child's intellectual and language development will be supported by providing experiences that encourage problem solving and emotional/social maturity. Preschoolers learn to play cooperatively and to be assertive, gain independence, have a greater understanding of the world around them and take an active role in their own learning. Preschool is fun!

## **Three Year Old Program**

By this age, most children are potty trained, have developed verbal skills, are continuing to be more independent, and are taking an active interest in the world around them. They are interested in cooperating and accepting adult direction and enjoy playing near or with other children. They are attentive listeners to age-appropriate stories and have acquired a vocabulary of several hundred words. Preschoolers are in constant motion with endless curiosity and an irrepressible zest for life. While we understand that bathroom accidents may occur, we encourage that children are fully potty trained before entering preschool.

## **Four Year Old Program**

By this age, children are continuing to have an increased independence in self-help skills, and are full of wonder and curiosity. They have a large vocabulary and are able to begin communicating their wants/needs. They are interested in learning new things every day and have a strong desire for social interaction with peers and adults. They are able to listen and retell stories and have very large imaginations. They are active and excited to be at school. While we understand that bathroom accidents may occur, we encourage that children are fully potty trained before entering preschool.

## **The Environment**


Our three and four year old rooms are cheerful, inviting spaces for the active and curious preschooler. Children are drawn to interest centers where they can investigate, dress up, or sit and enjoy one of many books. There is an easel to challenge future artists. There are also sensory tables to explore in.

Our three year old playground is a safe, fenced-in outdoor area with a large playhouse climber, swings and slides that is located right outside the preschool classrooms. Our four year old playground is a full commercial playground that includes multiple climbing structures, swings, and slides for the children to explore their outdoor environment.

## **Positive Behavior Intervention and Supports Program**

Royalton Early Childhood Center utilizes a school wide framework for student behavior expectations. The acronym used is PAWs and you will often hear staff telling students to "Show Their Paws."

# Royalton Elementary/Early Childhood Center PAWS Matrix

	Classroom	Cafeteria	Bathroom	Playground	Hallway
<b>P</b> ersonal Best	<p>Try your best</p> <p>Be helpful</p> <p>Accept others</p> <p>Use Please and Thank you</p>	<p>Be polite to others</p> <p>Share a smile</p> <p>Sit with someone who needs a friend</p>	<p>Be considerate of others</p>	<p>Include others</p> <p>Try something new</p> <p>Have fun</p>	<p>Smile</p> <p>Greet others</p> <p>Be helpful</p> <p>Be considerate</p>
<b>A</b> ct Responsibly	<p>Follow directions</p> <p>Accept consequences</p> <p>Be on time</p> <p>Complete assignments</p>	<p>Return tray and silverware</p> <p>Throw garbage away</p> <p>Eat your own food</p> <p>Listen to adults</p>	<p>Go, Flush, Wash, Leave</p> <p>Clean up after yourself</p> <p>Use planned bathroom breaks</p>	<p>Line up when signal is given</p> <p>Follow directions</p> <p>Throw away trash and litter</p> <p>Put away equipment</p>	<p>Keep hallways clean</p> <p>Walk directly to your destination</p>
<b>W</b> ork and Play Safely	<p>Keep hands and feet to yourself</p> <p>Stay in assigned location</p> <p>Use supplies as intended</p>	<p>Walk</p> <p>Make healthy choices</p> <p>Keep hands and feet to yourself</p>	<p>Wash and dry hands</p> <p>Use property as intended</p>	<p>Know and follow playground rules and expectations</p> <p>Use equipment as intended</p> <p>Get help for self and others</p>	<p>Walk on the right</p> <p>Allow others space to move</p>
<b>S</b> how Respect	<p>Raise your hand</p> <p>Use listening ears</p> <p>Use kind words</p> <p>Respect personal space</p>	<p>Use kind words</p> <p>Use a quiet voice</p> <p>Be patient when waiting</p> <p>Say please and thank you</p> <p>Follow directions given by adults</p>	<p>Keep bathroom clean</p> <p>Respect privacy of others</p> <p>Treat property with respect</p> <p>Use a quiet voice</p>	<p>Listen to adults</p> <p>Take care of the equipment</p> <p>Use kind words</p> <p>Take turns</p> <p>Be a good sport</p> <p>Solve problems with respect and fairness</p>	<p>Walk</p> <p>Hands and feet to yourself</p> <p>Use lockers appropriately and quietly</p> <p>Use a quiet voice</p> <p>Follow adult directions</p>

## Parental Responsibilities

- Parents are welcome to volunteer in the classroom and may also have the opportunity to attend field trips and other special events.
- Parents will be encouraged to attend 2 parent-teacher conferences (fall and spring).
- Each child will be asked to bring an individual healthy snack each day. Classroom treats can be brought in for special occasions and need to be store bought per state law.
- All emergency numbers and contact information must be in before children start preschool. It is your responsibility to keep these forms up to date with any changes.

## Tuition

Little Royals Preschool is an optional program the year prior to entering Kindergarten and is not fully funded by the State of Minnesota. Therefore, parents are expected to pay a tuition fee for their child to attend preschool. The state does provide limited School Readiness funding used to provide a sliding fee and awarded to families who demonstrate a financial need or students who demonstrate a need to attend preschool to be school ready for kindergarten.

## Tuition Payment

Preschool is an optional for students in Minnesota and operates on parent fees. You must either pay tuition, qualify for a scholarship or set up a payment plan based on the table below.

Proof of income is required for fees in columns A-C. Examples of proof of income to submit include 2023 Income Tax, Free/Reduced Lunch, SNAP, MFIP, or both parent/guardian pay stubs.

Income in columns A-B qualify for a Pathway 1 or 2 scholarship and the deposit will be waived with a completed Early Learning Scholarship application. Families who experience hardship are encouraged to visit with the Community Education Director about a School Readiness Scholarship. Extenuating circumstances and students who meet the risk criteria can override the income requirements. Monthly payments are due the first of each month and late fees will apply, an account that is 2 months behind is subject to discontinuation of preschool services.

Household Income					Tuition for Programs Offered		
2 people in Household	3 people in Household	4 people in Household	5 people in Household	6 people in Household	2 Day Program: Half Day	3 Day Program: Full Day	5 Day Program: Full Day
\$0 – 25,636	\$0– 32,318	\$0– 39,000	\$0– 45,682	\$0– 52,364	\$558 62/month	\$1431 159/month	\$2430 270/month
25,637– 36,482	32,319– 45,991	39,001– 55,500	45,863– 65,009	52,365– 74,518	\$612 68/month	\$1800 200/month	\$3015 335/month
36,483– 46,483	45,992– 55,992	55,501– 65,501	65,010– 75,010	74,519– 84,519	\$738 82/month	\$2115 235/month	\$3600 400/month
46,484+	55,993+	65,502+	75,011+	84,520+	\$837 93/month	\$2430 270/month	\$4140 460/month

## **School Day**

The school day for Preschool students starts with breakfast at 8:00 a.m. and ends with students loading the bus at 3:00 p.m. If you are arriving after breakfast, please make sure your child is fed breakfast before coming to school.

## **School Calendar**

\*\* Preschool has its own schedule calendar and may be different during the school year in comparison to our regular school calendar. The Preschool calendar is located on the Royalton Public Schools website.

## **Attendance**

When your child will be absent, please call the Royalton Early Childhood Secretary at 320-584-4002 by 8:00 a.m. This call should be made every day your child is absent. You can leave a message 24 hours a day if there is no answer. Please provide your name, student's name and the reason why your child will not be at school.

For those parents who do not call, someone from school will call you. We are willing to make these calls for your child's safety, however things will be much more smooth if you call the school before 8:00 a.m. If phone contact is not made, we will contact the Emergency Contacts listed for your child.

## **Routines**

Children feel most comfortable and learn best when they know in advance what is going to happen. Established routines provide consistency and allow a smooth flow of daily activities. We strive to provide a predictable daily routine to help children excel and flourish in their school environment. Your child's end-of-day routine should be as "routine" as possible. On a rare occasion when you must change your child's end of the day destination, you must send a note with your child to school. It will be necessary for you to send a separate note with each of your children to give to their classroom teacher. Please do not list more than one student on each note. The child's teacher will initial the note and have your child bring it to the office. Your note must include:

- Date
- Your child's teacher's name
- Your child's name
- Emergency telephone number where you can be reached
- Your child's destination (specific name or place).

The school telephones are for school business and emergencies only (this statement is not intended to discourage calls to teachers about classroom concerns). Telephone messages cause disruption for the students in the classroom. The telephones are not to be used to change your child's after school arrangement, unless it is an emergency. An emergency is defined as:

- An extraordinary event such as a family tragedy or an emergency (ex: serious illness, automobile accident, etc)

Email and texting should not be used to change your child's after school routine. In the event that our computers or network are down, we would not receive your message.

## **Student Drop Off Before School**

Preschool students can be dropped off at 8:00 a.m. on the south end of the Early Childhood Center, Door #2. Supervision is available beginning at 7:45 a.m. Please do not drop your child off if you don't see an adult supervisor in the doorway at Door #2. If your 4-year old child needs to be dropped off earlier than 7:45 a.m., they will need to go to morning MAP (must be pre-registered) at the elementary school (3-year olds are not able to attend MAP at this time). **Please do not park, drop off, or wait in the west parking lot as this is a bus loading zone.**

**If you are late arriving and the teacher is not at the meeting place, you will need to check your child in at the office.** You should not go to the classroom.

### **Student Pick Up Afterschool**

**Half Day Session:** Meet the staff at the Early Childhood Center entrance (Door #2) at 11:00 a.m. for pick-up. **Please do not park, drop off, or wait in the west parking lot as this is a bus loading zone.**

**All Day Session:** Meet the staff at the Early Childhood Center entrance (Door #2) at 3:00 p.m. for after school pickup. **Please do not park, drop off, or wait in the west parking lot as this is a bus loading zone.**

Arrival time is an important time for young children to gain independence and self-help skills that they will use throughout their school career. The first few minutes of coming to school provides time for your child to get comfortable and prepared to walk with their class to the cafeteria for breakfast. To ease separation from you, role model self-confidence so your child will sense your confidence making it easier for them to leave you. This may be a new experience for both of you. Let them know that they are safe and that you will return to pick them up after they are done learning and having fun.

**If an emergency occurs and you cannot pick up your child on time, please contact the Early Childhood Center Secretary (320) 584-4002.**

### **Student Pick Up During the Day/Check In/Checkout**

When parents/guardians come to pick up students during the school hours, please use the following procedure:

1. Park on the south side of the building and enter through Door 2. Buses pick up on the West side of the building.
2. For children's safety they are not to walk home during the school day. Please make arrangements to pick your child up if early dismissal is necessary.
3. Use the Early Childhood Center office (Door 2) for:
  - a. Parents checking in/out students in Preschool when coming in late or leaving early
  - b. Someone is picking up a student at the end of the day, other than a parent or usual pick up person
  - c. Volunteers and classroom visitors
  - d. Lunchtime visitors - if eating lunch they will need to pay for lunch at the office before eating
  - e. People dropping off forms for distribution
  - f. Field trip chaperones
  - g. School visitors - copier repairman, kitchen inspectors, electrical inspectors, etc.
  - h. Mid-State Education District staff
  - i. Parents dropping off student's lunches, birthday treats, etc.
4. Parents picking up sick students will come to the Early Childhood Center Office to get their students from the nurse's office and sign them out.
5. Substitute staff will check in/out in the Early Childhood Center office.

### **Health and Safety**

Parents are responsible for keeping our Emergency Information sheet up to date. If you have a change in address, phone numbers (daycare, work or home) or persons authorized to pick up your child, the staff must be notified in writing. If your child becomes ill at school, a parent or authorized person will be called to take the child home. **If your child is ill or will not be attending school, please call the Early Childhood Center at (320) 584-4002.**

**The following school health policies have been compiled to provide a reference and foundation for health practices within the school setting.**

Exclusions from School: Children exhibiting one or more of the following symptoms should be kept home from school. If these symptoms appear while the child is in school, parents will be asked to take their child home.

1. Temperature over 100 degrees F. Do not give fever reducing medications if a fever is present and send your child to school when it lowers. If a fever is present the child should remain home until 24 hours after the fever is gone, WITHOUT the use of fever reducing medication such as acetaminophen/Tylenol or ibuprofen.
2. Vomiting - may return 24 hours after the last vomiting episode.
3. Diarrhea - may return 24 hours after the last diarrhea episode.
4. Sore, itchy or reddened eyes (pink eye).
5. New or worsening suspicious rash/contagious disease (e.g. chicken pox/hand, foot and mouth disease/shingles).
6. Impetigo - may return 24 hours after starting medication.
7. Sore throat accompanied by a fever.
8. New or worsening cough accompanied by a fever.

\*Head Lice: Per MDH, treatment is recommended before returning to school.

**Parents may also be contacted if, in the opinion of the school authority, a student is unable to return to class.**

In the event of an accident, the following procedure will be followed:

- 1) If immediate treatment is needed, 911 will be called.
- 2) If determined to be less serious, the teacher or school nurse will administer the necessary first aid, as well as contact the parent.

**According to State law, a copy of an immunization record is required for every child enrolled. Please submit a copy to us as soon as possible.**

\*Minnesota law requires all staff to report suspected incidents of child abuse or neglect to the appropriate authorities.

### **Academics**

Academic work time occurs daily in small groups rotations and includes letters, numbers, fine motor, cutting and gluing amongst other skills. In preschool, children also learn from everything that they do all day long. They learn from peers, teachers and independently as they explore their environment.

**Sign in:** Children will begin to recognize their names first, then they begin to trace letters of their name until they are able to write their name independently on a daily basis.

**Circle time:** We gather daily to sing greeting songs, identify numbers, shapes, colors, letters, sounds and friends' names. We practice turn taking in talking, while working on manners and respect towards each other.

**Story Time:** Children will listen to stories daily and may independently choose books to read and look at. This helps them understand that pictures, print and other symbols carry meaning.

**Gym/Recess:** Children will have gym time daily, which may include balls, hula hoops, bikes, scooters and other inside gym equipment. Children will also be taken outside daily (weather permitting) to play on the playground.

**Special Person of the day/week:** We recognize each child and learn more about them through their "All About Me!" poster that they fill out with a parent and bring back to school. They get a chance to talk in front of the group, ask and answer questions from their classmates. The Special

Person also brings a snack to share, helps with the calendar, shares something special from home and is the line leader.

### **Backpacks:**

Please send a full size backpack that is labeled with your child's name, for carrying folders, papers and projects home. A folder will be sent home daily, for notes and letters that are sent between school and home. The folder should be emptied nightly. Please read any information sent home.

### **Dress Policy**

Good grooming is essential to a proper teaching-learning environment. Students are encouraged to dress appropriately for school activities.

Appropriate clothing includes, but is not limited to:

- Clothing appropriate for the weather
- Clothing that is neat, clean, and in good taste at all times
- Clothing that does not create a health or safety hazard
- Clothing appropriate for the activity (ex: physical education or classroom)

Inappropriate clothing includes, but is not limited to the following:

- Clothing bearing a message that is vulgar, obscene or inappropriate for school
- Any clothing or footwear that would damage school property
- Hats are not to be worn in the building except with the approval of the Director
- Shoes shall be worn at all times except for activities with teacher/Director approval

### **Emergency Closings**

Little Royals Preschool follows the Royalton Public Schools decisions in regards to closings. If Royalton Public Schools are closed due to severe weather, there will be no preschool. If school has an early release, children will be sent home in the manner that their Emergency Closing form states (pick-up or bus). It is the responsibility of the parents to be aware of potential closings. In all cases, staff will be on hand until every child is picked up. Preschool has no makeup days for school closing. If there is a 2 hour late start there will be no 3 year old preschool.

In the event of inclement weather, and the Royalton Public Schools have opted to have an E-Learning Day, then preschoolers will also have an E-Learning Day. Packets will be sent home at certain times of the year, along with additional activities for the children to participate in. There will be teachers available throughout the day, with a zoom meeting option for those that would like to check in that way.

### **Cold Weather Policy**

The children go outside for recess daily. They must have clothes appropriate for the weather. Hats and gloves are required in the winter. Students will need to wear boots to play in snow areas. Temperature guidelines for going out for recess in the winter are -5 degrees Fahrenheit or -10 Fahrenheit wind chill.

#### **Winter Clothing Recommendations**

60-40 degrees: Sweatshirt or coat, shoe covering whole foot

20-40 degrees: Coat, snow pants\*/long pants, snow boots/shoes covering whole foot

\*snow pants are required for playing in the snow

Under 20 degrees: Winter Coat, hat, mittens/gloves, snow pants\*/long pants, snow boots

\*snow pants are required for playing in the snow

## Lunch Payment

Royalton School District follows the National School Lunch Program. According to state law, Royalton enrolled students in preschool are provided two free meals per day, but are limited to one free breakfast and one free lunch. If a child needs milk with a cold lunch, this will be charged to the student lunch account. A-la-carte or additional items must be paid for through student lunch accounts. Royalton Public Schools has a computerized tracking system. Students in preschool will be issued an ID card and given a lunch number that will be computer monitored. When going through the food service line, the student will enter their lunch number. This process allows the district to get reimbursed for the cost of the lunch and/or breakfast from the state of Minnesota. You are encouraged to come and eat with your child. All non-Royalton enrolled students must pay the price for a student meal. Adult lunch prices are \$4.95 per meal and additional student lunches are \$2.55 per meal.

**\*MDE requirements may cause adult lunch prices to change.\***

## Treats

Minnesota Department of Health regulations forbid the distribution of homemade treats in school. We suggest that you send treats, such as commercial bakery items, ice cream treats, wrapped treats, raisins, popcorn or fruit. Classroom parties are held at the discretion of each teacher. Please be aware that there are some dietary restrictions in classrooms including but not limited to nut allergies and other allergies.

## MAP

Before and after school MAP is available at Royalton Elementary School for Preschool (Age 4). Early Childhood students who attend morning MAP will be bused to the Early Childhood Center shortly after 8:00 a.m. Early childhood students attending MAP after school will be bussed to Royalton Elementary School from the Early Childhood Center.

## Transportation

**Bussing is not available for the 3 year old program.**

Bussing is available both to school in the morning, and to home/daycare after school for the preschoolers that are in the 4 year old program. Bussing is available to children who live on an established route. In order for your child to get off the bus, **a parent must be in sight of the bus driver**. Parents must fill out a bus request for transporting and sign the District's Transportation Policy. All parents must fill out a form stating yes or no for bussing and include your email addresses. Please send a note if there are any changes in the regular "after preschool" routine.

## Bus Rules of Conduct

1. The bus driver is in full charge of the bus and the pupils. Pupils must obey the driver immediately and without question.
2. Pupils will enter and exit the bus only at designated stops in single file order, through the front door. Under absolutely no condition will the emergency door be used for anything but emergency exits.
3. Pupils are to remain seated facing forward while the bus is in motion.
4. Talk quietly and use appropriate language. Classroom conduct is required.
5. Unnecessary conversation with the bus driver is prohibited.
6. Pupils are to assist in keeping the bus clean.
7. Do not open a window without permission from the driver. At no time will windows be opened more than half way.
8. Keep all parts of your body inside the bus.
9. Pupils are to leave the bus only at their regular stops, unless they have a written permit slip from parents or teachers, which is to be presented to the bus driver as they board the bus. Pupils need a note from parents in order to ride on a different bus.
10. Pupils may be assigned seats by the driver.
11. Pupils may not save a seat for another person.
12. Aisles must be kept free and clear at all times.
13. Keep your arms, legs and belongings to yourself.
14. No fighting, harassment, intimidation or horseplay.

15. Do not throw any object within or out of the bus.
16. No eating, drinking, or use or possession of tobacco or drugs.
17. Do not bring any weapon, flammable liquid, animals, or dangerous or objectionable objects on the school bus.
18. Do not damage the bus.

### **Bus Discipline**

The following procedure will be used when students fail to obey the district's transportation rules of conduct:

1. Upon the first report, the student will meet with the driver and school administration. Parents will be notified of the content of this discussion
2. Upon second offense the student will meet with the driver and the principal and will be removed from the bus for two (2) days. Parent attendance at this meeting is encouraged
3. Upon third offense the student will be removed from the bus for eight (8) school days. Students may be suspended for longer periods of time, including the remainder of the school year for severe or continued problems.

### **Field Trips**

Educational field trips are planned periodically to provide experiences correlated with classroom subjects. Students are required to have written permission from a parent or guardian prior to going on a field trip. Permission will not be granted over the telephone. All trips are chaperoned by school personnel.

### **Special Services**

Special services are available at Royalton Public Schools. These services include:

- Special Education/Preschool program
- Speech Therapy
- Developmental and Adaptive Physical Education
- Special Education Services

### **Parent and Teacher Conferences**

Your child's progress will be reported to you by means of two Parent/Teacher conferences. Parents may request additional conferences at any time by contacting the Early Childhood Office.

### **Cumulative Records**

A cumulative record is kept for each student at the Early Childhood Center. Upon completion of kindergarten, student records are transferred to the Elementary School. Any parent/guardian wishing to review their child's records may make a request through the Early Childhood Office.

**\*Policies listed in this handbook are subject to change based on school board action. You will be notified if there are any changes to the below referenced policies.**

### **Hazing (Policy 413)**

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. (See District Harassment and Violence Policy 413 located on the district website or contact the Early Childhood Center office for a full description).

### **Drug-Free School and Workplace (Policy 418)**

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. (See Drug-Free Workplace /Drug-Free School Policy 418 located on the district website or contact the Early Childhood Center office for a full description).

### **Tobacco-Free Schools (Policy 419)**

Royalton schools are designated as tobacco-free. Smoking and the use of tobacco products or nicotine delivery devices, such as but not limited to vape devices, shall be prohibited on school district property. This shall include school buildings, grounds, and school-owned vehicles. Possession and/or use of tobacco products or nicotine delivery devices by students on school property shall be prohibited. Possession or use of any type of tobacco product or nicotine delivery device by a student is not allowed at school, on school grounds, or at school sponsored activities. (See District Tobacco-Free Environment, Possession and Use of Tobacco-Related Devices and Electronic Delivery Services Policy 419 located on the district website or contact the Early Childhood Center office for a full description).

### **Weapons and Harmful Articles (Policy 501)**

Possession of a weapon (ex: gun, knife, or other lethal objects) is not allowed at school, on school grounds, or at school sponsored activities. Toy weapons are also not permitted. Articles that are illegal, nuisances, or that may cause harm to others (ex: laser pointers, fireworks, matches, explosives, ammunition, projectiles of any kind) are similarly prohibited. Weapon possession violations are extremely serious.

### **Student Discipline (Policy 506)**

It is the right of every teacher to teach and the right of every student to learn in an orderly environment. Rules are necessary for the day to run smoothly and ensure everyone's safety. Please use common sense in your actions and to treat others with kindness and respect.

The student code of conduct, behavior expectations, disciplinary procedures and actions, and student removal from class procedures and actions are located in School District Policy 506 located on the district website or contact the Early Childhood Center office.

### **Bullying (Policy 514)**

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school district property or at school-related functions. (See Bullying Prohibition Policy 514 located on the district website or contact the Early Childhood Center office for a full description).

### **Harassment and Violence (Policy 525)**

Royalton School District has a written policy that protects all children and adults from Religious, Racial, or Sexual Harassment and Violence. The complete policy in detail is available online on the school website and is available in the Early Childhood Center Office. All suspected cases of Harassment of Violence should be reported to your building administrator. (See District Violence Prevention Policy 525 located on the district website or contact the Early Childhood Center office for a full description).

### **Contact Information**

**Amy Krueger, Community Education Director**  
[amy.krueger@isd485.org](mailto:amy.krueger@isd485.org)  
(320) 584-4248

**Michelle Stevens, Preschool Secretary**  
[michelle.stevens@isd485.org](mailto:michelle.stevens@isd485.org)  
(320) 584-4002

**Joseph Wiser Transportation Director**  
(320) 584-4255

**Barbara Torres Nutritionist**  
(320) 584-4252

# School Supply List

## Three Year Old Program

Backpack  
3 folders  
5 glue sticks (Elmer's)  
2 bottles of Elmer's glue  
8 dry erase markers  
2 packs Crayola markers  
2 - 24 pack Crayola crayons  
1 pack of colored pencils  
1 watercolor paint set  
1 pair of scissors  
1 double sided dry erase board (9x12)  
1 dry erase eraser or sock  
2 container of disinfectant wipes  
2 boxes of Kleenex  
1 change of clothes in labeled zip lock bag  
\$10 party money

## Four Year Old Program-5 day

Full Sized Backpack  
3 plastic folders  
12 glue sticks (Elmer's)  
3 bottles of glue  
8 dry erase markers  
3 packs Crayola markers  
2 - 24 pack Crayola crayons  
1 pack of colored pencils  
1 pair of scissors  
2 containers of disinfectant wipes  
2 boxes of Kleenex  
Change of clothes in a zip lock bag  
Kindermat  
\$10 party money  
White t-shirt (not needed until March)

## Four Year Old Program-3 day

Backpack  
3 folders  
8 glue sticks (Elmer's)  
3 bottles of glue  
8 dry erase markers  
2 packs Crayola markers  
2 - 24 pack Crayola crayons  
1 pack of colored pencils  
1 pair of scissors  
2 containers of disinfectant wipes  
2 boxes of Kleenex  
Change of clothes in a zip lock bag  
Kindermat  
\$10 party money  
White t-shirt (not needed until March)

# **Royalton Elementary & Early Childhood Center School Handbook 24-25**

Royalton Elementary School  
119 North Driftwood  
Royalton, MN 56373  
(320) 584-4100

Early Childhood Center  
120 South Hawthorn  
Royalton, MN 56373  
(320) 584-4002

## **High Levels of Learning for All Students**

"A shared commitment to create a caring community where every child is valued and curiosity, creativity, and the desire to learn is encouraged."



"Always striving and taking steps to create a better learning experience for our students."

Royalton Elementary School

## "A World of Knowledge"

Vision: A shared commitment to create a caring community where every child is valued and curiosity, creativity, and the desire to learn is encouraged."

### Royalton Elementary School Goals

- Instill a Love for Learning
- Achieve Academic Excellence through Active Learning
- Integrate the Arts and Promote Creativity
- Discover Individual Strengths, Talents, and Interests
- Value Relationships and Personal Wellness
- Honor Diversity and Individuality
- Establish Digital Technology Proficiency
- Develop Global Awareness, Understanding, and Skills
- Support Environmental and Outdoor Education
- Acquire Critical Thinking and Problem Solving Skills through Inquiry, Questioning Skills, and Project Based Learning
- Form Partnerships with Peers, Parents, Community, and the Larger World to Advance the Common Good

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## **Welcome to Royalton Elementary School!**

Dear Parents,

Welcome to a new school year at Royalton Elementary School. We are very excited about working with you and your children. Our goal is to provide an exceptional education in a caring and nurturing environment. We will do everything possible to ensure that each child has a positive and successful experience at our school.

Throughout the year, many valuable learning opportunities will be offered to your children. These will range from core instruction in essential academic skills to enrichment activities such as field trips, assemblies, Reading is Fundamental (RIF) book distributions, environmental learning activities, Kids Heart Challenge, reading buddies, after school programs, and special events. Royalton Elementary is committed to providing a comprehensive education that meets the needs of the whole child.

This handbook provides an overview of our school's goals, expectations, and policies. Please read through the information carefully so that you will have a fuller understanding of the entire scope of our program. It will also be a valuable guide if questions or concerns should arise. Your input on the content of our handbook is welcome.

As principal, my goal is to provide excellent leadership in maintaining and improving the quality of our elementary school program. I am committed to encouraging everyone in the school community to work together for the benefit of the children. Our school and parent community partnership is what makes us strong.

Thank you for the many important ways you support your children's education. I look forward to a rewarding, productive, and successful school year for everyone.

Sincerely,

Mr. Anthony Neumann, Principal

## **SCHOOL PHILOSOPHY**

The staff at Royalton Elementary School believe each student is a special person entrusted to our care. Our goal is to nurture each child's unique talents through a positive climate that motivates students to enjoy learning. We view parents as the primary caregivers, and we will act in cooperation with them to provide their children with a quality education.

We are committed to the development of the whole child and will work to meet their academic, social, emotional, and physical needs. Beyond a strong basic education, we will provide enrichment activities to match students' individual interests and creative talents.

We are also dedicated to teaching our students good citizenship and civic responsibility. A concern, tolerance, and respect for others are values we will teach by example and instruction. The atmosphere at our school will reflect dignity, and we will provide reasonable limits to maintain an orderly environment.

We will strive to establish an open relationship with the entire community. Parent involvement, volunteer activity, and community service projects are encouraged. We also believe in the continuing education of our school staff through professional development and ongoing review of effective policy and practice.

### SCHOOL HOURS

School hours for teachers vary from 7:30am – 4:00pm.

You may contact teachers during these hours. However, they may need to return your phone call during their prep time.

### ARRIVAL TIME – ROYALTON ELEMENTARY SCHOOL

Children who do not ride a bus should not come to school until **after 8:00 a.m.** (bus arrival time). We do not have adequate supervision for the children until after that time. Children who arrive before 7:45 a.m. will be required to go to the morning MAP program. Families will be charged for 30 minutes of supervision. Children who arrive after 7:45 a.m. will be required to sit in the cafeteria until 8:00 a.m. The school day for students begins at 8:25 a.m. Elementary, K-5, attendance calls should be directed to the attendance secretary at (320) 584-4161.

### ARRIVAL TIME – EARLY CHILDHOOD CENTER

The school day for Kindergarten is at 8:25 a.m. until 3:05 p.m. Kindergarten students can be dropped off at 8:00 a.m. and breakfast will be available from 8:00 a.m. to 8:25 a.m. If the children are early, we will have supervision from 7:45 a.m. – 8:00 a.m. If you need to drop your kindergarten children off earlier, they will need to be dropped off at morning MAP at the elementary school and then students will be bused. Kindergarten attendance calls, bus passes, and/or change in daily routine notes, etc. should be communicated to the Elementary Attendance Secretary at (320) 584-4161.

### DISMISSAL TIME

Official dismissal time for our students is 3:05 p.m. All students will be asked to leave the building at this time unless they have been given special permission from a teacher to remain after school. Any student not picked up by 3:10 p.m. will be brought to the attendance office where a phone call will be made home to pick up your child.

Students are supervised while loading the bus. Written permission is required from the parent along with approval from the transportation director before a student is allowed to ride a bus other than his/her regular bus or getting off anywhere other than their normal stop.

### CHANGE IN CHILD'S ROUTINE

Your child's end-of-day routine should be as "routine" as possible. On the rare occasion when you must change your child's end of the day destination, you must send a note with your child to school. It will be necessary for you to send a separate note with each of your children to give to their classroom teacher. Please do not list more than one student on each note. The child's teacher will initial the note and have your child bring it to the office. Your note must include:

- Date
- Your child's teacher's name
- Your child's name
- Emergency telephone number where you can be reached; and
- Your child's destination (specific name or place).

The school telephones are for school business and emergencies only (this statement is not intended to discourage calls to teachers about classroom concerns). Telephone messages cause disruption for the students in the classroom. The telephones are not to be used to change your child's after school arrangements, unless it is an emergency. An emergency is defined as:

- An extraordinary event such as a family tragedy or an emergency (e.g. serious illness, automobile accident, etc.).

Please call the school and do not send an email as to where your child should go after school. We could have network issues, substitutes, or increased lag time to respond and get the message out to those that need it.

### STUDENT PICK UP/CHECK IN/CHECKOUT

When parents/guardians come to pick up students during school hours, please use the following procedure:

1. Elementary School: Park on the south side of the building. Buses pick up on the East side of the building.

Early Childhood Center: Park on the south side of the building and enter through Door 2. Buses pick up on the West side of the building. Please do not park in the bus parking area to wait for your child, you will be asked to move your vehicle.

2. For the children's safety they are not allowed to walk home during the school day. Please make arrangements to pick your child up if early dismissal is necessary.

3. **Use the Elementary south office (Door 1) for:**

- \*Checking in/out students in grades 1-5 when coming in late or leaving early
- \*Volunteers and classroom visitors
- \*Lunchtime visitors – if eating lunch they will need to pay for lunch at the office before eating
- \*People dropping off forms for distribution
- \*Field trip chaperones
- \*School visitors – copy repairman, kitchen inspectors, electrical inspectors, etc.
- \*Midstate staff
- \*Parents dropping off students' band instruments, lunches, birthday treats, etc.
- \*Payments for MAP or Community Ed.

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- Use the Early Childhood Center office (Door 2) for:**

- \*Parents checking in/out students in Kindergarten coming in late or leaving early
- \*Someone is picking up a student at the end of the day, other than a parent or usual pick-up person
- \*Volunteers and classroom visitors
- \*Lunchtime visitors – if eating lunch they will need to pay for lunch at the office before eating
- \*People dropping off forms for distribution
- \*Field trip chaperones
- \*School visitors – copy repairman, kitchen inspectors, electrical inspectors, etc.
- \*Midstate staff
- \*Parents dropping off students' lunches, birthday treats, etc.

4. Parents picking up sick students will come to the Elementary south office or the Early Childhood Center office and get their students from the nurse's office and sign them out.

5. Substitute staff will check in/out in the Elementary Main office or Early Childhood Center.

### AFTER SCHOOL PICK UP PROCEDURE - ELEMENTARY

- \*Vehicle pickup line will assemble on N. Ivy St. on the south side of the school.
- \*Stay in your vehicle and have the sign with student name/grade visible in passenger window.
- \*School staff will notify students when their vehicle is in the pick up zone.
- \*For the safety of the students, please remain in your vehicle.

### WALKER INFORMATION

**Preschool and Kindergarten students will not be allowed to walk home unless escorted by an adult.**

- All Elementary School walkers must have a **note** that is **SIGNED** and **DATED** stating that parent or guardian gives permission for their child to walk home.

- If your child will be walking home **every day** you can just write **one note** stating that.

- If your child has an **every other week schedule** to walk home please **send us a monthly note at the beginning of each month** so the office, their teacher, and the after school staff walkers know what days they can be walking home.
- If your child is a walker on certain days but decides to **walk on a not scheduled day, then they need a note from their parent/guardian stating that "yes" they give permission for their child to walk today.** *For example if the student who is scheduled walk Wednesday and Thursday of the week decides to walk home on a Tuesday, then they need a note from the parent/guardian stating that they can walk that day.*

- According to school policy **all** children who are walking home need to walk to their destination. For example: Your child can't make the decision to play at the playground before going home; they actually have to go where they are supposed to go after school first, then they are more than welcome to come back to the elementary school.
- According to school policy **all** children need to dress for the weather in the winter months which consists: **Jacket/Coat/Hat/Mittens/Gloves/Boots.**
- All** walkers need to follow school rules while waiting to be dismissed to walk home.
  - If a walker decides not to follow the school rules then the walking staff will talk to the walker.
    1. We give warnings to let the walker know what they are doing is not acceptable.
    2. If a walker receives **more than three** warnings in one week the student will be written up and the slip given to Mr. Neumann with a copy to the student's teacher.

If a walker decides to make an **unsafe decision** that will put **he/she or others in immediate danger**, the walker will be written up and the slip given to Mr. Neumann with a copy to the student's teacher.

- While we wait for the buses to pass, we expect the students to act respectfully. For example, we do not allow the students to eat food, chew gum, bully, use their iPad, toss footballs, etc. The students can drink water; other beverages are not allowed.

#### MAP INFORMATION

Before and after school MAP will still be held at the Royalton Elementary School for Preschool (age 4) through Grade 5. Early Childhood students who attend morning MAP will be bused to the Early Childhood Center shortly after 8:00 a.m.

Kindergarten students attending MAP after school will be bused to the Royalton Elementary School from the Early Childhood Center.

#### USE OF THE TELEPHONE

Children will be permitted to use the school telephone only in emergency situations.

#### ATTENDANCE POLICY (Policy 503)

MINNESOTA STATE LAW REQUIRES ALL STUDENTS TO ATTEND SCHOOL FROM AGE SEVEN TO SIXTEEN.

Satisfactory progress in school requires regular attendance. Absences create problems for both students and teachers. Students who are absent frequently get behind in their lessons and tend to lose interest in school. It is almost impossible to give the student individually what he/she has missed in class discussion and group work. In the event your child is absent for more than three days because of illness, please contact the school office regarding make-up work.

When your child will be absent, please call the Royalton Elementary School attendance secretary at 320-584-4161 or Early Childhood Center 320-584-4002 by 8:00 a.m. This call should be made every day your child is absent. You can leave a message 24 hours a day if there is no answer. Please give your name, student's name and the reason why your child will not be at school.

For those parents who do not call, someone from the school will call you from 8:30 - 9:30 a.m. We are willing to make these calls, but things will go much better if you call the school before 8:00 a.m. If phone contact is not made, a written note must be sent when your child returns to school or the absence will be counted as unexcused.

Under Minnesota Law (MS 260A.02), a child who misses three days of school without a valid excuse is considered continuing truant. If this should occur, the parents will be formally notified by the school in writing. A child who is absent without valid excuse for seven days is considered (by law) habitually truant (MS 120.01) and the school will file a report of educational neglect.

Students who are tardy must be signed in by their parent at the office before going to their class. If a student is not signed in at the office, he/she may be counted absent for the entire day.

Students who become ill during the school day and are going home must sign out in the office. Parents should not take students out of school without notifying the school first.

When student absences are excessive, the school may require medical slips to be excused. If a student is absent five days in a row, a doctor's note may be required for those absences to be excused.

#### CELL PHONE AND ELECTRONIC DEVICES POLICY

Student cell phones, smart watches (other than for keeping time) and other personal electronic devices are not to be used during the day without staff permission, even during recess. If a student has a cell phone, the expectation is that the device is in their locker, secured in their backpack. Devices should not be used in the hallways or while waiting for parent pick up. If there is an emergency, please call the school office. Devices used without permission during the day will be brought to the office, where they can be claimed by the student's parent or guardian. The expectation is that student cell phones are to be kept in their lockers and secured in their backpacks.

#### DRESS POLICY (Policy 504)

Good grooming is essential to a proper teaching-learning environment. Students are encouraged to dress appropriately for school activities.

Appropriate clothing includes, but is not limited to the following:

- Clothing appropriate for the weather
- Clothing that is neat, clean and in good taste at all times.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (e.g. physical education or classroom).

Inappropriate clothing includes, but is not limited to the following:

- "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
- Clothing bearing a message that is vulgar, obscene or inappropriate for school.
- Any clothing or footwear that would damage school property.
- Hats are not to be worn in the building except with the approval of the building principal (e.g. student undergoing chemotherapy, medical situations or designated special days).
- Shoes shall be worn at all times except for activities with teacher/principal approval.

COLD WEATHER POLICY

The children go outside for recess daily. They must have clothes appropriate for the weather. Hats and gloves are required in the winter. Students will need to wear boots to play in snow areas. Temperature guidelines for going out for recess in the winter are –5 degrees Fahrenheit or –10 degrees Fahrenheit wind chill.

Winter Clothing Recommendations

Under 60 degrees:

Sweatshirt or coat, shoe covering whole foot

Under 40 degrees:

Coat, snow pants\*/long pants, snow boots/shoes covering whole foot  
\*snow pants required for playing in snow

Under 20 degrees:

Winter coat, hat, mittens/gloves, snow pants/long pants, snow boots  
\*snow pants required for playing in the snow

GYM SHOES

Students are required to have gym shoes for physical education as a safety precaution.

SCHOOL MEALS (Policy 534)

The Royalton School District follows Minnesota’s new Free Meals Program. According to state law, Royalton enrolled students in grades K-12 are provided TWO free meals per day, but are limited to ONE free breakfast and ONE free lunch. We are able to provide free breakfast and lunches to our students because we are a part of the National School Lunch program. Additional items must be paid for through student lunch accounts. For example: If a student brings a cold lunch but wants milk from the school, the student’s meal account has to be charged for the price of the milk.

Royalton Public Schools has a computerized lunch tracking system. Students in K-12 will be issued an ID card and given a lunch number that will be computer monitored. When going through the food service line, the student will enter their lunch number. This process allows the district to get reimbursed for the cost of the lunch and/or breakfast from the state of Minnesota. You are encouraged to come and eat lunch with your student. All non-Royalton enrolled students must pay the price for a student lunch. Adult breakfast price is \$2.65; Adult lunch and non-enrolled Royalton students price is \$5.00. Breakfast is served in the cafeteria from 8:00 a.m. – 8:20 a.m.

MILK TICKETS

Milk tickets for milk breaks not during lunch can be purchased in the office at \$10.00 for 20 milks, grades 1-5 only. Kindergarten milk for break time is free.

RECESS EXPECTATION

If students are well enough to attend school, they are expected to go outside for recess, if we are able to be outside for recess.

CHAIN OF COMMUNICATION

Parents with concerns or questions are encouraged to directly contact teachers first. After contact with the teacher, if there is no resolution, contact the building principal. Bus concerns should be directed to the District Transportation Supervisor at (320) 584-4255.

### MEDICAL INFORMATION

Royalton schools provide the service of a licensed nurse. The school nurse provides screening, referrals, teaching, and emergency care in the areas of health that enable students to be better learners. When the school nurse is unavailable, health services are shared among the school staff.

**IMMUNIZATIONS - State of Minnesota law requires that every child attending school must have received a minimum number of doses of the following vaccinations: DPT, POLIO, MMR, Hepatitis B and chicken pox. The school must have a complete record of your child's immunization status when school starts in the fall.**

Parents have the option of exempting a child from having the immunizations. Parents may choose to not have their child immunized, if it is their conscientiously held belief or if for medical reasons it would be harmful for the child to receive the vaccine. A legally notarized conscientious or medical exemption needs to be on file with the school. *If your child is not up to date with their immunizations when school begins, they will not be allowed to attend school until they are fully vaccinated.*

CHILD ABUSE/NEGLECT - Minnesota statute requires that any school personnel who suspects child abuse or neglect report it to law enforcement or the local social services agency. The report will be made in good faith. Follow up on such reports is the responsibility of social services and law enforcement.

VISION AND HEARING SCREENING - The Minnesota Department of Health recommends vision and hearing screenings. Screenings are conducted as follows: Vision screening done on K-5, 7, 10. Hearing screening is conducted in K-5, 8, and 11. This is not a requirement, but most schools do try to follow certain screening guidelines in their district to meet the needs of the students. As part of the school health program, the school nurse is responsible to see that the appropriate referrals or follow-up is done on those students who have identified concerns in these areas. A screening can also be done in these areas on a personal basis with a phone call requesting it.

LATEX – Latex balloons and gloves are prohibited from display and use in the Royalton Elementary School and Early Childhood Center.

DISPENSING OF MEDICATIONS – The school nurse or trained school personnel can dispense medications (prescription or over-the-counter) to students if the medication is accompanied by the correct completed forms. For prescription medication, this form requires a doctor's and parent's signature. For over-the-counter medication, only a parent's signature is required. Forms are available by calling the school or asking your healthcare provider. Acceptable over-the-counter medications are as follows: Tylenol (acetaminophen), Motrin (Ibuprofen, Advil). Cold/cough medicines and cough drops will be acceptable, however, only on a short term basis of 7 days. For short term medications such as antibiotics, the district recommends those to be given at home if possible. School personnel may not administer aspirin or other over-the-counter medications to students unless written doctor and parent permission is on file.

When a child is being administered medication by school staff, please send medication to be given in a container pharmacy-labeled for that medication. For your convenience, you may request a second container labeled for the medication, dosage, etc. from your pharmacist to be left with school staff. We cannot give medication that isn't properly labeled, does not have the appropriate signatures, or is expired. Medications should not be sent to and from school with children. The medication needs to be brought in by a parent or guardian. Those with allergies requiring an epinephrine pen must have one at school along with an allergy action plan from their physician. These rules must be followed in order to keep the children safe in our school.

For complete school district policy language, please reference policy 516 on the school district website.

## HEALTH POLICIES AND PROCEDURES

The following school health policies have been compiled to provide a reference and foundation for health practices within the school setting.

### Exclusions from School:

Students exhibiting one or more of the following symptoms should be kept home from school. If these symptoms appear while the child is in school, parents will be asked to take their child home.

1. Temperature over 100 degrees F. Do not give fever reducing medications if a fever is present and send your child to school when it lowers. If a fever is present the child should remain home until 24 hours after the fever is gone, WITHOUT the use of fever reducing medication such as acetaminophen/Tylenol or ibuprofen.
2. Vomiting - may return 24 hours after the last vomiting episode.
3. Diarrhea – may return 24 hours after the last diarrhea episode.
4. New or worsening suspicious rash/contagious disease (e.g. chicken pox/hand, foot and mouth disease/shingles).
5. Impetigo - may return 24 hours after starting medication.
6. Sore throat accompanied by a fever.
7. New or worsening cough accompanied by a fever.

\*Head lice: Per MDH, treatment is recommended before returning to school.

\*Pink Eye: Per MDH, there is NO exclusion from school for Pink Eye

Parents may also be contacted if, in the opinion of the school authority, a student is unable to return to class. In the event of an accident, the following procedure will be followed:

1. If immediate treatment is needed, 911 will be called.
2. If determined to be less serious, the teacher or school nurse will administer the necessary first aid, as well as contact the parent.

Parents are asked to provide us with the names of two other people they authorize to care for their children should we be unable to reach them.

### Health Room Procedure:

When a student becomes ill or injured while in school, he/she will be taken to the nurse's room. The nurse, office staff or principal will assess the student's needs. In each case the student will receive care as needed. If the student is exhibiting any of the above symptoms, parents will be notified. If symptoms are minor, the student may stay in the nurse's room and rest up to 30 minutes. After that time a decision will be made as to whether the student is able to return to class or call the parents.

### Absences:

The school secretary or school nurse will contact parents of students who are absent. They will inquire about your child's health status and care. All students under medical care and those with communicable diseases should be reported to the nurse for follow-up.

### Physical Education Excuses:

In order to be excused from physical education for more than two days, the student must present a written order from the family physician. This should include a list of activities the child may participate in. When the student is allowed to participate again, another written statement from the doctor is required.

### FORGOTTEN ITEMS

The following are the guidelines to follow when a student forgets an item in his or her classroom.

1. To get something from the classroom, the teacher must be available to assist in locating what was forgotten.
2. Teacher schedules vary. If the teacher is not available or has left for the day, you will have to wait until the next morning. Generally, teachers are not going to be available after 3:30pm. When necessary, teachers can be contacted by email or phone.
3. Please do not make requests of the custodians. The custodial staff has been instructed not to assist students and/or adults in retrieving classroom items. They have been told not to open classroom doors.

These guidelines are necessary because in some circumstances students have taken items that did not belong to them. Also, custodial staff schedules are busy, and we need to keep their interruptions to a minimum. If you feel there is a legitimate emergency in which you need help that cannot wait until the morning, you can contact Mr. Neumann. His office phone is 584-4163.

### LOST AND FOUND

Many articles of clothing remain unclaimed at the close of the school year. Marking clothing may be helpful in cutting down on the number of unclaimed articles at the end of the year. There is a lost and found area located in the hallway by the cafeteria. Lost and found materials are also collected in the office.



### BUS RULES

1. The bus driver is in full charge of the bus and the riders. Students must obey the driver promptly and without question. If a student has a question about instructions of the driver, he/she should ask that question of the school principal after he/she has complied with the driver's instructions.
2. Bus safety patrols may be assigned on each bus and riders will obey and respect the instructions of the patrols.
3. Riders will enter the bus only on designated stops and in single file order. Under no conditions will the emergency door be used for any but emergency exits. Anyone violating the above rule will be suspended from the bus until such time that the parent(s) meet with school authorities and assure compliance with the rules.
4. Riders must be on time at their designated stops. The bus cannot wait for those who are tardy.
5. Students shall not stand or play in the roadway while waiting for the bus.

6. Windows may be opened only with the permission of the driver. At no time shall windows be opened more than halfway. Arms, heads, or objects shall not be extended from the windows.
7. Students are to remain seated while the bus is in motion. Exit movement may begin only after the bus has come to a full stop.
8. When loading and leaving the bus, students are to observe the instructions of the bus driver or the bus safety patrol.
9. Students who are required to cross the street or road after leaving the bus shall pass in front of the vehicle, making certain that no traffic is approaching from either direction before crossing.
10. Students are to leave the bus only at their regular stations, unless they have a written permit slip from the parent(s) or teacher. The permission slip is to be presented to the driver by the rider.
11. Students may be assigned a seat in which he/she will be seated unless permission is given by the driver to change seating. Riders may not save a seat for another person. Each rider is entitled to one space only.
12. Books and personal belongings must be kept out of the aisle.
13. Classroom type conduct must be observed at all times. Rowdy behavior or indecent language is not acceptable.
14. Because of safety concerns, conversation with the driver and other possible distractions shall be kept to a minimum.
15. Students must have nothing in their possession that may cause injury to another person. Items such as sticks, any type of firearms, straps, or pins extending from clothing are not allowed.
16. Riders are to assist in keeping the bus clean by not leaving waste paper or other refuse in the vehicle.
17. Anyone damaging the bus will be assessed the full repair cost.
18. Drivers will report students guilty of violations of these conduct and safety rules. Failure to obey the driver or safety patrols will result in disciplinary action by your principal and may result in being prohibited from riding the school bus.
  1. Upon first report, the student will meet with the driver and school administration. Parents will receive a written report and possibly a phone call following the report.
  2. Upon the second offense, the student will meet with the driver and the principal and will be removed from the bus for two days. Parent attendance at this meeting is encouraged. A written report will be made to the parent(s) following this step.
  3. Upon third offense, the student will be removed from the bus for two weeks. Subsequent reported offenses will result in removal from the bus for the balance of the school year. Parents will receive written notification and when possible, phone follow-up on each of these steps.

### FIELD TRIPS

Educational field trips are planned periodically to provide experiences correlated with classroom subjects. Students are required to have written permission from a parent or guardian prior to going on a field trip. Permission will not be granted over the telephone. All trips are chaperoned by school personnel.

There may be a request for additional parental/guardian chaperones to come on the field trip. Additional chaperones will be chosen by the grade level and those parents/guardians will be contacted directly from the grade level. The grade level will compile a list of chaperones and contact our Human Resources for background checks (these are valid for three years). Please do not contact Human Resources directly for a background check as this results in miscommunication.

For all additional Field Trip Chaperones, parents or legal guardians will only be considered. Grandparents, Aunts/Uncles, cousins, siblings will not be considered for chaperones.

### STUDENT RESPECT OF FACULTY/STAFF

Students are expected to act respectfully to all staff members. If a student is verbally or physically abusive to a staff member, consequences may include after school detention, in-school suspension, out-of-school suspension, or expulsion.

### SCHOOL PROPERTY

All educational needs from textbooks to playground equipment are furnished to the children to use while attending school. Any child who damages, loses, or defaces property belonging to the school will be held accountable.

### CONSEQUENCES

1. If a student receives three minor reports in a quarter or a major report at any time, the student will need to visit with the principal.
2. REMINDER of correct rule and/or behavior
3. TIME OUT for attitude adjustment
4. LOSS OF PRIVILEGES
5. CONFERENCE - student, teacher, principal
6. CONFERENCE - student, teacher, principal, and parents
7. Consequences may include after school detention, in-school suspension, out-of-school suspension, or expulsion.

### DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL (Policy 418)

Possession or consumption of alcohol, drugs, and other illegal substances are strictly prohibited. Consequences may include after school detention, in-school suspension, out-of-school suspension, or expulsion.

Further and complete language on this policy can be found on the district's website

### SPECIAL SERVICES

Special services are available at Royalton Elementary School and Early Childhood Center. These services include:

Title I (Grade 1 – 5 only)  
Special Education/Preschool program  
Speech Therapy  
Developmental/Adapted Physical Ed.  
Special Education Services

Parents will be notified if a child is recommended to receive any of these services and the program will be explained to each parent upon request. According to State and Federal law it is necessary that parents or guardians sign permission slips for their child to participate in Special Education Services.

SCHOOL RULES – PAWS MATRIX

	<b>Classroom Setting</b>	<b>Cafeteria Setting</b>	<b>Restroom Setting</b>	<b>Playground Setting</b>	<b>Hallway Setting</b>
<b>P</b> <b>Personal Best</b>	Try your best Be helpful Accept others Use please and thank you	Be polite to others Share a smile Sit with someone who needs a friend	Be considerate of others	Include others Try something new Have fun	Smile Greet others Be helpful Be considerate
<b>A</b> <b>Act Responsibly</b>	Follow directions Accept consequences Be on time Complete assignments	Return tray and silverware Throw garbage away Eat your own food Listen to adults	Go, Flush, Wash, Leave Clean up after yourself Use planned bathroom breaks	Line up when signal is given Follow directions Throw away trash and litter Put away equipment	Keep hallways clean Walk directly to your destination
<b>W</b> <b>Work and Play Safely</b>	Keep hands and feet to yourself Stay in assigned location Use supplies as intended	Walk Make healthy choices Keep hands and feet to yourself	Wash and dry hands Use property as intended	Know and follow playground rules and expectations Use equipment as intended Get help for self and others	Walk on the right Allow others space to move
<b>S</b> <b>Show Respect</b>	Raise your hand Use listening ears Use kind words Respect personal space	Use kind words Use a quiet voice Be patient when waiting Say please and thank you Follow directions given by adults	Keep bathroom clean Respect privacy of others Treat property with respect Use a quiet voice	Listen to adults Take care of the equipment Use kind words Take turns Be a good sport Solve problems with respect and fairness	Walk Hands and feet to yourself Use lockers appropriately and quietly Use a quiet voice Follow adult directions

TESTING

Students in Gr. 3-5 will be tested annually in reading and math with the Minnesota Comprehensive Assessments (MCAs). Grade 5 also takes the MCA science test. MCAs are typically administered in April and May.

Test results are shared with parents and kept in each student’s cumulative file. Please contact the Elementary Principal if you have any questions.



PROGRESS REPORTS - PARENT/TEACHER CONFERENCES

Your child's progress will be reported to you by means of quarterly report cards and two Parent/Teacher/Student conferences. Parents may request additional conferences at any time by contacting the elementary office.

CUMULATIVE RECORDS

A cumulative record is kept for each student at Royalton Elementary School and at the Early Childhood Center for Kindergarten students. Upon completion of the fifth grade, student records are transferred to the High School. Any parent/guardian wishing to review their child's records may make a request through the elementary office.

CLOSINGS

In the event that weather conditions or other circumstances make it necessary to close school for all or part of the day, notice will be given over the following stations:

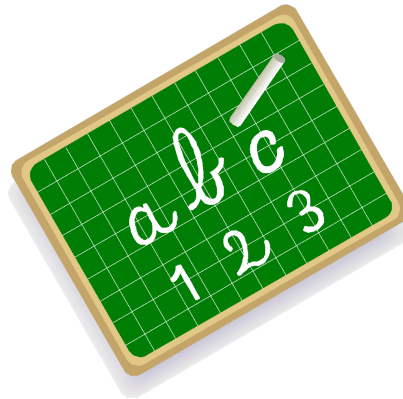
KCLD	104.7	FM	KNSI	1450	AM
WHMS	101.7	FM	WJON	1240	AM
KFML	94.1	FM	KLTF	960	AM
KCML	99.9	FM	WVAL	660	AM
WILD	98.9	FM			
WYRQ	92.1	FM			
WCCO-TV4					
KSTP –TV5					
KARE –TV11					

The School Reach system will attempt to be used to notify you of late starts and cancellations.

### KINDERGARTEN

To be eligible to enter Kindergarten, a child must have reached the age of five years on or before September 1st of the year in which he/she enters Kindergarten. All children entering Kindergarten are required to produce a birth certificate and an updated immunization record. A physical examination is suggested, but it is not mandatory.

Kindergarten Information Night is held in the Spring for students who will enter Kindergarten the following school year. Parents meet with school personnel to get a preview of the various school programs.



### HARASSMENT AND VIOLENCE (Policies 525 and 526)

The Royalton School District has a written policy that protects all children and adults from Religious, Racial, or Sexual Harassment and Violence. The complete policy in detail is available through the district office and/or school office. All suspected cases of Harassment or Violence should be reported to your building administrator. Consequences may include after school detention, in-school, out-of-school suspension, or expulsion.

### REASONABLE FORCE

State law allows the use of reasonable force by a teacher, school employee, bus driver, or other agent of a school district when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another. This does not authorize corporal punishment.

### NEWSLETTERS

A weekly newsletter from the elementary school will be emailed to parents at the end of each week highlighting some of the special activities at the school.

A district newsletter is sent to all residents to inform you of the activities in both the elementary and the high school. If you do not receive the district newsletter, contact the district office.

### TREATS

Minnesota Department of Health regulations forbid the distribution of homemade treats in school. We suggest that you send treats, such as commercial bakery items, ice cream treats, wrapped treats, raisins, popcorn or fruit. Classroom parties are held at the discretion of each teacher. Please be aware that there are some dietary restrictions in classrooms including but not limited to nut allergies or other allergies.

### VOLUNTEER PROGRAM

Royalton Elementary welcomes volunteers into our school to help with on campus events: parties, assist in classrooms, or to be of service with other tasks. If you would like to volunteer on a consistent basis, please first get in contact with your child's classroom teacher and secondly visit [www.royaltonpublicschools.org/donate-volunteer](http://www.royaltonpublicschools.org/donate-volunteer) to fill out a volunteer application and someone will be in contact with you. Please see our District Volunteer policy #451 at [www.royaltonpublicschools.org/policies](http://www.royaltonpublicschools.org/policies)

### VISITING SCHOOL (Policy 903)

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the main office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the front desk of the main office and to wear a "visitor badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time (see volunteer section above). An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Frequently, we have parents/guardians/grandparents come to eat lunch with their special student. We encourage this, however, food brought into the school is to only be consumed by the student and visitor. We have a wide range of dietary restrictions and there is a safety concern if food or treats are passed to other students.

If you would like to meet with a particular teacher about an individual or personal concern, contact the teacher and arrange a time to meet when the teacher does not have a scheduled class. Visitors to the elementary school, other than parents, are not permitted except in special circumstances, for example; a new student moving into the district. That visit must be pre-arranged in advance with the principal.

Students and teachers should immediately direct visitors, strangers, and vendors who enter the building to the school office.

YOUNGER BROTHERS, SISTERS, AND VISITING RELATIVES THAT ARE NOT ENROLLED STUDENTS ARE ROYALTON PUBLIC SCHOOLS ARE NOT TO ACCOMPANY YOUR STUDENT TO SCHOOL. We discourage this type of visit and ask for your cooperation.

### ISD 485 SCHOOLS POLICY ON SMOKE/TOBACCO FREE ENVIRONMENT (Policy 419)

Smoking and use of tobacco products or nicotine delivering devices, such as but not limited to vape devices, shall be prohibited on school district property. This shall include school buildings, grounds, and school-owned vehicles. Possession and/or use of tobacco products or nicotine delivering devices by students on school property shall be prohibited. Possession or use of any type of tobacco product or nicotine delivering device by a student is not allowed at school, on school grounds, or at school sponsored activities.

(See District Tobacco-Free Environment, Possession and Use of Tobacco-Related Devices and Electronic Delivery Services policy 419 located on the District Website or contact the elementary office for a full description.)

- **STUDENTS**

Any violation of this policy by students will be referred to the building principal. The building principal reserves the right to modify consequences based on individual circumstances and student grade level.

- **STAFF**

Any violation will be referred to the appropriate supervisor. On the first offense, the employee will receive a verbal and written reprimand with a copy placed in the district file. On the second offense, the employee will be suspended for one day without pay and a written reprimand placed in the district file. Further violations will be subject to procedure of MINNESOTA STATUTE 125.12 (reason for termination), which will be considered insubordination.

- **CITIZEN**

Any violation of this policy by a citizen will be referred to an administrator or designee. On the first offense, the citizen will be asked to refrain from tobacco use. On the second offense the citizen will be asked to leave school property. A further violation will result in seeking law enforcement aid, and the offender will be banned from all school district activities for the remainder of the year.

### COMMUNITY EDUCATION ELEMENTARY ACTIVITIES

Royalton Community Education in cooperation with the High School Athletic Department will be sponsoring after school and Saturday activities for elementary age students. Look for information in the Community Education section of the District Newsletter as to the what, when, where, and cost (if any) of participation.

### PROMOTION/RETENTION POLICY

Children shall be developmentally placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for the continuous progress of children from grade to grade with children spending one year in each grade. Our objective is to assist in the prevention, identification, and positive intervention on behalf of children in our district.

### WEAPONS AND HARMFUL ARTICLES POLICY (Policy 501)

Possession of a weapon (e.g. gun, knife, or other lethal objects) is not allowed at school, on school grounds, or at school sponsored activities. Toy weapons are also not permitted. Articles that are illegal, nuisances, or that may cause harm to others (e.g. laser pointers, fireworks, lighters, matches, explosives, ammunition, projectiles of any kind) are similarly prohibited. Weapon possession violations are extremely serious. Consequences may include after school detention, in-school suspension, out-of-school suspension, or expulsion.

(See District School Weapons policy 501 located on the District Website or contact the elementary office for a full description.)

### SECTION 504 POLICY (Policy 521)

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a handicap in any program receiving federal financial assistance.

It is the policy of Royalton School District not to discriminate on the basis of handicap in admission or access to, or treatment or employment in, its programs and activities. Questions or concerns regarding this policy should be directed to the elementary school principal.

### HAZING POLICY (Policy 413)

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

"Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. Consequences may include in-school suspension, out-of-school suspension, or expulsion.

(See District Harassment and Violence policy 413 located on the District website or contact the elementary office for a full description.)

### BULLYING POLICY (Policy 514)

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. 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 that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students or employees.

See District Bullying Prohibition policy 514 located on the District website or contact the elementary office for a full description.

DISTRICT DISCIPLINE POLICY (Policy 506)

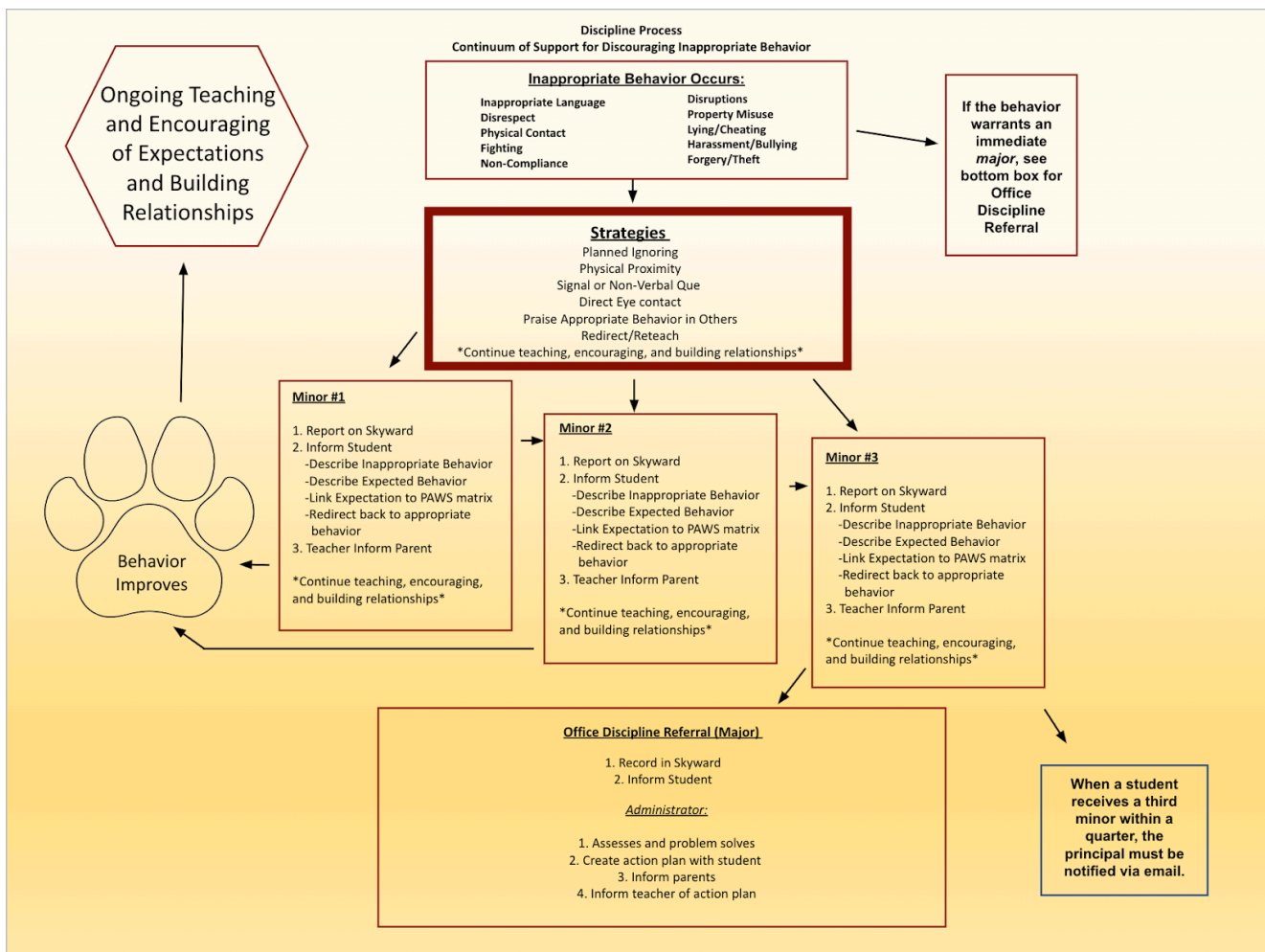
The discipline procedures contained in this student handbook are based upon School District Policy #506, Student Discipline. The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. The policy can be found on the school website and upon request in the Elementary Office as well as with the building principal.

It is the right of every teacher to teach and the right of every student to learn in an orderly environment. Rules are necessary for the day to run smoothly and ensure everyone’s safety. Please use common sense in your actions and to treat others with kindness and respect.

The student code of conduct, behavior expectations, disciplinary procedures and actions, and student removal from class procedures and actions are located in School District Policy 506, Student Discipline.

Discipline

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



### STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS (POLICY 529)

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Specific teachers and staff members will be notified about the placement of students with a history of violent behavior as outlined in Royalton School District Policy 529

### SUICIDE PREVENTION

Royalton Public Schools is committed to providing a safe learning environment for all stakeholders which includes providing mental health supports for those that are in need. Use these resources and numbers if you or your student is in need of mental health support:

- Text: 988
- Call: 988
- Morrison County: 320-632-2951 or 800-269-1464
- Benton County: 320-253-5555 or 800-635-8008

### TITLE IX (Policy 522)

Title IX is Federal legislation that prohibits Federal grants to schools or programs that discriminate on the basis of gender. The Royalton School District promotes gender equity and does not discriminate based on an individual's gender. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official. If you have a concern, please contact the elementary school principal.

(See District Title IX Sex Non-Discrimination Policy, Grievance Procedure and Process policy 522 located on the District website or contact the elementary office for a full description.)

Our Title IX Coordinator is Amy Krueger and can be reached at [amy.krueger@isd485.org](mailto:amy.krueger@isd485.org) or 320-584-4248

# ROYALTON DISTRICT CALENDAR 2024-2025

## JULY

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

## AUGUST

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

New Certified Staff Orientation-Aug. 16  
 New Non-Certified Staff Orientation-Aug. 22  
 Open House MS/HS-Aug. 28 - 5:30-7:30 pm  
 ES Parent/Teacher Conf.-Aug. 28 - 12:00-7:45 pm

## SEPTEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

1st Day of School Grades 6-8 - Sept. 3  
 1st Day of School Grades K-5 & 9-12 - Sept. 4  
 ES/Parent Teacher Conferences - Sept. 3 8:00-4:00 pm

## OCTOBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

MS/HS Conferences Oct. 21 & 24 - 5:00-8:30 pm

## NOVEMBER

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

ES End of 1st Quarter - Nov. 1  
 ES Conferences Nov. 4 & 7 - 4:00-7:30 pm  
 HS Mid-Semester 1 - Nov. 1

## DECEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

## JANUARY

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

ES End of 2nd Quarter - Jan. 17  
 MS/HS End of Semester - Jan. 17

## FEBRUARY

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MS/HS Conferences Feb. 20 - 5:00-8:30 pm  
 MS/HS Conferences Feb. 24 - 1:00-8:30 pm

## MARCH

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

ES End of 3rd Quarter - March 21  
 ES Conferences March 3 & 4 - 4:00-7:30 pm  
 HS Mid-Semester 2 - March 21

## APRIL

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		


## MAY


M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30


Graduation - May 30  
 Student's Last Day - May 30

## JUNE

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

 Teacher Day - No School

 Comp Day - No School

 No School

 Early Out

### Semester Length:

1st Semester  
 September 3-January 17  
 2nd Semester  
 January 21-May 30

<u>School Days</u>	<u>STUD</u>	<u>TCHR</u>
August	0	6
September	20	20
October	21	21
November	17	19
December	15	15
January	21	22
February	17	18
March	19	20
April	19	20
May	21	21
June	0	1
	170	183

**Teaching Staff****Grade**

Beaman, Jennifer	3
Bishop, Shari	GTE
Brenny, Kathy	2
Carlson, Amy	2
Chisholm, Erin	SLP
Coppicus, Chris	Band
Eckman, Rachel	Art
Gangl, Janessa	3
Hamers, Alyssa	1
Hammer, Melissa	5
Hanson, Ted	4
Hemminger, Katie	1
Kalthoff, Samantha	Sped
Kruger, David	Spanish
Marschel, Michael	2
Meier, Aaron	Phy Ed
Melby, Emma	K
Muehring, Karissa	5
Nichols, Joan	Sped
Polzine-Lust, Merrin	4
Popp, Lindsay	Sped
Rohling, Kari	Title
Scott, Rebecca	3
Seguin, Nikki	K
Shaughnessy, Tami	K
Shelstad, Chad	5
Thoma, Hannah	4
Thompson, Samantha	Music
Wateland, Liz	Sped
Wiersgalla, Kari	1
Leisenheimer, Hannah	Building Sub

**Office Staff**

Neumann, Anthony	Principal
Hofstad, Dawn	Office Secretary
Hasslen, Kristi	Attendance
Weidenbach, Abigail	Social Worker
Gangl, Mackenzie	Northern Pines
Klinkhammer, Nikki	Nurse, RN
Nyreen, Robyn	Nurse, LPN

**Media/Technology**

Lemm, David
Koll, Nicole
Hagman, Andrew

**Paraprofessionals**

Broda, Casey	Lhotka-Fiedler
Eiyнк, Jennifer	Nielsen, Jessica
Gaetz, Patricia	Psyck, Holly
Holman, Kim	Rothleutner, Kathryn
Holtz, Bethany	Tasto, Lisa
Johannes, Tammy	Wirth, Sheila
Krych, Hannah	Wunderlich, Emily

**Other Personnel**

Mattson, Tammy	Speech
Young, Alyssa	N. Pines
Zierden, Nicole	N. Pines
Weinand, Mike	Custodian
Graczyk, Tammy	Custodian
Sobiech, Matthew	Custodian
Waytashek, Sharon	Kitchen
Witucki, Patricia	Kitchen
Dubbin, Robert	Kitchen
Wiser, Joe	Transportation

## Appendix

### Policies Listed

**\*Policies listed in this handbook are subject to change based on school board action. You will be notified if there are any changes to the below referenced policies\***

**All Royalton Public Schools policies, in addition to the ones listed below, can be found in their entirety on our school website at:**  
<https://www.royaltonpublicschools.org/policies>

- **Harassment and Violence, Policy 413**
- **Drug-Free Workplace/Drug-Free Environment, Policy 418**
- **Tobacco-Free Environment, Policy 419**
- **School Weapons, Policy 501**
- **Student Dress and Appearance, Policy 504**
- **Student Attendance, Policy 503**
- **Distribution of Non-sponsored School Materials by Staff/Students, Policy #505**
- **Student Discipline, Policy 506**
- **Bullying Prevention, Policy 514**
- **Protection and Privacy of Student Records, Policy 515**
- **Student Surveys, Policy 520**
- **Title IX, Policy 522**
- **Internet Acceptable Use Policy, Policy 524**
- **Violence Prevention, Policy 525**
- **Hazing Prohibition, Policy 526**
- **Staff Notification of Violent Behavior by Students, Policy 529**
- **School Meals Policy, 534**
- **Visitors to School Buildings and Sites, Policy 903**

## **413 HARASSMENT AND VIOLENCE**

### **I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment 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, or disability (Protected Class).

### **II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.
- 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 Protected Class, as defined by this policy. (For purposes of this policy, school district personnel include 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 Protected Class.
- 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 Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel 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, with respect to an individual who
    - a. a physical sensory or mental impairment that materially limits one or more major life activities of such individual;
    - 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 or discrimination 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 or discrimination 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 includes 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 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 student(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 sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 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
  - 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 an individual's Protected Class.

**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 Protected Class 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 that 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.
- D. 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 the HR Director as the school district human rights officer(s) 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.<sup>1</sup>
- 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.

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<sup>1</sup> In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

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 targets or victims and alleged perpetrators of harassment or violence, 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 or another state or federal agency, 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 Minnesota Statutes chapter 260E 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. Ch. 260E (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 (Section 504 of the Rehabilitation Act of 1973)  
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 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)  
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)



**ROYALTON PUBLIC SCHOOL DISTRICT #485  
HARASSMENT, VIOLENCE & HAZING REPORT FORM**



General Statement of Policy Prohibiting Harassment, Violence, and Hazing

ISD #485 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, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability is strictly prohibited. All persons are to be treated with respect and dignity. 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 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 \ 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.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



ROYALTON PUBLIC SCHOOL DISTRICT #485  
HARASSMENT, VIOLENCE & HAZING REPORT FORM



Where and when did the incident(s) occur? \_\_\_\_\_

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List any witnesses that were present \_\_\_\_\_

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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 \_\_\_\_\_

\_\_\_\_\_  
(Date)

**505 DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES**

**I. PURPOSE**

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

**II. GENERAL STATEMENT OF POLICY**

- A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

**III. DEFINITIONS**

- A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B. "Nonschool-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.
- C. "Obscene to minors" means:
  - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
  - 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
  - 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. "Minor" means any person under the age of eighteen (18).

- E. "Material and substantial disruption" of a normal school activity means:
1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
  2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- F. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

#### **IV. GUIDELINES**

- A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.
- B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
1. is obscene to minors;
  2. is libelous or slanderous;
  3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
  4. advertises or promotes any product or service not permitted to minors by law;
  5. advocates violence or other illegal conduct;
  6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);
  7. presents a clear and present likelihood that, either because of its content or

the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

- C. Distribution by students and employees of nonschool-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
1. whether the material is educationally related;
  2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
  3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
  4. the quantity or size of materials to be distributed;
  5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
  6. whether distribution would require that nonschool persons be present on the school grounds;
  7. whether the materials are a solicitation for goods or services not requested by the recipients.

#### **V. TIME, PLACE, AND MANNER OF DISTRIBUTION**

- A. No nonschool-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

#### **VI. PROCEDURES**

- A. Any student or employee wishing to distribute (as defined in this policy) nonschool-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.

2. Date(s) and time(s) of day intended for distribution.
  3. Location where material will be distributed.
  4. If material is intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within 5 business days, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
  - C. If the person submitting the request does not receive a response within 5 business days, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.
  - D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within 5 business days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.
  - E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

#### **VII. DISCIPLINARY ACTION**

- A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy #506.
- B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

#### **VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES**

A copy of this policy will be published in student handbooks and posted in school buildings.

#### **IX. IMPLEMENTATION**

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

**Legal References:** U. S. Const., amend. I

*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260 (1988)  
*Bethel Sch. Dist. No. 403 v. Fraser*, 478 U.S. 675 (1986)  
*Tinker v. Des Moines Indep. Sch. Dist.*, 393 U.S. 503 (1969)  
*Bystrom v. Fridley High School*, 822 F.2d 747 (8<sup>th</sup> Cir. 1987)  
*Roark v. South Iron R-1 School Dist.*, 573 F.3d 556 (8<sup>th</sup> Cir. 2009)  
*Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist.*, 640 F.3d 329 (8<sup>th</sup> Cir. 2011), cert. denied 565 U.S. 1036 (2011)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)  
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

## **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, Minnesota Statutes, sections 121A.40-121A.56.

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

### **III. DEFINITIONS**

- A. "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1)

and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).

- B. "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

#### **IV. POLICY**

- A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring. See Addendum A.
- B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.
- C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.
- D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:
  - 1. for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;
  - 2. a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and
  - 3. the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

#### **V. 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 restrain a student to prevent imminent bodily harm or death to the student or 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 restrain a student to prevent imminent bodily harm or death to the student or 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 to prevent bodily harm or death to the student or 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.
- I. Reasonable Force Reports
  - 1. The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).
  - 2. Beginning with the 2024-2025 school year, the school district must report

annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).

3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

## **VI. STUDENT RIGHTS**

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

## **VII. 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 #504;
- 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.

### **VIII. 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 #526;
  - 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 #503;
  - 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 #419;
  - 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 #501;
14. Violation of the school district's Violence Prevention Policy #525;
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 #524;
22. Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy #524;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy #709;
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 #502;

27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy #527;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy #514;
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 #525;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance,

disability, national origin, or sexual orientation;

43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy #505;
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.

## **IX. RECESS AND OTHER BREAKS**

- A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.
- B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.
- C. The school district must not use recess detention unless:
  1. a student causes or is likely to cause serious physical harm to other students or staff;
  2. the student's parent or guardian specifically consents to the use of recess detention; or
  3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.
- D. The school district must not withhold recess from a student based on incomplete schoolwork.
- E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.
- F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.
- G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing

responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

**X. 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 code of conduct, 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.

**XI. 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.

- 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. *Procedures for Removal of a Student From a Class.***

If any student is removed from class, that student shall be sent to the Principal or designee for determination of appropriate consequences as per policy.

When a teacher decides to remove a student from a class for a class activity or class

period, the teacher shall:

1. Direct the student to go directly to the main office.
2. Contact the main office by telephone or intercom system in order to alert office staff and the Principal. The name of the student and a brief description of why the student is being sent to the office will be given to the main office staff.
3. If necessary, the teacher can call the main office and ask for assistance in the removal of a student, or ask that an adult escort the student to the main office.
4. Upon arrival at the main office the student will be seated in the main office.
5. The student will meet with the Principal or designee for determination of appropriate consequences as per school/district policy.
6. At the high school the teacher who removes a student from class will complete a student discipline referral and forward it to the principal for review. The report must be completed within 1 school day of the removal from class. At the elementary school the teacher may be asked by the elementary principal for a written or an oral report. The parent/guardian will be contacted at this time by the principal or referring teacher.
7. The referring teacher may be asked by the principal to contact the parent of the student removed from class.

**D. Period of Time for Which a Student may be Removed From a Class (may not exceed five (5) class periods for a violation of a rule of conduct)**

1. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

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

1. Any student removed from class shall report to the office immediately.
2. The teacher removing the student from class will, before sending the student to the office, notify the office by telephone that the student is coming to the office.
3. An adult escort may be required to bring the student to the office.
4. Temporary custody will be determined by the principal or designee.
5. After evaluation of the reasons for being removed from class, the principal may:
  - a. Place the student in an in-school suspension room.
  - b. Designate another adult in the building to supervise the student.
  - c. Contact the student's parent.
6. If possible the student removed from class will bring class work to the office with him/her on which s/he can work.

**F. Procedures for Return of a Student to a Specific Class From Which the Student was Removed.**

1. When a student returns to class after removal for part of one class session:
  - a. The student will have a pass from the principal or his/her designee.

- b. The teacher will be notified that the student is returning to class.
- 2. When a student returns to class after being removed from a class for more than one class session:
  - a. The student will meet with the principal or his/her designee prior to returning to class for readmission to that class.
  - b. A parent may be required to attend the readmission meeting.
  - c. The teacher(s) to whom the student will return may be required to participate in the readmission meeting.
  - d. A readmission plan may be developed and required for readmission to the class.

**G. Procedures for Notifying a Student and the Student’s Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions;**

- 1. If determined necessary by the principal or designee the teacher and the parent will receive oral or written notification of the consequence.
- 2. The student and parent/guardian will be notified of rule violation(s) and consequences orally, by telephone or in writing.
- 3. The principal or designee may require that a teacher notify the parent either orally or in written communication of the consequence.

**H. Students with a Disability; Special Provisions.**

- 1. If deemed necessary by the principal or his/her designee a manifest determination hearing may be held. At that hearing it may be determined that:
  - a. No further action occur.
  - b. Consequences or disciplinary action may or may not be taken.
  - c. Further assessment may be required.
- 2. The principal and/or his/her designee will consult with the case manager of a disabled student removed from class to determine if there is a need to review the student’s individual education plan (IEP) for adequacy.
- 3. The IEP team will be the team that determines if any referral for other services is necessary.
- 4. Teachers may refer students for evaluation for special education services by using the Royalton Schools Child Study Referral Form. Parents may request that their child be evaluated for special education services by using the Royalton Schools Child Study Referral Form or in writing.

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

Pre-Assessment Team

- 1. A pre-assessment team consisting of the high school principal, chemical health counselor (if available), guidance counselor, school social worker, school nurse and one teacher has been established. The pre-assessment team shall be responsible for addressing reports of chemical abuse among students. The team will assess, gather information and make recommendations for appropriate response to the individual.
- 2. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals in a school location:

- a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
- b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
- c. The administrator will notify law enforcement officials, the student's counselor, and the chemical pre-assessment team.
- d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
- e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.

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

1. All violations of the student code of conduct as found in the District Student Discipline Policy will be forwarded to the building principal;
  - a. In writing using a discipline referral form.
  - b. Reported in electronic format using email or the student data management program.
  - c. Verbally in person or by telephone.

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

1. Parents/guardians may be contacted to request assistance in the improvement of their child's behavior. That contact may be made:
  - a. By the building principal or his/her designee orally or in writing.
  - b. By the classroom teacher orally or in writing.
2. The school may request that parents/guardians attend conferences, IEP staffing, or general meetings to discuss the improvement of the student's behavior.

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

1. Teachers and support staff should report in writing using the Royalton Schools Child Study Referral Form any student who they think may benefit from early intervention for behavior problems.
2. After receipt of the form, the Child Study Team will make recommendations and/or referrals in reference to the student's behavior.
3. Parents may submit in writing or verbally to the principal, guidance counselor, social worker or the chemical health counselor (if available) any concerns or questions regarding the investigation and/or possible evaluation of a student in order to detect any possible behavioral problems.

**M. Any Procedures Determined Appropriate for Referring a Student in Need of Special Education Services to Those Services; and**

1. Students in need of special education referrals may be referred by

parents/guardians, teachers, administration, Opportunity Team, and Child Study teams where data is logged through documented interventions and then assessed through our special education service provider.

**N. Any Procedures Determined Appropriate for Ensuring Victims of Bullying who Respond with Behavior not Allowed under the School's Behavior Policies have Access to a Remedial Response, Consistent with Minnesota Statutes, section 121A.031.**

1. Students that are victims of bullying who respond with behavior not allowed under the School's Behavior Policies have access to a remedial response through, including but not limited to, the school Social Worker, Counselor, Special Education Teacher (if applicable), Administrator, Psychologist, and/or Behavior Interventionist.

**XII. 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 use nonexclusionary disciplinary policies and procedures before dismissal proceedings or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

The use of exclusionary practices for early learners as defined in Minnesota Statutes, section 121A.425 is prohibited. The use of exclusionary practices to address attendance and truancy issues is prohibited.

- 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. Disciplinary Dismissals Prohibited

1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:
  - a. a preschool or prekindergarten program, including an early childhood family education, school readiness, school readiness plus, voluntary

prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or

- b. kindergarten through Grade 3.
2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.
3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under Nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

D. 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. School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.
3. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
4. The definition of suspension under Minnesota Statutes, section [121A.41, subdivision 10](#), does not apply to a student's dismissal from school for less than one day, except as provided under federal law for a student with a disability. 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.

5. 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 (6<sup>th</sup>) consecutive day of suspension or the tenth (10<sup>th</sup>) cumulative day of suspension has elapsed.
6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes, section 123A.05 selected to allow the student to progress toward meeting graduation standards under Minnesota Statutes, section 120B.02, although in a different setting.
7. 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.
8. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
  - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
  - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
  - c. petition the juvenile court that the student is in need of services under Minnesota Statutes chapter 260C.

9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
10. 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.
11. 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.
12. 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) consecutive school days.

E. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56; describe the nonexclusionary disciplinary practices 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 must 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) and is posted on its website.

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 the Minnesota Department of Education (Commissioner) of the basis and reason for the decision.

18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statutes section 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

### **XIII. ADMISSION OR READMISSION PLAN**

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, which may include completing a character education program consistent with Minnesota Statutes, section 120B.232, subdivision 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain 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.

### **XIV. 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 exclusion or expulsion, each physical assault of a school district employee by a pupil, and each pupil withdrawal agreement within thirty (30) days of the effective date of the dismissal action,

pupil withdrawal, or assault, to the MDE Commissioner. This report must include a statement of the nonexclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given to the pupil 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 pupil's age, grade, gender, race, and special education status.

#### **XV. STUDENT DISCIPLINE RECORDS**

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

#### **XVI. STUDENTS WITH DISABILITIES**

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.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's 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.

#### **XVII. OPEN ENROLLED STUDENTS**

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

#### **XVIII. DISCIPLINE COMPLAINT PROCEDURE**

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the

implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied. See Addendum B.

#### **XIX. 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.

#### **XX. REVIEW OF POLICY**

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

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.26 (School Preassessment Teams)  
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. §§ 121A.60 (Definitions)  
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)  
Minn. Stat. § 122A.42 (General Control of Schools)  
Minn. Stat. § 123A.05 (State-Approved Alternative Program Organization)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District; Exceptions)  
Minn. Stat. Ch. 125A (Special Education and Special Programs)  
Minn. Stat. § 152.22, Subd. 6 (Definitions)  
Minn. Stat. § 152.23 (Limitations)  
Minn. Stat. Ch. 260A (Truancy)  
Minn. Stat. Ch. 260C (Juvenile Safety and Placement)  
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
34 C.F.R. § 300.530(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)

## **514 BULLYING PROHIBITION POLICY**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:
  - 1. on the school premises, at the school functions or activities, on the school transportation;
  - 2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
  - 3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. 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. This policy also applies to sexual exploitation.
- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age,

marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

- E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- H. False accusations or reports of bullying against another student are prohibited.
- I. 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 (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.

- J. 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, malicious and sadistic conduct, and sexual exploitation.

- 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. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- F. "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.

- G. "Prohibited conduct" means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.
- H. "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.
- I. "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 (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 Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  - 4. The incidence and nature of cyberbullying; and
  - 5. Internet safety and cyberbullying.

- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

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

protection and privacy of pupil records policy (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 must be conspicuously posted throughout each school building, in the administrative offices of the school district, and in the office of each school.
- C. This policy must be distributed to each school district or school employee and independent contractor at the time of hiring or contracting.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (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. Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.
- G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota 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 Minnesota Statutes, sections 121A.031 and 121A.0312 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 (Definitions)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.03 (Model Policy)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)  
Minn. Stat. § 121A.0311 (Notice of the 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 Schools)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

MSBA/MASA Model Policy 423 (Employee-Student Relationships)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 507 (Corporal Punishment)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

## **525 VIOLENCE PREVENTION [APPLICABLE TO STUDENTS AND STAFF]**

### **I. PURPOSE**

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

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

### **II. GENERAL STATEMENT OF POLICY**

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

### **III. IMPLEMENTATION OF POLICY**

- A. The school board will review and approve policies to prevent and address violence in our schools. The superintendent or designee will develop procedures to effectively implement the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.
- B. The school board and administration will inform staff and students annually of policies and procedures related to violence prevention and weapons.
- C. The school district will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- D. The consequences set forth in the school weapons policy (Policy 501 School Weapons) will be imposed upon any student or nonstudent who possesses, uses or distributes a weapon when in a school location.
- E. The consequences set forth in the school hazing policy (Policy 526 Hazing Prohibition) will be imposed upon any student or staff member who commits an act against a

student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.

- F. Students who engage in assault or violent behavior will be removed from the classroom immediately and for a period of time deemed appropriate by the principal, in consultation with the teacher, pursuant to the student discipline policy (Policy 506).
- G. Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
- H. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minn. Stat. § 121A.05.
- I. Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial, or sexual harassment or violence against other individuals as defined in the harassment and violence policy (Policy 413 Harassment and Violence) will be subject to the procedures set forth in the student dress and appearance policy (Policy 504 Student Dress and Appearance). "Gang" as used in this policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. A "pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.
- J. This policy is not intended to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner (Policy 504 Student Dress and Appearance).

#### **IV. PREVENTION STRATEGIES**

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

- A. Adopt a district crisis management policy to address potential violent crisis situations in the district.
- B. Provide training in recognition, prevention, and safe responses to violence and development of a positive school climate.
- C. Coordinate a local school security review committee or task force comprised of school officials, law enforcement, parents, students, and other youth service providers to advise on policy implementation.

- D. In-service training for personnel in aspects of reporting, visibility, and supervision as deterrents to violence.
- E. In-service training for personnel and school board members by experts familiar with sexual abuse, domestic violence, and personal safety issues on the following: helping students identify violence in the family and the community so that students may learn to resolve conflicts in effective, nonviolent ways; responding to a disclosure of child sexual abuse in a supportive, appropriate manner; and/or complying with mandatory reporting requirements under the Maltreatment of Minors Reporting Act.
- F. Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds.
- G. Establish a curriculum committee that explores ways of teaching students violence prevention strategies, law-related education, and character/values education (universal values, e.g., honesty, personal responsibility, self-discipline, cooperation, and respect for others).
- H. Establish clear school rules that prevent and deter violence.
- I. Develop cross-cultural awareness programs to unify students of all cultures and backgrounds, to develop mutual respect and understanding of shared experiences and values among students, and to promote the message of inclusion.
- J. Establish conflict resolution training, conflict management, or peer mediation programs for staff and students to teach conservative approaches to settling disputes.
- K. Develop curriculum that teaches social skills such as maintaining self-control, building communications skills, forming friendships, resisting peer pressure, being appropriately assertive, forming positive relationships with adults, and resolving conflict in nonviolent ways.
- L. Develop curriculum that teaches critical viewing and listening skills in analyzing mass media to recognize stereotypes, distinguish fact from fantasy, and identify differences in behavior and values that conflict with their own.
- M. Develop student safety forums that both inform and elicit students' ideas about particular safety problems in the building.
- N. Develop a student photo or name identification system for quick identification of the student in case of emergency.
- O. Develop a staff photo or name identification system using identification badges for quick identification of unauthorized people on campus.
- P. Require all visitors to check-in the main office upon their arrival and state their business at the school. A visitor badge may be issued for easy identification that the visitor is authorized to be present in the school building.
- Q. Develop curriculum on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- R. Develop curriculum on child sexual abuse prevention for students, including age-appropriate instruction on recognizing sexual abuse and assault, boundary violations, and ways offenders groom or desensitize victims, as well as strategies to promote disclosure, reduce self-blame, and mobilize bystanders. The curriculum may be created in consultation with federal, state, and local agencies and community-based organizations, including the Child Information Gateway website maintained by the

United States Department of Health and Human Services, to identify research-based tools, curricula, and programs to prevent child sexual abuse.

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

## **V. STUDENT SUPPORT**

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

## **VI. PERSONNEL**

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

**Legal References:** Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)  
Minn. Stat. § 120B.22 (Violence Prevention Education)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)  
Minn. Stat. § 121A.035 (Crisis Management Policy)  
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)  
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)  
Minn. Stat. § 121A.64 (Notification)  
Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. § 181.967, Subd. 5 (School District Disclosure of Violence or Inappropriate Sexual Contact)

18 U.S.C. § 921 (Definition of Firearm)  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
*Tinker v. Des Moines Indep. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
*Stephenson v. Davenport Cmty. Sch. Dist.*, 110 F.3d 1303 (8<sup>th</sup> Cir. 1997)

*McIntire v. Bethel School*, 804 F.Supp. 1415, 78 Educ. L.Rep. 828 (W.D. Okla. 1992)  
*Olesen v. Board of Educ. of Sch. Dist. No. 228*, 676 F.Supp. 820, 44 Educ. L.Rep. 205 (N.D. Ill. 1987)

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

## **526 HAZING PROHIBITION**

### **I. PURPOSE**

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

### **II. GENERAL STATEMENT OF POLICY**

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing 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, tolerate, or are a party to prohibited acts of hazing 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 hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.

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

- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- I. The school district will act to investigate all complaints of hazing 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**

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:
1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
  2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school premises or school district property, or 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 hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. "Student" means a student enrolled in a public school or a charter school.
- F. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

### **IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing 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 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. The Harassment, Violence and Hazing Report Form can be found in the Middle/High School Office or online.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing 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.

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.

- C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments, or educational or work environment.
- E. Reports of hazing 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 hazing and the record of any resulting investigation.
- F. 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.

## **V. SCHOOL DISTRICT ACTION**

- A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials 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 hazing, the complainant, the reporter, and students, or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing 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 hazing 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 the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies, and 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 or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or to respond to hazing 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) 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 hazing.

## **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 hazing, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing. 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.

## **VII. DISSEMINATION OF POLICY**

- A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.
- B. The school district will develop a method of discussing this policy with students and employees.

**Legal References:** Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0311 (Notice of the 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)

**Cross References:** Royalton School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
Royalton School District Policy 413 (Harassment and Violence)  
Royalton School District Policy 506 (Student Discipline)  
Royalton School District Policy 514 (Bullying Prohibition Policy)  
Royalton School District Policy 525 (Violence Prevention [Applicable to Students and Staff])



**ROYALTON PUBLIC SCHOOL DISTRICT #485  
HARASSMENT, VIOLENCE & HAZING REPORT FORM**



General Statement of Policy Prohibiting Harassment, Violence, and Hazing

ISD #485 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, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability is strictly prohibited. All persons are to be treated with respect and dignity. 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 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 \ 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.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



ROYALTON PUBLIC SCHOOL DISTRICT #485  
HARASSMENT, VIOLENCE & HAZING REPORT FORM



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 \_\_\_\_\_

\_\_\_\_\_  
(Date)

## **529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS**

### **I. PURPOSE**

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

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

### **II. GENERAL STATEMENT OF POLICY**

- A. Any staff member or other employee of the school district who obtains or possesses substantiated information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.
- B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will manage such student.
- C. Only staff members who have a legitimate educational interest in the information will receive notification.

### **III. DEFINITIONS**

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

- A. Administration  
"Administration" means the superintendent, building principal, or other designee.
- B. Classroom Teacher  
"Classroom teacher" means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.
- C. History of Violent Behavior
  - 1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.
  - 2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.
- D. Incident(s) of Violence  
"Incident(s) of violence" means willful conduct in which a student endangers or causes

physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

E. Legitimate Educational Interest

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

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

F. School Staff Member

“School staff member” includes:

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

**IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR**

A. Reports of Violent Behavior

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

B. Recipients of Notice

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to placement of the student in the teacher’s classroom. In addition, written notice will be

given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher's classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

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

C. Determination of Who Receives Notice

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

D. Form of Written Notice

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

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

E. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.
2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved Records Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior

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

G. Law Enforcement Reports

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

#### **V. MAINTENANCE AND TRANSFER OF RECORDS**

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

#### **VI. PARENTAL NOTICE**

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

#### **VII. TRAINING NEEDS**

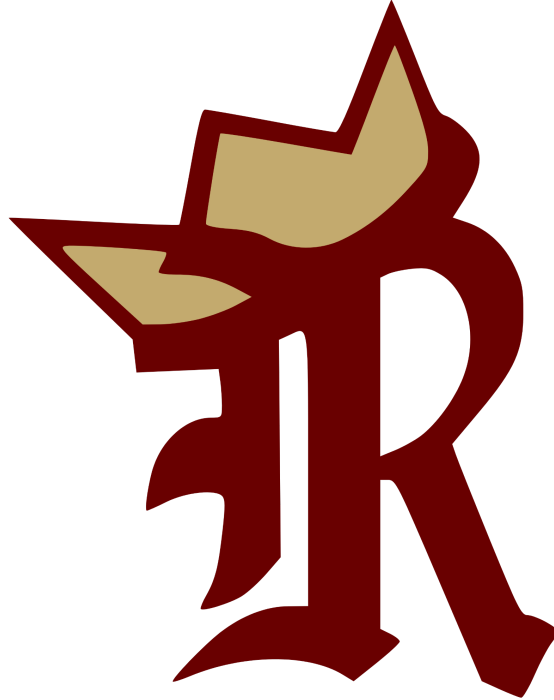
Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as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

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120A.22, Subd. 7 (Compulsory Instruction))  
Minn. Stat. § 121A.45 (Grounds for Dismissal)  
Minn. Stat. § 121A.64 (Notification; Teachers' Legitimate Educational Interest)  
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)  
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1-99.67 (Rules Implementing FERPA)  
Minn. Laws 2003, 1<sup>st</sup> Sp., Ch. 9, Art. 2, § 53

**Cross References:** Royalton School District Policy 515 (Protection and Privacy of Pupil Records)

# ROYALTON MS/HS

## STUDENT HANDBOOK 2024-25



Principal: Joel Swenson  
[jswenson@isd485.org](mailto:jswenson@isd485.org)  
320-584-4200

Front Office:  
Dawn Towle, Admin. Asst. to Principal  
[dtowle@isd485.org](mailto:dtowle@isd485.org)  
320-584-4240

Amy Kasella, Attendance Secretary  
[akasella@isd485.org](mailto:akasella@isd485.org)  
320-584-4241

Kaitlyn Arnzen, Asst. Principal/AD  
[kaitlyn.frenchick@isd485.org](mailto:kaitlyn.frenchick@isd485.org)  
320-584-4200

CRC Office:  
Monica Flakus, Counselor  
[mflakus@isd485.org](mailto:mflakus@isd485.org)  
320-584-4200

Robyn Popp-Bartkowicz, CRC Sec.  
[robyn.bartkowicz@isd485.org](mailto:robyn.bartkowicz@isd485.org)  
320-584-4200

Joann Weir, Social Worker  
[joann.weir@isd485.org](mailto:joann.weir@isd485.org)  
320-584-4200

## **Part I, Information and Arrival**

### **Welcome to Royalton MS/HS**

The information contained in this handbook is designed to help the school run smoothly so that you will have a successful year at Royalton MS/HS. Not all rules/procedures/protocols will be found in this handbook. The principal of the building has the authority to make or amend rules/procedures as needed to ensure efficient and safe management of the school.

Your teachers are eager to help you prepare for a successful adult life. Along with your studies, get involved in extracurricular activities. These activities are designed to help you enjoy school life. Remember that your success is directly related to your efforts! Thank you for your support and trust.

### **Royalton Schools Student Mission/Vision Statement:**

Mission: Create a welcoming and safe environment where all students and staff are empowered and challenged to achieve their personal best.

Vision: Our vision is to develop lifelong learners who adapt creatively to an ever-changing world.

### **Equal Educational Opportunities (Policy 102)**

Every pupil in this district will have equal educational opportunities regardless of race, color, creed, sex, national origin, religion, age, marital status, or status with regard to public assistance or disability. No student shall be excluded on such basis from participation in, or having access to, any course offerings, athletics, counseling, employment assistance, and/or extra-curricular activities.

Royalton School District 485 appreciates the diversity of human beings and does not discriminate on the basis of race, color, national origin, marital status, age, sex, religion or disability. The district also makes reasonable accommodation to the known disabilities of qualified disabled individuals. This policy applies to all areas of education including admission, treatment or access to the district programs or activities and to employment in its services and activities.

Pregnant and/or married students shall not be excluded from any educational program or activity except when that student requests voluntarily to participate in a separate portion of the program or activity.

### **VOCATIONAL OPPORTUNITIES ANNUAL NOTIFICATION**

The Royalton School District offers a variety of vocational opportunities through the Business Education, Industrial Technology and Vocational Agriculture Departments. The purpose of this notice is to inform students, parents, employees and the general public that these opportunities are offered regardless of race, color, national origin, sex or disability. Admission in the specific courses is determined by grade level, and in some cases, completion of prerequisite courses.

The district has designated the following individuals to coordinate compliance with Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments Act of 1972.

#### **Section 504 Coordinator:**

Lesa Boser  
Royalton High School  
120 S Hawthorn St  
Royalton, MN 56373  
320.584.4246

#### **Title IX Coordinator:**

Amy Krueger  
Royalton Public Schools  
120 S Hawthorn St  
Royalton, MN 56373  
320.584.4248

### **Data Privacy (Policy 515)**

All school information regarding a student is considered private and confidential except "Directory Information." The Royalton School Board of Education has classified the following as Directory Information:

- Student name
- Name, address & telephone number of student's parent/legal guardian
- Address
- Telephone number
- Electronic mail address
- Date and place of birth
- Dates of attendance
- Grade level
- Enrollment status (e. g. full-time, part-time)
- Major field of study
- Participation in officially recognized activities & sports
- Weight & height of athletic team members
- Photograph(s)
- Degrees
- Honors & awards received
- Most recent previous educational institution attendee

Parents or students 18 years or older may opt out of the directory information classification by providing written notice to the middle school/ high school principal.

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy.

### **Tennessee Warning for Students & Families**

An individual asked to supply private or confidential data concerning the individual shall be informed of: (a) the purpose and intended use of the requested data within the collecting government entity; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any known consequence arising from supplying or refusing to supply private or confidential data; and (d) the identity of other persons or entities authorized by state or federal law to receive the data. This requirement shall not apply when an individual is asked to supply investigative data, pursuant to section 13.82, subdivision 7, to a law enforcement officer."

Minnesota law requires that the school district provide the following warning or notice to parents and students. Parents and students should be advised that:

1. Students or parents are not required by any law or regulation to supply the information requested. However, the school district expects that students will participate fully in their educational program by completing homework assignments and tests, and participating in classroom discussions and activities, and that students and parents will participate fully by providing information relating to either athletic or extracurricular activities or academic performance or behavior. The consequences for refusing to supply the information requested will relate to the need for the request, and may result in reduced grades, ineligibility to participate in athletic or extra-curricular activities, or, in the case of a school district employee's investigation into the student's behavior, may result in action being taken without complete information.
2. School administration is responsible for maintaining a safe and secure school environment and it is often necessary to question students in regards to assaults, thefts, etc. Although students may choose not to answer questions, students are expected to cooperate in all school investigations. Students may choose not to share information with staff.
3. Information collected as described in this notice will be provided to school district personnel or others having a legitimate educational interest in obtaining access to the data, and to state and federal authorities having statutory rights of access to the data.

### **Policy Information**

A copy of this student handbook and all school district policies can be viewed at: <http://royaltonpublicschools.org>. Hard copies of this student handbook and school district policies can be obtained at Royalton Middle/High School, 120 South Hawthorn Street, Royalton, MN 56373.

### **Suicide Prevention**

Royalton Public Schools is committed to providing a safe learning environment for all stakeholders which includes providing mental health support for those that are in need. Use these resources and numbers if you or your student is in need of mental health support:

- Text: 988
- Call: 988
- Morrison County: 320-632-2951 or 800-269-1464
- Benton County: 320-253-5555 or 800-635-8008

### **Arrival and Dismissal Hours**

Royalton Middle/High School building hours are 7:15 am to 3:30 pm when school is in session. Exceptions to these times may occur due to late starts, early dismissals or cancellations due to weather or other extreme circumstances.

### **Daily Class Schedule:**

Royalton Middle/High School class schedule hours are from 8:15 am to 3:10 pm on regularly scheduled school days. Students in grades 6 through 12 are scheduled in classes in an A/B Block Schedule with certain Wednesdays being a 7-period day. Credit for classes is awarded for the successful completion of a class.

Students may be in the building on days that classes are scheduled beginning at 7:15 am. Students must be in the commons area (MS) or Lion's Den (SH) between 7:15 am and 8:15 am. During this time if a student is in the building in any other area other than the commons they must be under the supervision of a Royalton Middle/High School staff member.

At the conclusion of the school day students must be out of the building 15 minutes after the last school bus has departed from the high school/middle school unless the student is part of a supervised, school sponsored activity.

### **Calendar**

The school calendar is adopted annually by the school board. A copy of the school calendar can be obtained at the main office at Royalton Middle/High School and on the school district's website at <http://royaltonpublicschools.org>

### **Class Assignments**

Students are registered for classes in the spring of the preceding school year. Student class schedules are not directory information and therefore cannot be shared with anyone other than the specific student and/or their parent/guardian.

### **Class Dues Policy**

Dues for the 2024-25 school year are:

6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> , 9 <sup>th</sup>	\$20.00	11 <sup>th</sup> grade	\$25.00
10 <sup>th</sup> grade	\$25.00	12 <sup>th</sup> grade	\$30.00

Class dues are established and published in the student handbook. A class may not lower or eliminate class dues. If, at the end of their senior year, there are funds remaining in their account the class will determine by majority vote what will be done with those funds. Foreign exchange students are exempt from paying class dues if they are enrolled at Royalton Middle/High School for one school year or less.

Dues are to be paid to the HS office by October 1<sup>st</sup>. If dues are not paid, students will not be able to attend or participate in the following:

- Homecoming activities, Snowball/Survivor week activities, Prom, or any special events paid for by class dues.

- Students may not be selected as class attendants or royalty candidates for any event such as Homecoming, Snowball/Survivor week activities or other similar activities.
- Students may not participate in any class trips paid for by class dues.

**If payment of the class dues poses an economic hardship on the family, please call the high school/middle school office.**

### Complaints (Policy 103)

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

### Equal Access to School Facilities (Policy 902)

The school district has created a limited open forum for secondary students to conduct non-curriculum-related meetings during non-instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be school sponsored; the meetings will not interfere with the orderly conduct of educational activities within the school; and non-school persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

### Family/Student Account Numbers

Each family has been assigned a family lunch account number, along with a personal lunch I. D. number for each student. Family and student ID numbers will follow the family/student through their years of school. Student ID numbers need to be kept confidential. Remind your child(ren) not to share their ID numbers with friends.

### Fees

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school-district-sponsored driver or motorcycle education training course.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

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

### Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved by the administration and school board in advance of the fundraising effort. Fundraising proposals are presented for Board approval twice during the year. (Once in the summer, and once mid-school year.) Participation in non-approved fundraising activities is a violation of school policy. Solicitations of students or employees by students for non-school-related activities will not be allowed during the school day.

Due to lunch program mandates and the school district's Wellness Policy #533 schools cannot promote, distribute or sell items, which interfere with the lunch program during the school lunch period. All fundraising items sold must comply with the school district's wellness policy. The proceeds from any fundraiser will be considered the property of the entire organization unless prior approval is received from the administration. Students not turning in money earned from the fundraiser will be subject to disciplinary and/or legal actions.

#### Gifts to Employees

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value (less than \$5.00). Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

#### Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal. Parents will be contacted if there is a chance their student will not be graduating with his/her class.

#### Interviews of Students by Outside Agencies (Policy 519)

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy. This does not include college or military recruiters, college athletic coaches. Students may be interviewed by the news media under circumstances deemed appropriate by administration.

#### Library and Media Center

The library/media center is open at 8:00am on regularly scheduled school days. Students may use the library/media center during the school day and before and after school only when a supervisor is present. All materials removed from the media center must be checked out by a staff member. Fines for lost, stolen, or damaged materials will be assessed accordingly.

#### Lockers and Personal Possessions within a Locker (Policy 502)

According to state law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

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

School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.

### Lunch/Breakfast (Policy 534)

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

**Royalton High School operates as a closed campus and students are not allowed to leave school for lunch.** Leaving during lunch will require parent and principal permission and will be granted only on a very limited basis. PSEO Students and college students with an open block are allowed to leave campus for lunch as long as it does not interfere with other classes they are scheduled in. Students should not have visitors bringing in food from the outside without expressed consent of the high school principal. This should be limited to special occasions.

### **Lunch Program Guidelines**

The following applies to the cafeteria (Commons/Cafetorium), school lunch program and the school lunch periods:

- Students receive a free breakfast and free lunch due to changes in legislation. Second entrees, extras, or ala carte items are not free and will be charged to the students lunch account. **Students must have a positive balance in their lunch account to purchase second entrees, extras, or ala carte items. Students must request seconds/extras ticket at the beginning of the lunch line verifying they are eligible to purchase those items before being served.**
- Money for meals can be deposited at the office before the first morning bell. Families are encouraged to use Skyward to put money into their students' lunch accounts.
- Students are not allowed to order food for delivery to school during the school day.
- Students who desire to carry lunch may do so, but are required to eat at a table in the cafeteria.
- Students are to walk to the cafeteria. No shoving, "horseplay", or line breaking will be allowed in the serving line.
- Please help keep the lunchroom clean. Students are to clean and remove all waste food or materials from their table before leaving.
- According to federal government rules students may not share or give food to students who are not participating in the school lunch program.
- Students may go into the gym if there is adult supervision and the space is available for use. All other areas of the building are restricted to prevent distractions to classes in session. Game activities must be of a non-contact nature.

<u>Prices for 2024-25</u>	<u>Breakfast</u>		<u>Lunch</u>	
	K-6	\$ .00	K-5	\$ .00
	7-8 <sup>th</sup> grade	\$ .00	6-12	\$ .00
	9-12 <sup>th</sup> grade	\$ .00	Adult	\$4.95
	Adult	\$2.65		

**An extra lunch entrée for students will be \$2.00, an additional half pint carton of milk is \$.50.**

**\*MDE requirements may cause adult lunch prices to change.\***

### Payments

The School District's computer system operates as a prepaid program. Regular weekly or monthly payments to the family food service account will assure your child(ren) the ability to use this system. Checks should be made payable to ISD #485 Food Service. Payment may be sent to school with your child or mailed to our office at:

ISD #485 Food Service  
120 S. Hawthorn St.  
Royalton, MN 56373

Lunch payments may be made online by visiting our website at <http://royaltonpublicschools.org>

### Lunch Account Guidelines

The procedures are followed for all students in grades 6 through 12 who use the breakfast and hot lunch programs at Royalton Middle School/ High School:

1. Payments should be brought to the office for processing or can be completed through our online payment system through Skyward. Receipts for lunch payments are available.
2. Payments are collected throughout the day and entered in the computer every day.
3. Payments are entered into the school's computer student management program under the child's name.
4. Nightly, computer generated phone calls will be made to all students in grades 6-12 reminding families of low or negative lunch balances.
5. Student lunch account balances are subject to collections actions if families fail to pay off their lunch balances.
6. **STUDENTS WILL NOT BE DENIED LUNCH FOR HAVING A NEGATIVE LUNCH ACCOUNT BALANCE.**
7. Families are responsible for keeping necessary funds in their family lunch account.
8. Students are able to see a current balance every day when they input their lunch code. If a parent has any concerns regarding their balance, a statement can be printed for review.

The computerized ticket system offers complete confidentiality to students that participate in the free and reduced meals program. The student's lunch ID number is entered into the computer system the same as students purchasing full-priced meals.

If you have any questions, comments, or concerns regarding the food service program at the Royalton Public Schools, please contact Superintendent Dr. Kristine Wehrkamp Herman. Account balances can be monitored in real time by utilizing Skyward Family Access.

Taking seconds or extras is not covered by the new legislation in 2023 and extras/ala carte items will be charged to the student's lunch account for the amount of each extra/second item purchased. **Students must have a positive balance in their lunch account to purchase second entrees, extras, or ala carte items. Students must request a seconds/extras ticket at the beginning of the lunch line verifying they are eligible to purchase those items before being served.** It is the responsibility of the parents to make sure their children abide by family rules regarding taking seconds/extras. Free and reduced price eligibility forms are available at the school district office located at 120 South Hawthorn Street. These forms are also available online. For more information regarding food service, please contact the district office at 584-4000 or the high school office at 584-4200.

### Messages to Students

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency.

A telephone is available in the main office for limited, necessary student use. Students will not be called out of class to answer the telephone, except under extreme circumstances. The secretaries will take a message and the student will be given the message in between classes. Students will not be allowed to use classroom phones at any time.

### Nondiscrimination (Policy 521, 522)

Royalton School District 485 appreciates the diversity of human beings and does not discriminate on the basis of race, color, national origin, marital status, age, sex, religion or disability. The district also makes reasonable accommodation to the known disabilities of qualified disabled individuals. This policy applies to all areas of education including admission, treatment or access to the district programs or activities and to employment in its services and activities.

### Notice of Violent Behavior by Students (Policy 529)

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

### Parent and Teacher Conferences

Parent and teacher conferences will be scheduled periodically throughout the year. For more information, contact the school office or visit the district website/calendar for exact dates and times.

### Parent Volunteers

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms and in our extra and co-curricular programs. To volunteer in the school district, parents/guardians should fill out the online volunteer form on the website under the "District" tab. The form will be reviewed and routed to the appropriate supervisor or building principal. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

### Parking Lot and Driving (Policy 527)

Student parking will be limited to the student parking lot on the northeast side of the building within the designated parking areas. Students can park anywhere in the northeast parking lot on the north side of the school. Students should not park in the west parking lot. Students are to park in an orderly fashion. Drivers should never park their car in a manner that blocks: another car, the entrance to the bus garages, or the entrance to the parking lots. The district has the authority to restrict the privilege of driving on school property to anyone who abuses the privilege.

### Responsibilities of Classes/Organizations

#### Junior-Senior Prom

Juniors are responsible for the Junior and Senior Prom. Advisors are to submit a schedule for decorating one week in advance.

#### Homecoming

The Student Council sponsors and is in charge of the planning for all homecoming week activities. Homecoming week activities typically include homecoming coronation, games/contests, homecoming parade, homecoming olympics, homecoming football game, and homecoming dance or activity night.

#### Minnesota Honor Society

The Royalton Chapter of the Minnesota Honor Society is an honorary organization of students in grades 10, 11 and 12 who have been selected because of their scholarship, character, leadership and service. At Royalton Middle/High School, a committee made up of teaching staff selects those students for membership who meet the guidelines. Once this criterion has been made, each student is further evaluated on the basis of service, leadership, and character before the final selection process is made.

### Search of the Interior of a Student's Motor Vehicle (Policy 527)

The interior of a student's motor vehicle in a school district location, including the glove and trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted

without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon the request of a school official.

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

#### Personal Possessions and Student's Person (Policy 502, 527)

School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.

#### Pledge of Allegiance (Policy 531)

Students will recite the Pledge of Allegiance to the flag of the United States of America. The Pledge of Allegiance will be recited on the first day of the school week at the beginning of first period. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

#### Posting of Signs (Policy 505)

The posting of signs, advertising, decorative posters, or signage must be pre-approved by the building principal and affixed with principal signature and date of posting on the back of the sign. Any signage must be school related. Signs must be secured to wall surfaces in such a manner as to not damage the surface to which it is secured. Signage may not be posted for more than two weeks unless special permission is received from the building principal. Removal of signage is the responsibility of the student organization, class, or agency to which permission was granted. Any damage done to school property as a consequence of the posting or removal of the signage will be the responsibility of the student organization, class or agency posting the signage.

#### School Activities

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

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

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

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

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

### School Closing Procedures

School may be canceled when the superintendent or his/her designee believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent or his/her designee will make a decision about closing school or school buildings as early in the day as possible. School closing announcements will be shared with various local media outlets, on the school website, school facebook, and will be sent out via the School Messenger program.

### Searches (Policy 502, 527)

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy #506, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

### School-Sponsored Student Publications

The law protects from censorship anything that is "prepared, wholly or substantially written, published, broadcast, or otherwise disseminated by a student journalist enrolled in a school district or charter school," which is "distributed or generally made available to students in the school" and "prepared by a student journalist under the supervision of a student media adviser." This includes newspapers, broadcast channels, audio or video programs, literary magazines, and other forms of media that may evolve in the future, but excludes yearbooks.

School officials may only prohibit student media that:

- Is defamatory;
- Is profane, harassing, threatening, or intimidating;
- Constitutes an unwarranted invasion of privacy;
- Violates federal or state law;
- Causes a material and substantial disruption of school activities; or
- Is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with section 121A.03 or 121A.031

### Student Records (Policy 515)

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more complete information on the rights of parents/guardians and eligible students regarding student records, please see the appendix. A complete copy of the school district's Protection and Privacy of Pupil Records Policy #515 policy may be obtained at 120 South Hawthorn Street in the main office.

### Student Surveys (Policy 520)

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. When required by law, permission will be obtained from parents/guardians or students who are under the age of 18 for

participation in or opting out of a survey administered at school. This does not apply to a survey conducted by a teacher that is a part of the regular curriculum of that instructor's class or a survey conducted by the school district.

#### Transportation of Public School Students (Policy 719)

The school district will provide transportation, at the expense of the school district, for all resident students who live one mile or more from the school or those students who could encounter traffic, drug or crime hazards, etc. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parents or guardian. The school district's Transportation Pick Up/Drop Off Policy #719 can be obtained upon request at 120 South Hawthorn Street, Royalton in the main office or by visiting the school website.

#### Rules at the Bus Stop

1. Be at the bus stop 5 minutes before the scheduled pick up time. The school bus will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
6. After getting off the bus, move away from the bus.
7. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
8. No fighting, harassment, intimidation or horseplay.
9. No use or possession of alcohol, tobacco (in any form), or drugs.

#### Bus Rules of Conduct

1. The bus driver is in charge of the bus and the pupils. Pupils must obey the driver immediately and without question.
2. Pupils will enter and exit the bus only at designated stops in single file order, through the front door. Under absolutely no condition will the emergency door be used for anything but emergency exits.
3. Pupils are to remain seated facing forward while the bus is in motion.
4. Talk quietly and use appropriate language. Classroom conduct is required.
5. Unnecessary conversation with the bus driver is prohibited.
6. Pupils are to assist in keeping the bus clean.
7. Do not open a window without permission from the driver. At no time will windows be opened more than half way.
8. Keep all parts of your body inside the bus.
9. Pupils are to leave the bus only at their regular stops, unless they have a written permit slip from parents or teachers, which is to be presented to the bus driver as they board the bus. Pupils need a note from parents in order to ride on a different bus.
10. Pupils may be assigned seats by the driver.
11. Pupils may not save a seat for another person.
12. Aisles must be kept free and clear at all times.
13. Keep your arms, legs and belongings to yourself.
14. No fighting, harassment, intimidation or horseplay.
15. Do not throw any object within or out of the bus.
16. No eating, drinking, or use or possession of tobacco or drugs.
17. Do not bring any weapon, flammable liquid, animals, or dangerous or objectionable objects on the school bus.
18. Do not damage the bus.

### Bus Discipline (Policy 506)

The following procedure will be used when students fail to obey the district's transportation rules of conduct: 1) upon the first report, the student will meet with the driver and school administration. Parents will be notified of the content of this discussion; 2) upon second offense the student will meet with the driver and the principal and will be removed from the bus for two (2) days. Parent attendance at this meeting is encouraged; 3) upon third offense the student will be removed from the bus for eight (8) school days. Students may be suspended for longer periods of time, including the remainder of the school year for severe or continued problems.

### Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Records may also be maintained in the transportation office

### Extracurricular Transportation

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

### Video- and Audio-Taping

#### School Buses

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

#### Places Other Than Buses

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

## **Part II, Academics and Educational Opportunities**

### Alternative Educational Opportunities (Policy 620)

Some students may be at risk of not completing their educational programs. The school district provides alternative learning options for students who are at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, **summer school credit recovery**, and enrollment in an alternative learning center, among others. Students and parents/guardians with questions about these programs should contact the guidance counselor at the middle school/ high school, Ms. Monica Flakus.

#### Alternative Learning Center/Program (ALC/P), Graduation & Participation Policy

ALC/P students who attend CEC in Little Falls are considered to be Royalton High School students since we are a partner with Little Falls in the ALC/P programming. Students who attend other ALC/P programs are not considered Royalton students. Students who attend an ALC/P program may be eligible to compete in activities depending on residency and eligibility requirements through the MSHSL.

Alternative Learning Center/Program students will not be included in the RHS annual if they have not been a member of the student body at the time of the picture deadline, approximately December 1<sup>st</sup>.

Alternative Learning Center/Program students attending CEC in Little Falls will be able to attend class functions such as the senior class trip. They may attend prom if they are a date of a current RHS junior or senior.

Alternative Learning Center/Program students will not be included in GPA ranking for the class or on any scholarship lists distributed or considered by a committee at school.

Area Learning Centers/Programs (ALC/P) by statute must offer the option to the student of receiving their high school diploma from their district of residence or the district in which the ALC is located. If a student wishes to receive a Royalton High School diploma, they must meet the Royalton High School graduation requirements. If an ALC student meets the RHS graduation requirements and receives a RHS diploma, the student may participate in the RHS graduation ceremony.

Students re-enrolling at Royalton Middle/High School during the school year will follow all RHS student policies. Students will be allowed to re-enroll only at semester breaks and only at full-time status.

### **Cheating and Plagiarism**

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be subject to whatever test or assignment penalty is deemed appropriate by the teacher and will not be included in honor rolls for the semester during which the cheating/plagiarism occurred. If the student violated other school rules in the process of cheating/plagiarism, there may be additional consequences for that behavior.

### **Course Drop/Add**

Course offerings are based on course registration numbers, so approval for schedule changes will be very limited. Students may only drop/add a class for the following reasons:

- 1) Scheduling error
- 2) Student wants to add a PSEO course
- 3) Credit Recovery course is required
- 4) Medical reasons
- 5) Student wants to add a class to an open period
- 6) Teacher/Administrator recommended course change

### **Early Graduation (Policy 613)**

A four-year program (grades 9-12) is the norm for most high school students. It will be a distinct advantage for most students to accumulate as many high school credits as possible prior to graduation.

However, Royalton High School recognizes the individual differences that exist among students and the need of a few to complete their high school program in a period of less than four years.

Therefore, Royalton High School has established the following Early Graduation Policy. In order to be eligible for early graduation students must meet the following criteria:

- Successful completion of seven semesters of high school. A student will not be considered for early graduation prior to the end of the first semester of the individual's senior year.
- Must have successfully completed all necessary Royalton Middle/High School and state graduation requirements.
- Must have a valid reason for wanting to graduate early.
- If the above criteria are met an application for early graduation must be requested in the CRC by November 1st of his/her senior year.
- The completed early graduation application must be presented to the guidance office no later than November 10<sup>th</sup> of the student's senior year.
- If approved the student would be able to graduate at the end of the 1<sup>st</sup> semester of his/her senior year.

- Since the student would then be considered a graduate of Royalton High School, he/she would no longer be allowed to participate in high school curricular or extracurricular activities (athletics, etc.). However, they would be allowed to participate in graduation ceremonies and attend the class trip and Grad Bash.

**Extended School Year Opportunities**

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student’s IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information, contact the guidance counselor Ms. Monica Flakus at 584-4245.

**Family Access**

The school district provides an Internet student information program for families. The program allows parents/guardians to view report cards, grades, discipline, lunch accounts, and lunch activity for their child via the Internet. Parents must have their own computer and Internet service and a login name and password to access the program. Login names and passwords can be obtained by contacting the high school/middle school office. If you do not have access to a computer, you may stop in the high school office at any time to get family access information on your student.

**Field Trips (Policy 610)**

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

**Grades**

Official credit bearing report cards with awarded credit and official GPA (used for honor roll) will be issued after each academic semester in January and June. Grades can be checked via Family Access at any time. Please note that the grades in Family Access are maintained at the discretion of the teacher and should only be used as a periodic check of student grades by those using Family Access.

**Grading System**

Royalton HS/MS officially posts grades at the end of each semester. The credit bearing grade for a semester class is posted at semester break.

Royalton HS/MS has an 80%/20% grading system that bases grades off of what students know, understand, and can demonstrate. This system awards a maximum of 20% of the grade for completing homework. Grades will be based on homework, assessments of learning including, but not limited to, tests, quizzes, daily checks of understanding, projects, and various other activities that demonstrate student knowledge of the content being taught.

Royalton High/Middle School uses a common grading scale for all classes. Different classes will have different academic requirements for earning a certain grade in a class.

100%-93.0%--	A	77.9%-73.0%--	C
92.9%-90.0%--	A-	72.9%-70.0%--	C-
89.9%-88.0%--	B+	69.9%-68.0%--	D+
87.9%-83.0%--	B	67.9%-63.0%--	D
82.9%-80.0%--	B-	62.9%-60.0%--	D-
79.9%-78.0%--	C+	59.9% and below--	F

### Grade of Incomplete

Students who, for extenuating reasons, are not able to complete the required work for a class will receive a grade of "I" (Incomplete). Grades of "I" shall be allowed for incomplete work only and not for the purpose of allowing a student to improve class work that has already been completed. The principal or his/her designee may give permission that a student be eligible to receive a grade of "I" if:

- The student has missed a substantial amount of class time or class material.
- Examples of legitimate reasons for being eligible for a grade of "I" include but are not limited to severe illness or death within the family.
- The student provides written documentation (which may include doctor's letters of verification, etc.) of the cause of the extenuating circumstance.
- The principal or his/her designee will make a determination within two (2) school days of the end of a grading period (quarter or semester).
- Students will have ten (10) school days after the determination of eligibility to complete all work. In the case of extreme circumstances the principal or his/her designee may extend the ten (10) days as deemed necessary.
- Students who are found to be eligible to receive a grade of "I" will have the prescribed time to complete ALL necessary work. At the end of the incomplete eligibility time the student will be assigned a grade. If a student does not complete the necessary work within the prescribed incomplete eligibility time the student will receive the grade they would have received at the end of the grading period for the class.
- Students who receive a grade of "I" will not be included in the published "A" or "B" honor rolls because a grade point average cannot be calculated with a grade of "I" on a report card.
- Seniors who receive an "I" in a required course at the end of 2<sup>nd</sup> semester will not be eligible to participate in the graduation ceremony. In the event of a severe illness or other factors beyond the control of the student preventing completion of a required course for graduation, the principal or his/her designee may allow seniors to participate in the graduation ceremony but not receive the diploma until grad requirements are satisfied.

### Deficiency Notices

At any time during the semester a deficiency notice may be sent to parents or guardians to report those students who are in danger of failing. Teachers are encouraged to contact parents at any time during the school year if the student is having academic or behavior difficulties in the classroom.

### Honor Roll and Class Rank

All grades will be considered when determining the honor roll. The Honor Roll will be published at the end of each semester grading period. To be on the "A" Honor Roll a student must have a GPA between 3.700 and 4.0. To be on the "B" Honor Roll a GPA between 3.0 and 3.699 is required. Students with Incompletes are not eligible for the honor roll. Students who have been caught cheating will be excluded from the Honor Roll.

All students who are registered as full time students for grades 6 through 12 are eligible to be recognized for the semester A and B honor rolls.

### Valedictorian, Salutatorian, and Honors Status

Valedictorian and Salutatorian students for a graduating class will be determined based on the cumulative grade point average of students at the conclusion of the first semester of their graduation year. Honors for graduation will also be determined with 1<sup>st</sup> semester final grades during senior year.

### Cumulative Grade Point Average and Class Rank

Students qualify for class rank graduation recognition based on their cumulative grade point average (GPA) for grades 9 through 12. Final GPA for recognition is calculated at the completion of the first semester of a student's senior year. Students who are eligible for academic recognition based on class rank is limited to students who are registered full time students and who have not received any final grades for any class that were calculated based on modified curriculum and/or modified testing procedures and/or modified grading procedures.

### Senior Graduation Academic Recognition

Graduating seniors are recognized for academic achievement with high honors, honors and honor/honor status. Recognition is based on a student's cumulative grade point average (GPA), for four years of high school as a full time student. To qualify for academic recognition the following criteria must be met:

- No failing grades in any classes taken in grades 9 through 12.
- Honors/Honors: top ten and 3.510-4.0 according to the class rank.
- High Honors: a cumulative GPA of 3.510-4.0 (not in top ten)
- Honors: a cumulative GPA of 3.260 - 3.509

### Graduation Requirements (Policy 613)

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Royalton High School.

## **SENIOR HIGH CURRICULUM\*\* (not all courses listed below are offered each school year)**

**\*\*\*Please review the Course Registration Book for pre-requisite requirements and other info.**

### **SENIOR HIGH AGRICULTURE CURRICULUM**

#### **Electives:**

<u>NAME OF CLASS</u>	<u>CREDITS</u>
AG100 Ag, Pizza, and You	.5
AG101 Small Engines I	.5
AG102 Welding I	.5
AG103 Get Wired	.5
AG104* Food Science I	.5
AG105* Greenhouse Management	.5
AG106 Woods I	.5
AG107 Residential Building Construction	.5
AG108 Ready Set Grow: Growing Green	.5
AG109 Artistic Creations: Floral Design	.5
AG110 Landscaping	.5
AG111* Small Companion Animal Care	.5
AG112 American Restoration	.5
AG113 Power Mechanics/General Auto Care	.5
AG114 Applied Business Management	.5
AG115 Manufacturing	.5
AG116 Introduction to Engineering DesignA/B	1.0
AG117 Large and Small Animal Care	.5
AG118 Natural Resource Exploration	.5

AG119 Floral and Landscape Design	.5
AG120 Fix-It 101	.5
AG121 Food Prep for Your Future	.5
AG122 Life Skills	.5
AG123 Wildlife Management	.5
AG124 Forestry 101	.5
AG125 Greenhouse Management II	.5
AG200 Ag Leadership	.5
AG201 Small Engines II	.5
AG202 Welding II	.5
AG203 Accelerated Metals	.5
AG204 Woods II	.5
AG205* Large Animal Vet Science	.5
AG206 Advanced Woods	.5
AG207 Advanced Agriculture Studies	.5
AG208 Food Science II	.5
AG300* Computer Integrated Manufacturing A/B	1.0
AG301 Work-Based Learning	1.0
AG500 Independent Agriculture Class	.5

### **SENIOR HIGH ART CURRICULUM**

Students are required to have a minimum of one credit in fine or performing arts. The credit can be earned through Art or Music. The classes listed below may not be offered every year.

#### **Art Electives:**

<u>NAME OF CLASS</u>	<u>CREDITS</u>
AR103 Introduction to Ceramics + Sculpture	.5
AR105 Introduction to Digital Art + Photography	.5
AR107 Introduction to Drawing + Painting	.5
AR201 Drawing I	.5
AR203 Ceramics I	.5
AR205 Advanced Digital Art + Photography	.5
AR206 Drawing II	.5
AR209 Ceramics II	.5
AR210 Advanced Painting + Studio Art	.5
AR211 Studio Art	.5
AR212 Royal Yearbook I	1.0
AR302 *Community Art	.5
AR303 Royal Yearbook II	1.0
AR401 Royal Yearbook III	1.0
AR500 Independent Art	.5
AR501 Independent Yearbook	.5

## **SENIOR HIGH BUSINESS CURRICULUM**

### **Electives:**

<b><u>NAME OF CLASS</u></b>	<b><u>CREDITS</u></b>
BU101 Web Page Design	.5
BU103 Workplace Communication Tools	.5
BU104 Workplace Data Tools	.5
BU105 Introduction to Business	.5
BU106 Business Law	.5
BU200 Personal Finance	.5
BU204 Financial Accounting	1.0
BU205 Entrepreneurship	.5
BU206 Sports/Entertainment Marketing	.5
BU207 Hospitality/Tourism Marketing	.5
BU208 Sales & Marketing	.5
BU300 Work Experience A/B	1.0
BU500 Independent Business	.5
CBU204 CIS Accounting Accounting Principles	1.0

## **SENIOR HIGH ENGLISH CURRICULUM**

In order to meet English graduation requirements four credits are required. English electives may be taken in addition to minimums required, but may not be taken instead of required courses. The exception is a college English class. College classes may count for required classes.

<b><u>NAME OF CLASS</u></b>	<b><u>CREDITS</u></b>
EN100 English 9 A/B	1.0
EN101 Reading Rocks A/B	1.0
EN102 Creative Writing	.5
EN103 Drama Performance	.5
EN104 Drama Production	.5
EN105 Interpersonal Communications	.5
EN106 Gothic Literature I	.5
EN107 Genres in Literature	.5
EN109 Royals TV A/B	1.0
EN110 Royals TV II A/B	1.0
EN200 English 10 A/B	1.0
EN300 English 11 A/B	1.0
EN400 English 12 A/B	1.0
EN500 Independent English	.5
CEN300 CIS Composition I	1.0
CEN400 CIS Composition II	1.0

## SENIOR HIGH MATHEMATICS CURRICULUM

3.5 credits of Math are required. Electives may be taken in addition to the required classes, but may not be taken instead of required courses. A fourth-year of college-prep math will be required effective with students seeking admission for fall 2015 and later to the Twin Cities, Duluth, Morris, and Rochester campuses of the University of Minnesota.

<u>NAME OF CLASS</u>	<u>CREDITS</u>
MA100 Algebra I A/B	1.0
MA101 Math Rocks A/B	1.0
MA102 Accelerated Geometry A/B	1.0
MA200 Geometry A/B	1.0
MA201 Accelerated Algebra II A/B	1.0
MA202 Intro to College Algebra (HS)	.5
MA203 College Algebra (HS)	.5
MA300 Algebra II A/B	1.0
MA400 Algebra III A	.5
MA401 Statistics & Probability A	.5
MA 500 Independent Math	.5
CMA202 CIS Intro to College Algebra	.75
CMA203 CIS College Algebra	.75
CMA 400 CIS Pre-Calculus	1.25
CMA401 CIS Calculus	1.25

## SENIOR HIGH MUSIC CURRICULUM

Students are required to have a minimum of 1 credit of fine or performing arts. The credit can be earned through Art and/or Music courses.

### Music Electives:

<u>NAME OF CLASS</u>	<u>CREDITS</u>
MU100 Senior High Concert Choir A/B	1.0
MU101 Senior High Band A/B	1.0
MU102 Pop Culture Through the Ages I	.5
MU103 Musical Theatre	.5
MU104 Pop Culture Through the Ages II	.5
MU106 Music in the Making	.5
MU201 History of Rock and Roll	.5
MU500 Independent Music	.5
CMU101 CIS Central Lakes Wind Symphony (Band)	.5

## SENIOR HIGH PHYSICAL EDUCATION/HEALTH CURRICULUM

Students are required to earn one credit in Physical Education and one credit in Health.

<u>NAME OF CLASS</u>	<u>CREDITS</u>
PH100 Physical Education	.5

PH101 Lifetime Recreation	.5
PH102 Weight Training	.5
PH103 Fitness For Life	.5
PH104 Team Sports	.5
PH105 Weight Training & Fitness for Girls	.5
PH200 Health	.5
PH203 Adv. Weight Training & Conditioning	.5
PH500 Independent Physical Education	.5
PH 501 Independent Health	.5

### **SENIOR HIGH SCIENCE CURRICULUM**

3.5 Science credits are required. The state requirements change beginning with the Class of 2015. Electives may be taken in addition to the required classes, but may not be taken instead of required courses. Courses marked with (\*) count as elective science courses even though they are offered through other departments.

<b><u>NAME OF CLASS</u></b>	<b><u>CREDITS</u></b>
SC100 Earth Science A/B	1.0
SC101 Meteorology	.5
SC102 Ecology	.5
SC103 Natural Disasters	.5
SC104 Science in Action	.5
SC105 Forensic Science/Microbiology	.5
SC106 Earth Science	.5
SC107 Zoology	.5
SC109 Exercise Science & Nutrition	.5
SC110 Science in Action: Chemistry	.5
SC111 Science in Action: Physics	.5
SC200 Biology A/B	1.0
SC300 Chemistry A/B	1.0
SC400 Physics A/B	1.0
SC500 Independent Science	.5
SCS300 CIS Human Biology	.75

### **SENIOR HIGH SOCIAL STUDIES CURRICULUM**

Four credits of Social Studies are required. (Includes .5 Geography & .5 Economics) Electives may be taken in addition to the required classes, but may not be taken instead of required courses.

<b><u>NAME OF CLASS</u></b>	<b><u>CREDITS</u></b>
SO100 American History II A/B	1.0

SO101 Current Events	.5
SO102 Sociology	.5
SO103 Law and Justice	.5
SO104 History vs. Hollywood	.5
SO200 Human Geography	.5
SO201 Economics	.5
SO300 World History	1.0
SO301 Psychology	.5
SO302 Sport & Activity Psychology	.5
SO400 Civics A/B	1.0
SO500 Independent Social Studies	.5

### **SENIOR HIGH WORLD LANGUAGE CURRICULUM**

Students are encouraged to take at least two years of a single World Language if they are planning to go to a 4-year college or university.

#### **Electives:**

<u>NAME OF CLASS</u>	<u>CREDITS</u>
WL100 Spanish I	1.0
WL200 Spanish II	1.0
WL300 Spanish III	1.0
WL400 Spanish IV	1.0
WL500 Independent Spanish	.5
CWL300 CIS Intermediate Spanish I	1.0
CWL400 CIS Intermediate Spanish II	1.0

#### Course Credits Required (Policy 613)

In order to receive a diploma, students must successfully complete the required amount of credits, pass all state-mandated tests, and comply with the following high school level course requirements:

#### Graduation & Commencement

- To receive a Royalton High School diploma students must successfully complete:
  - All required classes.
  - The total number of credits required by the District for graduation.
  - Any state-mandated testing required to graduate.
- To participate in the Royalton High School graduation ceremony students must successfully complete:
  - All required classes.
  - The total number of credits required for graduation by the District.
- For any class needed to qualify for a Royalton High School diploma, all coursework and grades must be completed and turned into teachers by the end of the last school day senior students are in session in order to participate in the commencement ceremony.

#### Homework/Practice

Homework/Practice assignments are made by the teachers. The amount of homework/practice varies by teacher and subject area. The school district asks for parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly. Homework/practice is expected to be completed for students to gain an understanding of the material being presented in class. Students will receive a maximum of 20% of their final grade as homework.

### Independent Study Courses

Independent study programs may be established for students who wish to pursue a program in depth beyond the available curriculum offered. Students electing independent study courses shall have demonstrated both interest and success. Requests for independent courses must detail course expectations and grading, and must be approved in advance by the principal.

Seniors who have not completed independent study courses from another institution by the end of their final semester and who are making satisfactory progress towards graduation will be allowed to participate in commencement exercises but will not receive a diploma until the school receives verification that all course work has been completed.

The attendance policy guidelines apply to independent study courses offered by Royalton High School.

### Parent Right to Know

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

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

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

### Post-Secondary Enrollment Options (Policy 620)

Any student classified as an 11th or 12th grader and accepted by a post-secondary institution may enroll either full or part time in courses or programs at the post-secondary institution. (See your counselor for specific admission procedures & requirements).

A 10<sup>th</sup> grade student may enroll in career or technical education courses offered by a Minnesota state college or university. A 10<sup>th</sup> grade student applying for enrollment in a career or technical education course must have received a passing score on the 8<sup>th</sup> grade Reading MCA as a condition of enrollment.

9<sup>th</sup> and 10<sup>th</sup> grade students can also access PSEO courses on a more limited basis. Access to PSEO for 9<sup>th</sup> and 10<sup>th</sup> grade students is limited to college in the schools, and only when more students are needed to offer a course after 11<sup>th</sup> and 12<sup>th</sup> grade students have applied.

Interested students must fill out an application form and submit it to the guidance counselor, Ms. Monica Flakus by March 30 for enrollment the following school year. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact the guidance counselor, Ms. Monica Flakus

## **Part III. Rules and Discipline (Policy 506)**

### Rules for Student Behavior

The discipline procedures contained in this student handbook are based upon School District Policy #506, Student Discipline. 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. The policy can be found on the school website.

It is the right of every teacher to teach and the right of every student to learn in an orderly environment. Rules are necessary for the day to run smoothly and ensure everyone's safety. Please use common sense in your actions and to treat others with kindness and respect.

The student code of conduct, behavior expectations, disciplinary procedures and actions, and student removal from class procedures and actions are located in School District Policy 506, Student Discipline.

#### Discipline (Policy 506)

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

#### Dance Rules

- Royalton Middle/High School dances are for Royalton students only, unless special permission is received. If out-of-school guests are allowed, they must be signed up in the principal's office prior to the dance. This list must be approved by the principal.
- Once a student leaves the dance he or she may not return to the dance.
- Students will not be admitted to dances one hour after the dance begins. Most dances will end between 11:00 pm-midnight. For the prom, juniors and seniors may ask dates from other schools in grades 11<sup>th</sup> or 12<sup>th</sup>, or from RHS in grades 10<sup>th</sup> – 12<sup>th</sup>.

The following is a list of rules for class meetings, parties and dances.

1. Class meetings, when necessary, will be held by arrangement with the principal and scheduled with the front office staff.
2. Only advisors are to schedule class meetings with the front office and meetings are to be scheduled at least one week prior to time desired for the meeting unless there is a need for an emergency meeting. All meetings are to be on the weekly calendar.
3. All class meetings must be approved and attended by an advisor.
4. Any party or event planned by a class and approved by advisors must have at least one advisor in attendance on the scheduled date.
5. All supplies are to be requisitioned through the general office. In case of emergency, supplies may be purchased locally by purchase order and signed by the class advisor.
6. Class parties, picnics and other social affairs may be held at the discretion of the advisors with the approval of the administration.
7. All school dances must have approval by the school administration.
8. Advisors are to see that all properties for any activity sponsored by a group are cleaned up and returned on the day following the activity.

#### Acts of Affection

Students are encouraged to maintain a publicly acceptable standard of behavior with regard to school relationships. Public displays of affection beyond holding hands are inappropriate before, during, and after school or at school functions.

## Attendance

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability.

### Attendance Policy (Policy 603)

Attendance is an important factor in a student's success at school. RHS/MS would like to encourage students to be in attendance each day so that they may receive the maximum benefit from their education. Some absences from school are unavoidable and we place the responsibility on students and their parents to make sure those absences are infrequent, when necessary, and that proper procedure has been followed.

A student must be in attendance all day in order to participate in a scheduled extra-curricular practice, event or competition. Students must have an exempted absence to be eligible to practice or participate in an event. The principal may grant permission due to extenuating circumstances.

### Definitions

**Excused absence.** A student is absent from school all or part of a school day. A parent/guardian presents reasonable justification to the principal's office for their child's absence. Excused absences count toward attendance totals.

**Unexcused absence.** A student is absent from school all or part of a school day. A parent/guardian has not given a reasonable excuse for their child's absence or administration has made the determination that the absence is unexcused. Skipping classes and "sleeping in" are typical examples of an unexcused absence. Unexcused absences count towards attendance totals.

**Exempt absences.** An exempt absence is an absence excused due to a note from a doctor, dentist, lawyer, or any reason deemed appropriate by the principal. AN EXEMPT ABSENCE DOES NOT COUNT IN A STUDENT'S ATTENDANCE TOTALS.

Other examples of exempt absences may include absences due to:

- Medical appointments, verified in writing by the medical office.
- Dental appointments, verified in writing by the dental office.
- Required court appearance or legal appointments verified in writing by the court or law office.
- Funerals
- College visits as well as visits to armed forces facilities or recruiting offices. Students are generally allowed two visits in 11<sup>th</sup> grade and two in 12<sup>th</sup> grade. Arrangements can be made with the principal to approve additional college visit days. All college and armed forces visits should be arranged through the Career Resource Center. Parent permission should be received prior to the college visit. Students must provide evidence from the college of the visit to the attendance secretary upon their return to school. Absences due to school approved college visits are exempt absences.
- Authorized religious holidays/observances
- A one-time family trip, per school year, requiring more than two school days with prior approval from the principal's office. In order to receive an exemption for a family trip, the principal must be notified at least one week in advance and students must complete a family vacation request form. The request form must be returned to the principal and approved prior to the student leaving for the family trip. **Family trip requests will NOT be granted during the MCA Testing window which usually occurs in mid-April.**
- The school district encourages families to plan trips around school breaks. There are several times throughout the school year when school is not in session before and after weekends. Family trips that are planned around days that school is not in session may be less than two school days in length. Students and parents must still complete the requirements listed in the previous paragraph.

### Attendance Procedures

When a student is absent:

1. Parents should call the school attendance line at 584-4241 any time before 9:00 a.m. and leave a message on the attendance voice mail with the reason for their child's absence. If the school has not been contacted regarding an absence, a phone call will be made home or to the place of employment of the parent.
2. Parents should write a note explaining why their child was absent. The student should report to the student attendance secretary upon their return to school and present the note to the attendance secretary prior to going to class.
3. If you forget a note or your parents cannot be contacted, you will receive an unexcused absence.
4. Students who are absent for more than 15 minutes will be counted absent for that period.

When a student must leave the school during the school day:

1. If you become ill during the day, you need to get a pass from the classroom teacher and report to the office. The office will contact the parent to determine if the student will be excused to leave school. **Students who call parents from cell phones without first being seen in the nurse's office will not be exempted.**
2. If you need to leave during the day for any other reason, you must have a parent call or send a note with the reason for the absence and time you must leave and pick up a pass in the office to show your teacher. In addition, when deemed necessary by the administration, (crisis situation) students may be required to be picked up by their parents(s) or guardian(s) or a signed note from a parent must be faxed to the high school principal before a student will be allowed to leave the school.
3. Sign out in the office before leaving and check back in when you return. If a student fails to sign out prior to leaving school the student will be assigned detention.
4. Leaving school without permission will be unexcused and will result in detention or in-school suspension.
5. A parent may pick up his/her child at school in person at any time. A phone call in advance will speed up this checkout procedure.
6. Royalton High School/Middle School operates as a closed campus and students are not allowed to leave school for lunch. Leaving during lunch will require parent and principal permission and will be granted only on a very limited basis.

#### Absence Limit

To ensure that each student gains the maximum benefit from classroom instruction and to help ensure that teachers do not spend an inordinate amount of time assisting absent students to "catch up" on missed work, a limit on the number of times a student can be absent has been set. At five excused absences in any class during a semester a letter will be sent home to parents indicating the importance of school attendance and its relationship to academics. After eight absences in any class during a semester, another letter will be sent indicating that **after eight absences all absences must meet the requirements of exempted absences or absences will be marked unexcused.** Students will be subject to other disciplinary actions, including but not limited to truancy, detention, and suspension.

#### If You Are Going To Be Gone From School for a School Activity

Field trip permission slips should be returned to the coach or advisor before the activity.

Students who will be gone for school activities should complete homework before they are gone. It is the responsibility of the advisor/coach and teacher to make sure students complete the assignments since students will not be given absence slips.

Names of students that will be absent should be given to teachers by advisors/coaches in advance through a list in their mailboxes and by email. Students will not be allowed to drive themselves to or from a school trip.

In order to participate in a school-sponsored field trip a student cannot have accumulated **15** or more discipline points during the previous quarter and/or the quarter in which the field trip occurs. Those points are defined as:

- Out-of-school suspension, 10 points per day of OSS,
- Full Day In-School Suspension, 7.5 points per full day of ISS

- Half Day In-School Suspension, 5.0 points per half day of ISS
- Detention, 2.5 points per detention.
- Morning Detention, 1.25 points per morning detention.
- Lunch Detention, 1 point per lunch detention.

The principal has the right to make the final decision on whether any student may or may not participate in any school-sponsored field trip.

### Tardiness

If a student is late for class for an excused reason such as meeting with a teacher, that teacher should give the student a pass to class. When the student is tardy, the student should report to the office for a pass. The student will receive detention after five tardies in a quarter. When a student first arrives at school and they are more than fifteen (15) minutes late or tardy, it will be counted as an absence. Students will receive detention for every five tardies they receive during one of the four tardy windows listed below. All tardy counts are reset at the beginning of each of these tardy windows.

Tardy Timeframes for each school year. Tardy counts will reset at the start of each of the 4 sessions during the year:

Start of School through November 1<sup>st</sup>

November 2<sup>nd</sup> through end of 1<sup>st</sup> semester

Start of 2<sup>nd</sup> semester through March 31<sup>st</sup>.

April 1<sup>st</sup> through the end of the school year.

### Make up Work:

- Students will be given one day for every day absent to make up work.
- If a student is gone for more than one day, they will be given the equal number of days to complete the make-up work.
- If the student was told about a test or project that was due before they were gone, the teacher may require they take the test or turn in the assignment on the day they return.

### Truancy

Truancy is being absent from class or school without the approval of the school. Skipping class will result in detention or in-school suspension for an unexcused absence.

Fifteen consecutive days of unexcused absence for a student who is 16 years old will result in being dropped from school enrollment. Students under the age of 16 who are truant will be reported to the county attorney. Truancy enforcement is based upon the county of residency. According to state law, students who accrue three unexcused absences are considered a “continuing truant”. Students who reach seven unexcused absences in a year are considered a “habitual truant” and will have truancy papers filed on them with the county attorney in the student’s county of residence.

### Administration and School Board

The administration has the right to make the final decision on whether an absence will be excused, exempted or unexcused.

The School Board reserves the right to act on any and all violations. The only exceptions granted to this policy are those days excused and exempted with verification stating the date of the absence, the reason for not attending school and when the student should return to school.

### Perfect Attendance

To qualify for perfect attendance recognition a student must be in attendance every day, every hour school is in session. The only absences that are allowed are days a student would be absent from the building due to participating in a school

sponsored activity. Examples of these activities include but are not limited to school sporting events, extra-curricular activities, state testing, etc. Any tardiness to class will disqualify a student for being recognized for perfect attendance.

#### Bullying Prohibition (Policy 514)

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school district property or at school-related functions. For detailed information regarding the school's policies, procedures and actions regarding bullying see the district's Bullying Prohibition Policy, #514 located in the appendix of this handbook. A copy of the policy is available upon request at the school office located at 120 South Hawthorn Street, Royalton.

#### Cameras

Cameras should only be used in school for academic purposes as a general rule during the school day. The personal use of cameras on cell phones and iPads must not be used in a manner that exploits other students or contributes to bullying or harassment. Students will have their phone/iPad/camera device confiscated if found to be using it in a negative manner and it will be turned into the HS/MS office.

#### Care of School Property - Fees and Fines

The school district is accountable for property purchased by our taxpayers and that property should be viewed as "loaned" to students. Therefore students are expected to keep school property in good condition. Students are responsible for damage to any texts, materials, uniforms, equipment, or property.

#### Cellular Telephones and iPad/iPods (Policy 524)

Students will be allowed to use cell phones/iPad/iPod players before and after school, during passing time and lunch periods. There will be zero tolerance for unapproved cell phone/iPad/iPod player use in the classroom. Cell phone/iPad/iPod players need to be turned off and out of sight during class or while in the locker room or bathrooms. A student who uses a cellular phone for any reason, has the cellular phone out-of-pocket, purse, backpack, etc. or his or her cell phone rings while in the classroom, the cellular phone will be confiscated.

1<sup>st</sup> Offense- Teacher keeps phone until the end of the period, contacts parents about use of the phone.

2<sup>nd</sup> Offense- Teacher turns phone into the office, phone returned at the end of the school day.

3<sup>rd</sup> Offense- Teacher turns phone into the office, phone returned at the end of the day, student receives written warning.

4<sup>th</sup> Offense- Teacher turns phone into the office, parent must pick up phone, student receives lunch detention.

5<sup>th</sup> & Subsequent offenses- Teacher turns phone into the office, parent must pick up phone, student receives detention.

The building principal, with reasonable suspicion, may review the contents of a cell phone if s/he has reason to believe there is the possibility that the cell phone may have been used to violate the privacy or civil rights of another student or school district personnel or; the phone was used to cheat, take pictures of students, teachers, school district personnel or; used for the purpose of perpetrating any act of violence, terroristic threat or physical threat or assault or; used to violate any school district policy or regulation.

Cell phones/iPads/iPods can be used in the classroom under the discretion of the teacher. Teachers may allow the use of cell phones in their classroom for academic purposes. Playing unapproved or unassigned games on a cell phone/iPad/iPod during class time is prohibited and violations of this will be treated as a violation of this policy.

#### Detention/Lunch Detention

Students will be assigned detention by a teacher or the principal. Detention will be on Tuesday or Thursday from 3:15 - 4:45 p.m. The office will assign the night and notify the student. If a student misses/skips a detention, the student will have 1/2 day in-school suspension assigned for the next available ISS day. Students who receive two or more detentions

before completion of their assigned detention will receive in-school suspension or out-of-school suspension. Students can also be assigned lunch detention for less severe rules violations. Lunch detentions will take place during the student's lunch period.

**\*\* A student who wishes to switch an assigned detention may do so once. A telephone call or a note from a parent, requesting the change is required. The principal may also approve a switch in detention assignments.**

#### Dress and Appearance (Policy 504)

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

Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather.
- Clothing that is neat, clean and in good taste at all times.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

- "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing deemed not appropriate.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Any apparel or footwear that would damage school property.
- Hats/caps are allowed to be worn in the building during the school day. The hats/caps must be school appropriate and not interfere with safety and/or the educational process of the classroom and school. Teachers may disallow hats in their classroom at their discretion. Students are expected to know and follow these rules at all times. Hoods are not allowed to be worn in school at any time.
- Shoes shall be worn at all times except for activities with teacher/principal approval.
- All skirts and pants must be at least mid-thigh or longer in length.
- All shirts and/or tops must have at least two straps; one per shoulder and all undergarments must be covered. Exception: teacher approved clothing for physical education classes that are worn for that class only.

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified.

#### Drug-Free School and Workplace (Policy 418)

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited (this includes e-cigarettes with or without the nicotine chemicals). The school district will discipline or take appropriate action against anyone who violates this policy.

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

### Harassment and Violence Prohibition (Policy 413, 525)

The school district strives to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence. The school district prohibits any form of religious, racial, or sexual harassment and violence. For detailed information on the school district's Harassment and Violence Prohibition Policy #413 & #525 located in the appendix of this handbook.

### Hazing Prohibition (Policy 526)

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

### Internet Acceptable Use (Policy 524)

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

### Royalton Schools Communications Technology Acceptable Use Policy (Policy 524)

Along with access to computers and people all over the world comes the availability of materials that may not be considered appropriate in the classroom. However, on a global network it is impossible to control all materials. Ultimately, the school staff, parents, and guardians of minors are responsible for setting and conveying the standards that students should follow when using media and information sources. The Royalton School District supports and respects each family's right to decide whether or not to allow their child to apply for access to the telephone, video, and computer networks we provide.

### Rules and Responsibilities

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Electronic communications are often public in nature. General school rules for behavior and communications apply.

The Royalton School District is providing for students and staff various technology materials to conduct research and communicate with others in relation to school work. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right. Therefore, based upon the acceptable use guidelines outlined in the document, the school administrators or their designated representatives may close an account at any time. The administration, faculty, and staff of the Royalton School District may deny, revoke, or suspend specific user accounts.

Individual users of the telephones, video networks, and computer networks are responsible for their own actions. Their behavior must be in support of education and must be consistent with the academic expectations of the school district. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of U.S. or State regulations including copyrighted, threatening, or obscene materials is prohibited. Use for commercial activities by for-profit organizations, product promotion, political lobbying, or illegal activities is strictly prohibited.

The user is expected to abide by the following rules of etiquette:

- Be polite. Do not communicate abusive messages.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Transmission of obscene materials is prohibited. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.

- Do not reveal the personal address or phone number of yourself or other students.
- Do not communicate any personal credit card number, bank account number, or any other financial information.
- Electronic mail is not guaranteed to be private. People who operate the system DO have access to all mail. Inappropriate messages can result in the suspension of privileges.
- Do not use the telephone, video network, or computer network in such a way that would disrupt the use of these resources by other users.
- Vandalism—any malicious attempt to harm or destroy the data of another user—will not be tolerated.
- Any questionable action will result in the cancellation of user privileges.

Violation of any of the above rules and responsibilities will result in a loss of access. Also, violations will be reported to the appropriate administrator for possible further disciplinary and/or legal action.

### Technology Usage Policy (Policy 524)

#### **Inappropriate Logins**

Students who use another student's login name and/or give their name or password to other students.

#### **Inappropriate Computer Activities**

Students who play games; do personal web surfing; tamper with equipment; send unauthorized email; visit chat rooms; print unauthorized documents; restricted sites or joke sites; download unauthorized audio, video or image files.

#### **Installing Software, visiting inappropriate sites, chat, email, etc.**

Students who visit porn, hate or violence advocating sites; install unauthorized software; deface or use technology equipment in a destructive manner.

Students will receive the following consequences for inappropriate technology use.

- A. 1<sup>st</sup> Offense – Student will be put on a restricted filter policy for 2 weeks
- A. 2<sup>nd</sup> Offense – Student will be put on a restricted filter policy for 4 weeks
- B. 3<sup>rd</sup> Offense – Student will be put on a restricted filter policy for the remainder of the semester.

\*\*If equipment is rendered inoperable, a replacement fine will result.

\*\*The administration reserves the right to sanction students more severely based on the nature of the offense.

\*\*A restricted filter policy will allow the student to only access the websites and apps required to complete their school work. All other content will be blocked. This includes games, social media, and streaming services.

**Reporting procedure:** All incidences will be reported to the principal and a discipline notice will be sent home to parents. A copy will also be placed in the student's records.

### Laser Pointers

Laser pointers brought on campus, during or after the school day, will be confiscated. Students may also be subject to additional consequences. Medical research suggests that exposure to laser pointers, for as little as two seconds may cause impaired vision and physical damage to the retina. Therefore, laser pointers used in a manner for which they are not intended may be treated as "weapons" within the meaning of the district's weapons policy.

### Locker Rooms

Students enrolled in physical education classes or participating in athletics will be assigned a locker and a lock at the beginning of the school year or the sports season. The student is responsible for turning in the lock or will be responsible for paying \$5.00. Students may use a personal lock if they wish but a copy of the combination or a duplicate key must be left in the office. Do not leave valuables unattended. All personal or valuable items should be locked in lockers to prevent theft. Lock your locker and turn the valuables into the P.E. office or coach for safekeeping.

### Protective Devices

In accordance with State Law, students participating in certain art classes (ceramics and sculpture), industrial arts laboratories, agriculture, and science classes using chemicals are to wear school-provided safety devices. Any student failing to comply with such requirements will be temporarily suspended from participating in the class and the registration of a student for the course may be canceled by the principal for willful, flagrant or repeated failure to observe the above requirements.

### Tobacco-Free Schools (Policy 418, 419)

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy prohibits the use of tobacco or tobacco-related devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco or tobacco-related device in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's Tobacco-Free Environment policy #419. Contact the building principal if you have questions or wish to report violations.

Royalton schools are designated as tobacco-free. The possession or use of tobacco, or attempting to purchase tobacco products at any time on or within 500 feet of school property, in a school vehicle or at a school-related activity will result in in-school suspension or out-of-school suspension. In addition, students found violating this policy may also be reported to the County Attorney, and may be required to complete a class.

### Use of Office and Copy Machines

For reasons of safety, security and congestion, students are not allowed beyond the counter in the office without permission. A charge will be assessed for personal copies. Students wishing to make copies in the library must first get the approval of the librarian.

### Vandalism

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

### Weapons Prohibition (Policy 501)

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district takes a "zero tolerance" position in regard to the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the School Weapons Policy #501, contact the building principal or the superintendent of schools.

## **Part IV. Health and Safety**

### Accidents

Except in an emergency and to the extent that a student needs medical attention, all student injuries that occur at school or school-sponsored activities should be reported to the building principal or his/her designee by the student and instructor as soon as possible. Parents/guardians of an injured student will be notified as soon as possible. If the student

requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

#### Asbestos Management Update

The school district has developed an asbestos management plan. A copy of this plan can be found in the district office located at 120 South Hawthorn Street, Royalton and is available upon request.

#### Crisis Management (Policy 806)

The school district has developed a “Crisis Management” policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

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

#### Emergency Contact Information

At the beginning of each school year and when a student first registers for school, the school district collects from students and parents/guardians emergency contact information. The high school/middle school keeps this information in its student data management program. It is important that parents/guardians provide the school with this information in case of an emergency. It is important that parents/guardians report any changes in emergency contact information to the school so that school records are current and up to date. Information can be obtained by contacting the high school/Middle School main office at 320-584-4200.

#### First Aid

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

The district has installed automated external defibrillators (AEDs) on the west wall of the commons area by the main entrance doors and near the concession stand in Activities Entrance/Cafetorium. Tampering with any AED is prohibited and may result in discipline.

#### Communicable Diseases (Policy 420)

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his/her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student’s attendance creates a significant risk of transmitting the illness to others.

#### Health Service

The student health office is staffed by a trained Registered School Nurse and a trained Licensed Practical Nurse.

A student who is ill must obtain a pass from his/her classroom teacher (except in an emergency) and then report to the school office. Students who fail to sign in and out of the sick room, and whose whereabouts during the time cannot be

determined, will be treated as skipping. Students will only be allowed to remain in the sick room for one class period and then must report back to class or request permission to go home. Time spent in the sick room will be counted as absent. No student will receive permission to leave the building to go home without parental/emergency contact.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. A parent/guardian should contact the attendance secretary at 584-4241 any time before 9:00 a.m. and leave a message on the attendance voice mail with the reason for their child's absence. If the school has not been contacted regarding an absence, a phone call will be made home or to the place of employment of the parent.

#### Immunizations

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school nurse at 584-4243.

#### Insurance

The school does not provide accident insurance for students. A voluntary school accident benefit insurance plan will be made available to all students during the first week of school.

#### Medications at School during the School Day (Policy 516)

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

#### Pesticide Application Notice

Minnesota state law requires that schools inform parents and guardians if the school applies certain pesticides on school property. The school district is required to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office. ROYALTON PUBLIC SCHOOL DISTRICT AND ROYALTON HIGH SCHOOL DOES NOT HAVE A SCHEDULE OF APPLICATIONS; THEY ARE DONE ON AN AS NEEDED BASIS.

State law also requires that you be told that the long-term effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), please complete and return the form in Appendix II and mail it to: Tony Duevel, PO Box 5, Royalton, MN 56373. If you have any questions regarding this notice, please contact Royalton Public Schools at 320-584-4000.

### Visitors in District Buildings (Policy 903)

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the main office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the front desk of the main office and to wear a “visitor badge” while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

If you would like to meet with a particular teacher about an individual or personal concern, contact the teacher and arrange a time to meet when the teacher does not have a scheduled class. Visitors to the middle school/high school, other than parents, are not permitted except in special circumstances, for example; a new student moving into the district. That visit must be pre-arranged in advance with the principal.

PSEO students are not considered visitors and have the same access to the school building as any other student. PSEO students may get a fob to access the northeast doors during the school day (8:15-3:10). These fobs can be obtained through the district office with approval of the building principal and should only be used by the student to whom the fob is issued. There is a \$10.00 deposit for a student fob.

Students and teachers should immediately direct visitors, strangers, and vendors who enter the building to the school office.

### APPENDIX

1. Policy #413–Harassment and Violence
2. Policy #505–Distribution of Non-school Sponsored Materials on School Premises by Students and Employees
3. Policy #506– Student Discipline
4. Policy #506– HS Discipline Procedures
5. Policy #514 - Bullying Prevention
6. Policy #525– Violence Prevention
7. Policy #526– Hazing Prohibition
8. Policy #413, 525, &526–Violence, Hazing, Harassment Form
9. Map of MS/HS Facility

**\*Policies listed in this handbook are subject to change based on school board action.**

**You will be notified if there are any changes to the below referenced policies\***

- **Harassment and Violence, Policy 413**
- **Drug-Free Workplace/Drug-Free Environment, Policy 418**
- **Tobacco-Free Environment, Policy 419**
- **School Weapons, Policy 501**
- **Student Dress and Appearance, Policy 504**
- **Student Attendance, Policy 503**
- **Distribution of Non-sponsored School Materials by Staff/Students, Policy #505**
- **Student Discipline, Policy 506**
- **Bullying Prevention, Policy 514**

- **Protection and Privacy of Student Records, Policy 515**
- **Student Surveys, Policy 520**
- **Title IX, Policy 522**
- **Internet Acceptable Use Policy, Policy 524**
- **Violence Prevention, Policy 525**
- **Hazing Prohibition, Policy 526**
- **Staff Notification of Violent Behavior by Students, Policy 529**
- **School Meals Policy, 534**
- **Visitors to School Buildings and Sites, Policy 903**

**All Royalton Public Schools policies, in addition to the ones listed below, can be found in their entirety on our school website at: <https://www.royaltonpublicschools.org/policies>**

#### **413 HARASSMENT AND VIOLENCE**

##### **I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment 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, or disability (Protected Class).

##### **II. GENERAL STATEMENT OF POLICY**

A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.

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 Protected Class, as defined by this policy. (For purposes of this policy, school district personnel include 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 Protected Class.

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 Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel 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, with respect to an individual who
  - a. a physical sensory or mental impairment that materially limits one or more major life activities of such individual;
  - 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 or discrimination 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 or discrimination 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 includes 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 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 student(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 sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition

- 1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 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
  - 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 an individual's Protected Class.

**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 Protected Class 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 that 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.

D. 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 the HR Director as the school district human rights officer(s) 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.<sup>[1]</sup>

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 targets or victims and alleged perpetrators of harassment or violence, 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 or another state or federal agency, 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 Minnesota Statutes Chapter. 260E 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. Ch. 260E (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 (Section 504 of the Rehabilitation Act of 1973)

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 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)

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)

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<sup>[1]</sup> In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

**505 DISTRIBUTION OF NON SCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES**

**I. PURPOSE**

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

**II. GENERAL STATEMENT OF POLICY**

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

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

### **III. DEFINITIONS**

- A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B. "Non School-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.
- C. "Obscene to minors" means:
1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
  2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
  3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. "Minor" means any person under the age of eighteen (18).
- E. "Material and substantial disruption" of a normal school activity means:
1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.

2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

F. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.

G. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

#### **IV. GUIDELINES**

A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.

B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:

1. is obscene to minors;
2. is libelous or slanderous;
3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;

4. advertises or promotes any product or service not permitted to minors by law;
5. advocates violence or other illegal conduct;
6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);
7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

C. Distribution by students and employees of nonschool-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:

1. whether the material is educationally related;
2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
4. the quantity or size of materials to be distributed;
5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
6. whether distribution would require that nonschool persons be present on the school grounds;

7. whether the materials are a solicitation for goods or services not requested by the recipients.

## **V. TIME, PLACE, AND MANNER OF DISTRIBUTION**

- A. No non school-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

## **VI. PROCEDURES**

- A. Any student or employee wishing to distribute (as defined in this policy) nonschool-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
  1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
  2. Date(s) and time(s) of day intended for distribution.
  3. Location where material will be distributed.
  4. If material is intended for students, the grade(s) of students to whom the distribution is intended.

B. Within 5 business days, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.

C. If the person submitting the request does not receive a response within 5 business days, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.

D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within 5 business days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.

E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

## **VII. DISCIPLINARY ACTION**

A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy #506.

B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.

C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

## **VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES**

A copy of this policy will be published in student handbooks and posted in school buildings.

## **IX. IMPLEMENTATION**

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

**Legal References:** U. S. Const., amend. I

*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260 (1988)

*Bethel Sch. Dist. No. 403 v. Fraser*, 478 U.S. 675 (1986)

*Tinker v. Des Moines Indep. Sch. Dist.*, 393 U.S. 503 (1969)

*Bystrom v. Fridley High School*, 822 F.2d 747 (8<sup>th</sup> Cir. 1987)

*Roark v. South Iron R-1 School Dist.*, 573 F.3d 556 (8<sup>th</sup> Cir. 2009)

*Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist.*, 640 F.3d 329 (8<sup>th</sup> Cir. 2011), cert. denied 565 U.S. 1036 (2011)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School

District Employees)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)

MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

## **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. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- B. To attend school daily, except when excused or exempt, 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 assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- G. To be aware of and comply with federal, state, and local laws;
- H. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- I. To respect and maintain the school's property and the property of others;
- J. 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;
- K. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- L. To conduct themselves in an appropriate physical or verbal manner; and
- M. 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 #526;
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 #503;
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;
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, or look-alike substances, except as prescribed by a physician, including 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 #501;
14. Violation of the school district's Violence Prevention Policy #525;
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 #524;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating;
23. Violation of school bus or transportation rules;
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 #502;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy #527;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy #514;
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 language toward teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy #525;
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 language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people;
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 school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
44. 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;
- U. Other disciplinary action as deemed appropriate by the school district.

#### **VIII. REMOVAL OF STUDENTS FROM CLASS**

- A. 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.

- B. If a student is removed from class more than five (5) times in a school year, the school district shall notify the parent or guardian of the student's fifth 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. **Procedures for Removal of a Student From a Class.**

If any student is removed from class, that student shall be sent to the principal or designee for determination of appropriate consequences as per policy.

When a teacher decides to remove a student from a class for a class activity or class period, the teacher shall:

1. Direct the student to go directly to the main office.
2. Contact the main office by telephone or intercom system in order to alert office staff and the Principal. The name of the student and a brief description of why the student is being sent to the office will be given to the main office staff.
3. If necessary, the teacher can call the main office and ask for assistance in the removal of a student, or ask that an adult escort the student to the main office.
4. Upon arrival at the main office the student will be seated in the main office.

5. The student will meet with the Principal or designee for determination of appropriate consequences as per school/district policy.
6. At the high school the teacher who removes a student from class will complete a student discipline referral and forward it to the principal for review. The report must be completed within 1 school day of the removal from class. At the elementary school the teacher may be asked by the elementary principal for a written or an oral report. The parent/guardian will be contacted at this time by the principal or referring teacher.
7. The referring teacher may be asked by the principal to contact the parent of the student removed from class.

**D. Responsibility for and Custody of a Student Removed From Class.**

1. Any student removed from class shall report to the office immediately.
2. The teacher removing the student from class will, before sending the student to the office, notify the office by telephone that the student is coming to the office.
3. An adult escort may be required to bring the student to the office.
4. Temporary custody will be determined by the principal or designee.
5. After evaluation of the reasons for being removed from class, the principal may:
  - a. Place the student in an in-school suspension room.
  - b. Designate another adult in the building to supervise the student.
  - c. Contact the student's parents.
6. If possible the student removed from class will bring class work to the office with him/her on which s/he can work

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

1. When a student returns to class after removal for part of one class session:
  - a. The student will have a pass from the principal or his/her designee.
  - b. The teacher will be notified that the student is returning to class.
2. When a student returns to class after being removed from a class for more than one class session:
  - a. The student will meet with the principal or his/her designee prior to returning to class for readmission to that class.
  - b. A parent may be required to attend the readmission meeting.
  - c. The teacher(s) to whom the student will return may be required to participate in the readmission meeting.
  - d. A readmission plan may be developed and required for readmission to the class.

**F. Procedures for Notification.**

1. If determined necessary by the principal or designee the teacher and the parent will receive oral or written notification of the consequence.

2. The student and parent/guardian will be notified of rule violation(s) and consequences orally, by telephone or in writing.
3. The principal or designee may require that a teacher notify the parent either orally or in written communication of the consequence.

**G. Disabled Students; Special Provisions.**

1. If deemed necessary by the principal or his/her designee a manifest determination hearing may be held. At that hearing it may be determined that:
  - a. No further action occurs.
  - b. Consequences or disciplinary action may or may not be taken.
  - c. Further assessment may be required.
2. The principal and/or his/her designee will consult with the case manager of a disabled student removed from class to determine if there is a need to review the student's individual education plan (IEP) for adequacy.
3. The IEP team will be the team that determines if any referral for other services is necessary.
4. Teachers may refer students for evaluation for special education services by using the Royalton Schools Child Study Referral Form. Parents may request that their child be evaluated for special education services by using the Royalton Schools Child Study Referral Form or in writing.

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

Pre-Assessment Team

1. A pre-assessment team consisting of the high school principal, chemical health counselor (if available), guidance counselor, school social worker, school nurse and one teacher has been established. The pre-assessment team shall be responsible for addressing reports of chemical abuse among students. The team will assess, gather information and make recommendations for appropriate response to the individual.
2. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals in a school location:
  - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
  - b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
  - c. The administrator will notify law enforcement officials, the student's counselor, and the chemical pre-assessment team.
  - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
  - e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion

proceedings, and/or referral to a detoxification center or medical center.

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

1. All violations of the student code of conduct as found in the District Student Discipline Policy will be forwarded to the building principal;
  - a. In writing using a discipline referral form.
  - b. Reported in electronic format using email or the student data management program.
  - c. Verbally in person or by telephone.

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

1. Parents/guardians may be contacted to request assistance in the improvement of their child's behavior. That contact may be made:
  - a. By the building principal or his/her designee orally or in writing.
  - b. By the classroom teacher orally or in writing.
2. The school may request that parents/guardians attend conferences, IEP staffing, or general meetings to discuss the improvement of the student's behavior.

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

1. Teachers and support staff should report in writing using the Royalton Schools Child Study Referral Form any student who they think may benefit from early intervention for behavior problems.
2. After receipt of the form, the Child Study Team will make recommendations and/or referrals in reference to the student's behavior.
3. Parents may submit in writing or verbally to the principal, guidance counselor, social worker or the chemical health counselor (if available) any concerns or questions regarding the investigation and/or possible evaluation of a student in in order to detect any possible behavioral problems.

**IX. DISMISSAL**

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

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

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

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

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

C. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the 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 (6<sup>th</sup>) consecutive day of suspension or the tenth (10<sup>th</sup>) 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 encourages a parent or guardian of the student to attend school with the student for one day;
  - b. assigns the student to attend school on Saturday as supervised by the principal or the principal's designee; and
  - c. petitions 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.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**

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

#### **XIII. DISABLED STUDENTS**

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

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's 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 sixteen (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**

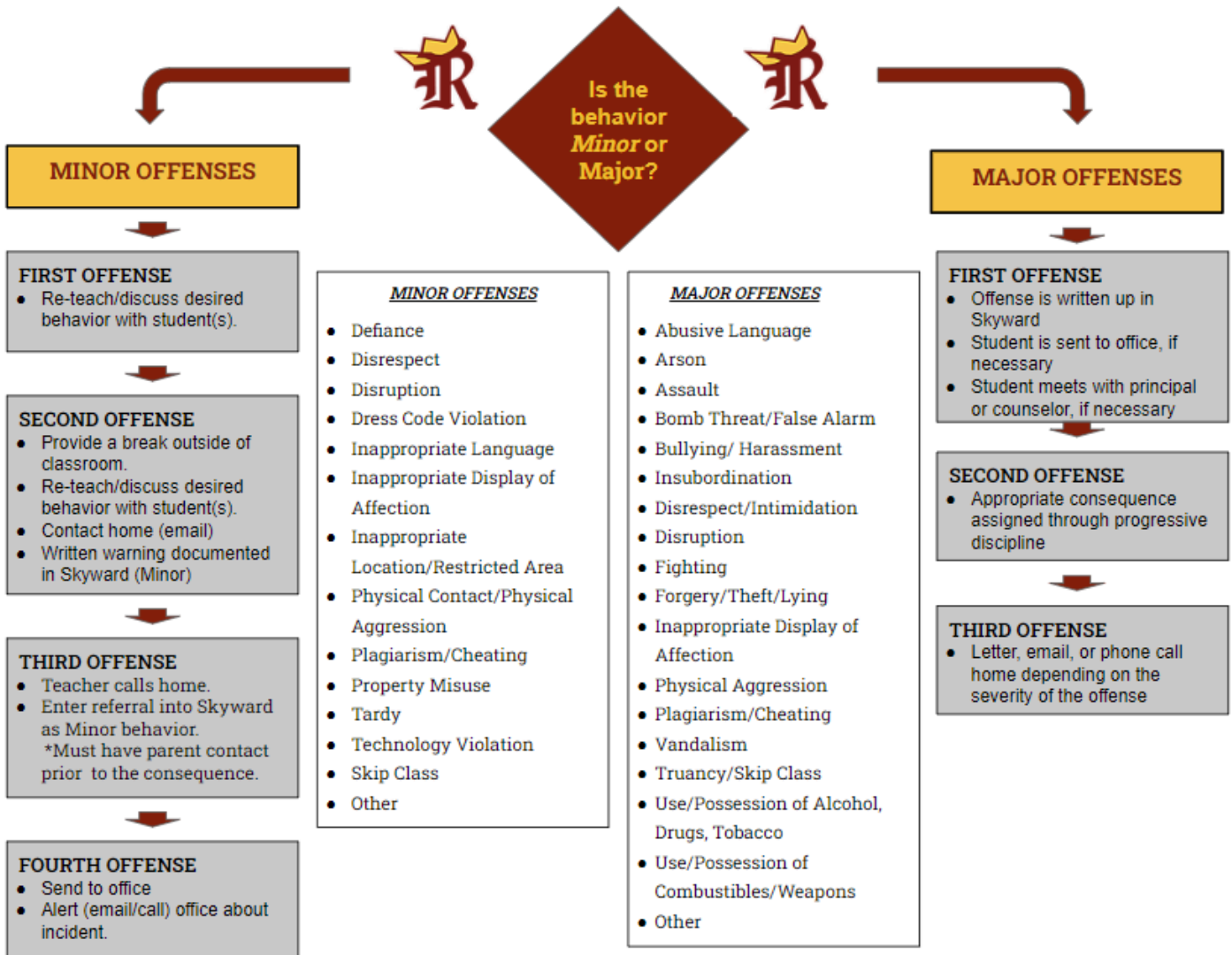
The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted 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.232 (Character Development Education)  
Minn. Stat. § 121A.26 (School Pre Assessment 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. 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 Non School-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)

Royalton MS/HS Discipline Procedures



## **514 BULLYING PROHIBITION POLICY**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See 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 MSBA/MASA Model 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 Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;

4. The incidence and nature of cyberbullying; and
5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;

5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model 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 MSBA/MASA Model 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 Minnesota Statutes section 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 (Definitions)

Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 121A.03 (Model Policy)

Minn. Stat. § 121A.031 (School Student Bullying Policy)

Minn. Stat. § 121A.0311 (Notice of the 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 Schools)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)

34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

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

MSBA/MASA Model Policy 423 (Employee-Student Relationships)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 507 (Corporal Punishment)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

## **525 VIOLENCE PREVENTION [APPLICABLE TO STUDENTS AND STAFF]**

### **I. PURPOSE**

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

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

### **II. GENERAL STATEMENT OF POLICY**

A. The policy of the school district is to strictly enforce its weapons policy (Policy 501 School Weapons).

B. The policy of the school district is to act promptly in investigating all acts, or formal or informal complaints, of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.

C. The administration will periodically review discipline policies and procedures, prepare revisions if necessary, and submit them to the school board for review and adoption.

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

### **III. IMPLEMENTATION OF POLICY**

A. The school board will review and approve policies to prevent and address violence in our schools. The superintendent or designee will develop procedures to effectively implement the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.

B. The school board and administration will inform staff and students annually of policies and procedures related to violence prevention and weapons.

C. The school district will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.

D. The consequences set forth in the school weapons policy (Policy 501 School Weapons) will be imposed upon any student or nonstudent who possesses, uses or distributes a weapon when in a school location.

E. The consequences set forth in the school hazing policy (Policy 526 Hazing Prohibition) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.

F. Students who engage in assault or violent behavior will be removed from the classroom immediately and for a period of time deemed appropriate by the principal, in consultation with the teacher, pursuant to the student discipline policy (Policy 506).

G. Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.

H. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minn. Stat. § 121A.05.

I. Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial, or sexual harassment or violence against other individuals as defined in the harassment and violence policy (Policy 413 Harassment and Violence) will be subject to the procedures set forth in the student dress and appearance policy (Policy 504 Student Dress and Appearance). "Gang" as used in this policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. A "pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

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

#### **IV. PREVENTION STRATEGIES**

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

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

appropriate manner; and/or complying with mandatory reporting requirements under the Maltreatment of Minors Reporting Act.

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

local agencies and community-based organizations, including the Child Information Gateway website maintained by the United States Department of Health and Human Services, to identify research-based tools, curricula, and programs to prevent child sexual abuse.

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

## **V. STUDENT SUPPORT**

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

## **VI. PERSONNEL**

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

**Legal References:** Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)  
Minn. Stat. § 120B.22 (Violence Prevention Education)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)  
Minn. Stat. § 121A.035 (Crisis Management Policy)  
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)  
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)  
Minn. Stat. § 121A.64 (Notification)  
Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. § 181.967, Subd. 5 (School District Disclosure of Violence or Inappropriate Sexual Contact)

18 U.S.C. § 921 (Definition of Firearm)  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
*Tinker v. Des Moines Indep. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
*Stephenson v. Davenport Cmty. Sch. Dist.*, 110 F.3d 1303 (8<sup>th</sup> Cir. 1997)  
*McIntire v. Bethel School*, 804 F.Supp. 1415, 78 Educ. L.Rep. 828 (W.D. Okla. 1992)  
*Olesen v. Board of Educ. of Sch. Dist. No. 228*, 676 F.Supp. 820, 44 Educ. L.Rep. 205 (N.D. Ill. 1987)

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

## 526 HAZING PROHIBITION

### I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

### II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.

- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing 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, tolerate, or are a party to prohibited acts of hazing 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 hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.

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

- G. This policy applies to hazing that occurs during and after school hours on or off school premises or property, at school functions or activities, or on school transportation or electronic messages.
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- I. The school district will act to investigate all complaints of hazing 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**

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:
  - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
  - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an

unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

3. Any activity involving the consumption or inhalation of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

B. “Immediately” means as soon as possible but in no event longer than 24 hours.

C. “On school premises or school district property, or at school functions or activities, or on school transportation” means all school district buildings, school grounds, and 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 may also mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

D. “Remedial response” means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.

E. “Student” means a student enrolled in a public school or a charter school.

F. “Student organization” means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### **IV. REPORTING PROCEDURES**

A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing 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 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. We will be adding the Hazing form to the Harassment, Violence form. The forms can be found in the secondary office.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing 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.

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.

C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or their educational or their work environment.

E. Reports of hazing 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 hazing and the record of any resulting investigation.

F. 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.

## **V. SCHOOL DISTRICT ACTION**

A. Within three (3) school days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials 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 hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.

C. The alleged perpetrator of the hazing 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 hazing 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 the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies and 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 or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's IEP or Section 504 plan 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 hazing.

## **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 and act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing. 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.

## **VII. DISSEMINATION OF POLICY**

A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.

B. The school district will develop a method of discussing this policy with students and employees.

***Legal References:***

Minn. Stat. § 121A.031 (School Student Bullying Policy)

Minn. Stat. § 121A.0311 (Notice of the 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)

***Cross References:***

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

Royalton Board Policy 413 (Harassment and Violence)

Royalton Board Model Policy 506 (Student Discipline)

Royalton Board Policy 514 (Bullying Prohibition Policy)

MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])



ROYALTON PUBLIC SCHOOL DISTRICT #485  
HARASSMENT, VIOLENCE & HAZING REPORT FORM



General Statement of Policy Prohibiting Harassment, Violence, and Hazing

ISD #485 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, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability is strictly prohibited. All persons are to be treated with respect and dignity. 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 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 \ 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.  
\_\_\_\_\_

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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.) \_\_\_\_\_

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413-12F



ROYALTON PUBLIC SCHOOL DISTRICT #485  
HARASSMENT, VIOLENCE & HAZING REPORT FORM



Where and when did the incident(s) occur? \_\_\_\_\_

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List any witnesses that were present \_\_\_\_\_

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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)

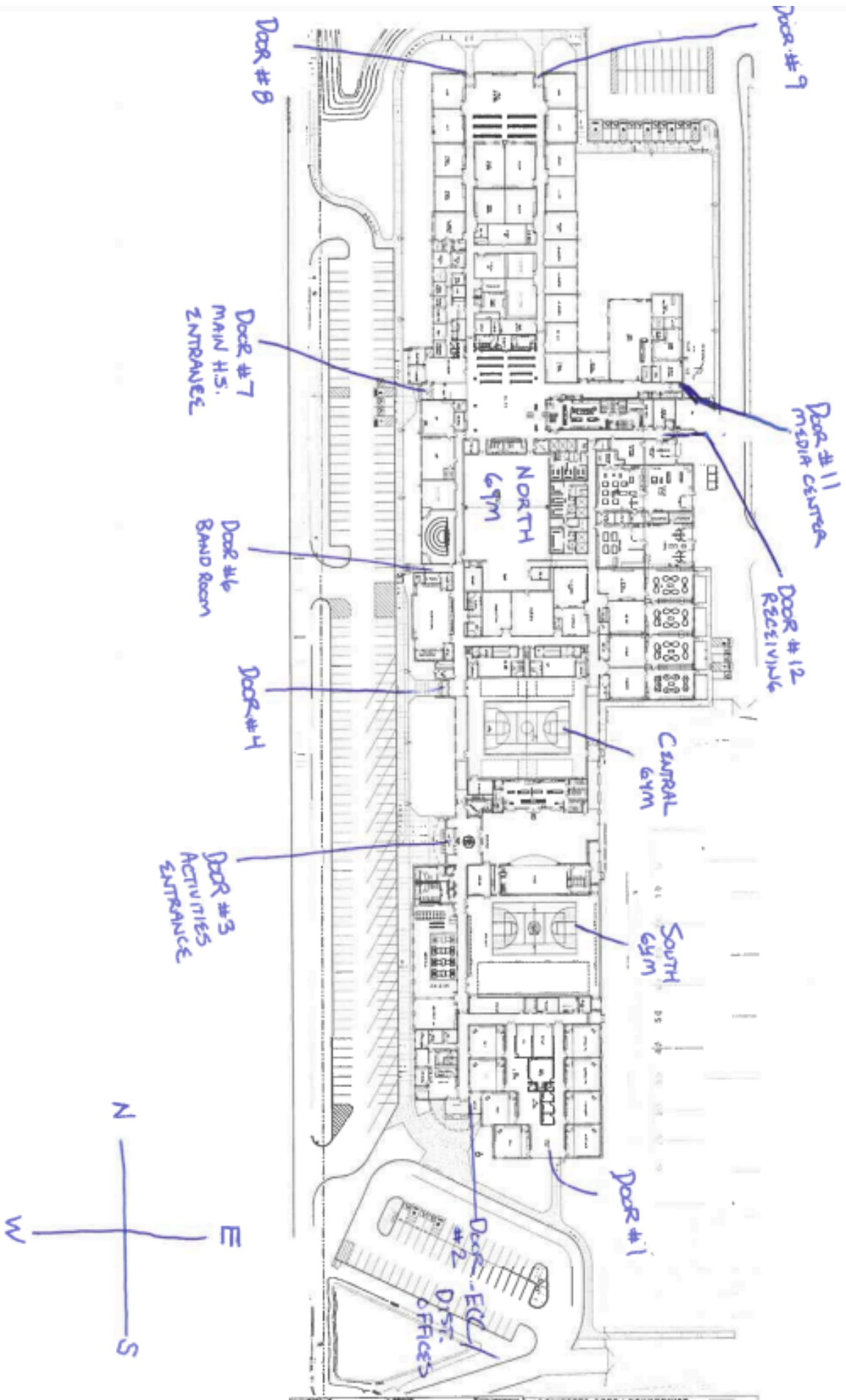
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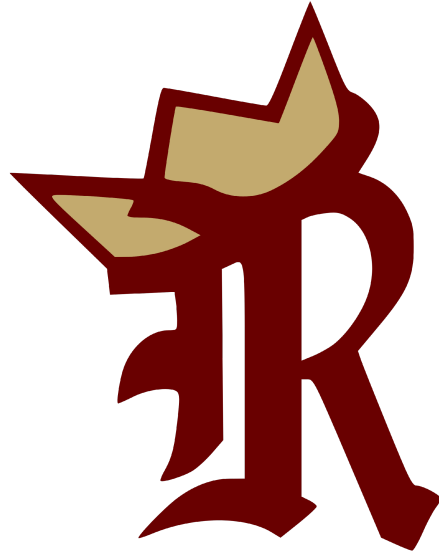
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# Royalton HS/MS MAP





# **Royalton School District**

## **Employee Handbook**

**2024-2025**

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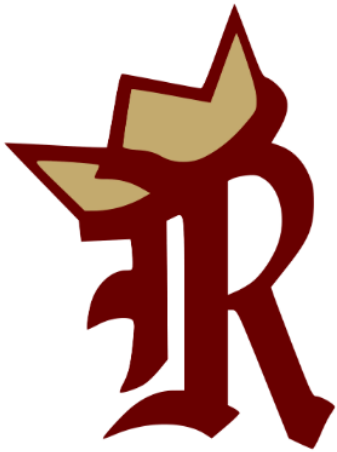
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## Mission of Royalton Public School District

The Mission of Royalton Public School District is to:

Create a collaborative and caring community where all students are inspired to achieve excellence in their learning, performance, integrity and leadership.

## Core Values of Royalton Public School District



RESPECT  
HONEST  
INTEGRITY  
LEADERSHIP  
ACCOUNTABILITY  
SERVICE

## Welcome from District and Purpose of Handbook

Welcome! You are a part of a dedicated organization. We hope that your employment with Royalton Public Schools will be rewarding and challenging. We take pride in our employees as well as in the students and families we serve.

The School complies with all federal and state employment laws, and this handbook generally reflects those laws. The School also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the handbook.

The employment policies and/or benefits summaries in this handbook are written for all employees. When questions arise concerning the interpretation of these policies as they relate to employees who are covered by a collective-bargaining agreement, the answers will be determined by reference to the actual union contract, rather than the summaries contained in this handbook.

Please take the time now to read this handbook carefully. Sign the acknowledgement at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. The online version of this handbook is found at [www.royaltonpublicschools.org](http://www.royaltonpublicschools.org) | Employee Resources and supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The School reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the workplace.

## **Annual Review of Handbook**

Each year all District employees are expected to review the handbook and policies referenced herein. An employee who does not understand any policy, procedure, or guideline contained in or referenced in the handbook, should consult with the employee's supervisor, Principal, or the Human Resources Director for clarification.

Paper copies of this handbook and all policies are available upon request from the Human Resources Department.

## **Contract Disclaimer**

No provision in this handbook or any policy referenced herein is intended to create a contract between Royalton Public School District and any employee or to limit the rights of the District and its employees to terminate the employment relationship. Where applicable, the terms of a Collective Bargaining Agreement or other contracts will take precedence over information provided in this handbook. In addition, to the extent any provision in this handbook conflicts with a School Board Policy, the School Board Policy shall prevail.

## **Section I: School Board Policies**

It is the responsibility of all employees to be aware of and adhere to the policies that govern their employment with the Royalton Public School District. All School Board Policies can be found on the District website [www.royaltonpublicschools.org](http://www.royaltonpublicschools.org), by selecting "District" on the top menu bar and "School Board Policies" on the drop down menu. The electronic link to all School Board Policies is: <https://www.royaltonpublicschools.org/policies>.

Some of the School Board Policies are summarized below for ease of reference; however all of the School Board Policies should be read in their entirety. Questions about any policy should be directed to the employee's supervisor, Principal, or Human Resources Director.

### **Summary of Equal Opportunity Employment Policy 401**

The District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status, genetic information, veteran status, and all other protected class statuses in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to: hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. The District also makes reasonable accommodations for disabled employees and applicants. See Policy 402 for more information about reasonable accommodations.

The District expressly prohibits any form of unlawful harassment based on an employee's protected class status. Questions concerning this policy are to be directed to the superintendent. For information on how to report a suspected violation of this policy see the Summary of Harassment and Violence Policy 413 below.

## **Summary of Disability Nondiscrimination Policy 402**

The District does not discriminate against qualified individuals with disabilities, because of the disability, with regard to job application procedures, advancement, discharge, compensation, job training or privilege of employment. The District shall make reasonable accommodations to the known physical or mental impairment of an otherwise qualified individual with a disability, whether employee or applicant, unless to do so would cause the District an undue hardship. Employees or applicants seeking an accommodation should contact the Human Resources Director.

## **Summary of Employment Background Checks Policy 404**

The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.

## **Summary of Family and Medical Leave Act (FMLA) Policy 410**

The District provides up to twelve weeks of job-protected leave per rolling 12 month period to eligible employees in compliance with the Family and Medical Leave Act for the birth or placement for adoption/foster care of a child; to care for the employee's spouse, child or parent with a serious health condition; for the employee's own serious health condition; or for a qualifying exigency related to the employee's spouse's, child's or parent's military duties. The District also provides up to twenty-six weeks of job-protected leave per 12 month period for an employee to care for the employee's spouse, child, parent or next-of-kin who is a covered service member. Employees may apply paid sick leave to any such leave at the option of the employee and in accordance with the provisions of any applicable Collective Bargaining Agreement. The employee may also use accrued vacation or personal leave at the employee's option in accordance with the provisions of any applicable Collective Bargaining Agreement. Otherwise, FMLA leave is unpaid leave. Special rules apply to instructional employees of the District.

Employees who believe they may be eligible for FMLA leave under this policy should consult the Human Resources Department.

## **Summary of Expense Reimbursement Policy 412**

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

### **Summary of Harassment and Violence Policy 413**

The District strives to maintain learning and working environments that are free of illegal harassment and discrimination.

Employees shall not engage in harassment and discrimination. Any employee who engages in harassment or discrimination on the basis of another's protected class status, or who permits employees under his or her supervision to engage in illegal harassment or discrimination, may be subject to progressive discipline, which includes corrective action up to and including termination of employment.

Any employee who believes he or she has been subjected to harassment or discrimination based on a protected class status should immediately report such belief to the Principal, building supervisor, Superintendent, Human Rights Officers or Human Resources Department. Employees may use the Harassment and Violence Report Form found with the School Board Policies to communicate a claim of harassment or discrimination. The District prohibits retaliation against an employee who in good faith reports suspected harassment or discrimination.

### **Summary of Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy 414**

It is the policy of the District to fully comply with Minnesota Statute 626.556 requiring mandated reporters, which includes all school personnel, to report suspected child neglect or physical or sexual abuse. Mandated reporters shall immediately report neglect or abuse that is suspected of happening, or has happened in the preceding three years, to the local welfare agency, police department, county sheriff, or agency responsible for assisting or investigating maltreatment. It shall be a violation of school policy and the law for any mandated reporter to fail 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, or has been, neglected or physically or sexually abused.

PLEASE NOTE: The Morrison County Social Service Agency may be reached at 320-632-2951 . Depending upon the student's place of residence, a referral may be made to another city's police department, or county's social service agency or sheriff's department.

The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. After making a report to the Social Service Agency or law enforcement agency of an allegation of child maltreatment in school, the reporter must also provide a report to the MDE within 24 hours. A form for reporting to MDE is available as School Board Policy 414 FRM.

## **Summary of Mandatory Reporting of Maltreatment of Vulnerable Adults Policy 415**

The policy of the School District is to fully comply with Minn. Stat. 626.557 requiring mandated reporters, which includes all school personnel, to report suspected maltreatment of vulnerable adults. Mandated reporters shall immediately report maltreatment that is suspected of happening to the county sheriff or county agency responsible for assisting or investigating maltreatment. It shall be a violation of this policy for any school personnel to fail 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.

PLEASE NOTE: The Morrison County Social Service Agency may be reached at 320-632-2951 . Depending upon the student's place of residence, a referral may be made to another city's police department, or county's social service agency or sheriff's department.

## **Summary of Drug-Free Workplace/Drug-Free School Policies 417, 418, & 419**

Use of tobacco, tobacco related devices, electronic cigarettes, controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any school location, is prohibited. No student, teacher, administrator, other school district personnel, or member of the public is permitted to use alcohol, toxic substances, controlled substances, tobacco, tobacco related devices or electronic cigarettes at or in any school location. The District will discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

## **Summary of Employee Student Relationships Policy 423**

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

## **Summary of Workload Limits for Certain Special Education Teachers Policy 427**

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

## **Summary of Information Technology Policy 452**

The purpose of this policy is to establish standards for appropriate Information Technology usage and protect the School District's IT systems from business interruption, unauthorized or inappropriate access, and maintain security

### **Summary of School Weapons Policy 501**

No one is allowed to possess a firearm or dangerous weapon when in a school building or on school property, including buses or off campus at any school related activity. Exceptions to this policy are very limited, as described in Policy 501. Please see the complete policy for a list of exceptions. Violation of this policy shall result in discipline up to and including discharge, termination and cancelation of contract for services. In the case of a violation of the weapons prohibition, the violation shall also be reported to school police liaison officer and/or local law enforcement as well as the Minnesota Department of Education.

### **Summary of Student Attendance Policy 503**

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

### **Summary of Distribution of Non School-Sponsored Materials on School Premises by Students and Employees Policy 505**

To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.

### **Summary of Student Discipline Policy 506**

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.

### **Summary of Bullying Prohibition Policy 514**

An act of bullying, by either an individual student or group of students, is expressly prohibited on school premises, on school district property, at school functions or activities or on school transportation. No teacher, administrator, volunteer, contractor or other employee of the school District shall permit, condone or tolerate bullying. When an employee of the District witnesses, observes, receives a report of or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make every effort to address and resolve the bullying or prohibited conduct. The employee shall immediately inform the building report taker of what occurred. Failure to address or report an incident of bullying or prohibited conduct in a timely manner may result in disciplinary action. A report of inappropriate student behavior can be made to any teacher or administrator in the District.

### **Summary of Protection and Privacy of Pupil Records Policy 515**

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 United States Code section 1232g, et seq., (Family Educational Rights and Privacy Act (FERPA)) 34 Code of Federal Regulations part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and Minnesota Rules parts 1205.0100-1205.2000.

### **Summary of Student Surveys Policy 520**

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

### **Summary of Student Sex Nondiscrimination Policy 522**

It is the policy of the School District to fully comply with Title IX of the Education Amendments Act of 1972 and its implementing regulations, not to discriminate in such a manner. The School District prohibits sexual harassment that occurs within its education programs and activities. 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 is the Director of Human Resources. This policy outlines reporting of prohibited conduct, initial response, assessment and investigation by the District and resolution of the complaint and determination of responsibility.

### **Summary of Internet Acceptable Use and Safety Policy 524**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

### **Summary of Violence Prevention Policy 525**

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

### **Summary of Hazing Prohibition Policy 526**

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

### **Summary of Staff notification of Violent Behavior by Students Policy 529**

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

## **Summary of School Meals Policy 534**

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

## **Section II: Ethics and Personal Conduct**

### **Conflicts of Interest**

Royalton Public Schools is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, employee relations, safety, security, and morale. If there is any actual or potential conflict of interest between you and a competitor, supplier, distributor, or contractor to the School, you must disclose it to your Supervisor. If an actual or potential conflict of interest is determined to exist, the School will take such steps as it deems necessary to reduce or eliminate this conflict.

### **Respectful Workplace**

In addition to maintaining a work environment free of discrimination, harassment, and violence, it is the practice of the district to maintain a work environment where employees treat each other, students, parents, and visitors with respect. Employees have the responsibility to conduct themselves in a manner befitting the important work of an educational institution, and in accordance with the District's mission to provide an instructional environment that is caring and supportive. Employees also have the responsibility to conduct themselves in an ethical manner.

Respectful conduct includes, for example, treating others with courtesy and in a professional manner, valuing their perspectives, and appreciating their contributions. Disrespectful conduct includes, for example, aggressive, intimidating, demeaning, degrading, disruptive or malicious remarks or behavior.

An employee who believes that they have been treated in a disrespectful manner, or who witnesses disrespectful or unethical conduct, should contact their supervisor, Principal, Human Resources Department, or the Superintendent.

### **Conflict Resolution**

Royalton Public School District encourages employees to discuss any issues you may have with a coworker directly with that individual. If you are unable to resolve the problem or issue, please contact your supervisor and arrange a meeting to discuss your concerns. It is counterproductive for employees to create or repeat rumors or gossip.

## **Professional Appearance**

All District employees are expected to report to work dressed in a manner that reflects positively on the image of the District and consistent with the high standards and professionalism we set for ourselves as a District.

Employees are expected to present a well-groomed, professional appearance and to practice good personal hygiene. Remember, to students, parents and the public, District employees represent the District. Inappropriate dress may vary depending on the job and job settings, which includes safety concerns. If, in the judgment of an administrator or supervisor, an employee is not properly dressed, the administrator or supervisor has a responsibility to direct the employee to leave District premises until he or she is properly dressed.

## **Dependability**

All employees are expected to maintain satisfactory attendance and report to work on time every day. Absences and tardiness create an unfair burden to co-workers and should be avoided. Absences, late arrivals and early departures must be kept to a minimum. All leaves, whether paid or unpaid, must be scheduled in accordance with District procedures and with current applicable collective bargaining agreements.

# **Section III: School Operations**

## **Criminal Background Checks - Employees**

In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the School District, the individual must sign a criminal history consent form, which provides permission for the School District to conduct a criminal history background check, and provide payment in an amount equal to the actual cost to the School District of conducting the criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the School District that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the School District. For additional information, please see District policy 404.

## **Criminal Background Checks - Volunteers and/or Overnight Chaperones**

The District requires volunteers and/or overnight chaperones, to submit to a criminal history background check. The opportunity to volunteer or chaperone shall be conditioned upon a determination by the District that an individual's criminal history does not preclude the individual from volunteering with, or provision of services to, the School District.

## **Personnel Files**

Employees shall have the right to examine their personnel files subject to the following conditions: (A) An employee, upon written request to the superintendent, may examine the contents of his or her file, which will be made available by the conclusion of the next working day. (B) No material shall be filed in an employees' personnel folder unless the employee has been sent a dated copy at the time of filing. The employee shall have the right to submit a response to any report or evaluation; such a response shall be attached to and become a part of the employee's personnel file. (C) An employee may be permitted to reproduce at his/her expense any contents of his/her personnel file. (D) The school district may destroy such files as provided by law. (E) Official grievances filed by any employee under the grievance procedure shall not be placed in the personnel file of the employee; nor shall such a grievance be utilized in personnel assignments.

## **Email Use**

Email is the primary means of communication for many important items. Employees are expected to check their email a minimum of one time per day on the days they work.

## **Employee Use of Technology/Social Media**

All employees are required to review and abide by School Board Policy 452 Information Technology and Policy 524 Internet Acceptable Use and Safety. Staff are required to monitor the websites that are accessed by students. Staff should report all inappropriate use to the Technology Department for possible disciplinary action. Staff are prohibited from accessing inappropriate material from the internet. Viewing inappropriate material may lead to disciplinary action, up to and including termination of employment. Staff must keep their personal use of the internet to a minimum during the contracted duty day.

## **Nursing Mothers, Lactating Employees, and Pregnancy Accommodations**

Minnesota's Nursing Mothers, Lactating Employees, and Pregnancy Accommodations law (Minnesota Statutes § 181.939) gives pregnant and lactating employees certain legal rights. Pregnant employees have the right to request and receive reasonable accommodations, which may include, but are not limited to, more frequent or longer breaks, seating, limits to heavy lifting, temporary transfer to another position, temporary leave of absence or modification in work schedule or tasks. An employer cannot require an employee to take a leave or accept an accommodation. Lactating employees have the right to reasonable paid break times to express milk at work unless they are expressing milk during a break that is not usually paid, such as a meal break. Employers should provide a clean, private and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk. It is against the law for an employer to retaliate, or to take negative action, against a pregnant or lactating employee for exercising their rights under this law. Employees who believe their rights have been violated under this law can contact the Minnesota Department of Labor and Industry's Labor Standards Division at [dli.laborstandards@state.mn.us](mailto:dli.laborstandards@state.mn.us) or 651-284-5075 for help. Employees also have the right to file a civil lawsuit for relief. For more information about this law, visit [dli.mn.gov/newparents](http://dli.mn.gov/newparents).

## **Change of Personal Information**

Employees are expected to notify the Human Resources Department whenever they experience a change in name, address, number of dependents, telephone number, emergency contact person, or marital status, so that District records and files can be updated. An employee may also need to complete another federal and state employee withholding allowance certificate (W-4) as well as various health insurance forms. For most benefits, employees only have 30 calendar days from the date of the event resulting in a change to make adjustments to the insurance plan(s).

## **Emergency School Closings**

Royalton, Little Falls, Pierz, Upsala, and Swanville School Districts work with one another on weather-related emergencies.

If inclement weather is in the forecast, school closing or late start information is available on the following radio and television stations: KLTF, KFML, WYRK-Little Falls; KCLD, KLZZ, WJON-St. Cloud; WVAL, WHMH-Sauk Rapids; WCCO-Mpls; KCCO/KCCW-TV Channel 7-Alexandria; KSTP-TV Channel 5 and KARE 11, and via School Messenger system. Announcements will be made at the earliest time a determination can be made, usually not later than 6:30 a.m.

## **Fire Drill Procedures**

1. All employees are to familiarize themselves with fire exits for their respective classroom and instructional areas.
2. All employees are to orient their students in their classrooms to the proper exits for their respective classrooms and instructional areas the first day of classes.
3. At the sound of the fire alarm system, employees are to take charge of their group directing them to stand and to walk single file in an orderly manner to their fire exit. Direct them to walk with no running or shoving allowed. All employees are to check that all students are out of the room or instructional area and then follow their group outside and assemble the group in areas away from the building. Teachers are required to bring their grade books or class lists with them during fire drills to check attendance.
4. In the event of a fire, employees are to keep students in groups away from the school so as not to hamper the Fire Dept.
5. Employees are to wait for instruction. In the event of a drill, a return bell will be sounded or a clearance given to re-enter the building.
6. In the event that a regular exit is blocked by fire or smoke, use the nearest alternate exit.
7. Please post exit directions for your classroom.

## **Tornado Drill Alert Procedures**

Should a tornado drill or alert become necessary, the following procedures shall be followed:

1. Lights turned off.
2. All students shall be seated on the floor in the nearest interior corridor as far away from an exit as possible. The drill or alert will be announced verbally over the P.A. system or by the bells ringing in brief continuous intervals.
3. The return to classrooms will be announced verbally over the P.A. system.
4. Students are to be absolutely quiet during the drill or alert.

## **Lockdown Procedures**

One means of securing the school is to implement lockdown procedures. These procedures may be called for in the following instances:

1. Lockdown with warning – The threat is outside of the school building. The school may have been notified of a potential threat outside of the building.
2. Lockdown with intruder – The threat/intruder is inside the building.

### Lockdown with warning procedures:

- Building administrator will order and announce “lockdown with warning” procedures.
- Repeat the announcement several times. Be direct. Code words lead to confusion.
- Bring people inside.
- Lock exterior doors.
- Clear hallways, restrooms and other rooms that cannot be secured.
- Pull shades. Keep students away from windows.
- Control all movement, but continue classes. Disable bells. Move on announcement only.
- Building administrator will announce “all clear.”
- Students eating in the cafeteria can bring their trays to their classroom.

### Lockdown with intruder procedures (these actions happen rapidly):

- Building administrator will order and announce “lockdown with intruder.” Repeat announcement several times. Be direct. Code words lead to confusion.
- Immediately direct all students, staff and visitors into the nearest classroom or secured space. Classes that are outside of the building SHOULD NOT enter the building. Move outside classes to a primary evacuation site.
- Students in the cafeteria, media center, or gymnasiums should evacuate the area to a safer location.
- Lock classroom doors.
- DO NOT lock exterior doors.
- Move people away from windows and doors. Turn off lights.
- DO NOT respond to anyone at the door until “all clear” is announced.
- Keep out of sight.
- Building administrator will announce “all clear.”
- Some other threats may override lockdown, i.e. confirmed fire, intruder in classroom, etc.
- Consider making an action plan for people in large common areas i.e. cafeteria, gymnasium.

Lockdown may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or disturbance.

## **District Newsletter**

Three times per year, the school district publishes a newsletter that is sent to over 1200 households. The newsletter is an excellent way of informing parents and community members about school activities. We often forget that much of what has happened or will happen is of great interest to many people. Articles need not be long. Often results of an event with the names of participants are all that is necessary. People love to see their name in print.

## **Earned Sick and Safe Time**

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. All of your accrued sick time per your bargaining agreement is earned sick and safe time. A year for purposes of the employee's earned sick and safe time accrual is July 1-June 30.

At the end of each pay period, employers must provide employees with the number of earned sick and safe time hours used by the employee during the pay period and available for future use. Earned sick and safe time must be paid at the same base rate employees earn from employment.

Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.
- making funeral arrangements, attending a funeral service or memorial or addressing financial or legal matters that arise after the death of a family member.

## **Notifying employer, documentation**

An employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive scheduled workdays.

If an employee plans to use earned sick and safe time they should submit a request via Frontline prior to the absence occurring.

## **Retaliation, right to file complaint**

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the law. If an employee believes they have been retaliated against or improperly denied

earned sick and safe time, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned sick and safe time violations.

For more information

Contact the Minnesota Department of Labor and Industry's Labor Standards Division at 651-284-5075 or [esst.dli@state.mn.us](mailto:esst.dli@state.mn.us) or visit the department's earned sick and safe time webpage at [sickleave.mn.gov](http://sickleave.mn.gov).

**Absences**

All District employees anticipating a need to be absent must submit a request to be absent for any regular scheduled duty days/shifts prior to the absence occurring. Employees are required to enter absences on the automated absence reporting/sub calling system, which can be accessed either by the internet.

The procedure is as follows:

1. Employee enters a request to be absent prior to the occurrence in accordance with union contract timelines.
2. Supervisor electronically approves/denies the request.
3. Absence occurs, if approved.
4. Information is uploaded into the payroll system for processing of leave time and substitute payments (when a sub has been employed to fill the vacancy).

Absences can be entered by computer, prior to the beginning of their shift on the day of the actual absence. Employees will need to contact their supervisor if they forget to enter an absence.

For unexpected but non-emergency absences, employees must notify their supervisor or designee in a timely fashion (before work starts). If the employee fails to call in, the employee may be placed on unauthorized leave without pay and subject to other corrective action. If the absence is due to an accident/illness/injury, a medical note may be required prior to returning to work. In emergency situations, employees are expected to call their supervisor and report the absence, or in extreme cases have a family member call the supervisor as soon as practical. Each employee is required to take responsibility for reporting their own absence by following the proper procedure. Recurring failure to follow the absence procedure will be considered a deficiency.

**Recording Hours Worked**

Non-exempt, hourly employees are required to complete an electronic timecard through Frontline Time and Attendance or timesheet for all hours worked. Timecards/time sheets should be submitted to the employee's supervisor or building administrator by the last day of the payroll to ensure timely processing. The payroll week is Monday through Sunday and time sheets must be signed off on by the supervisor. Any time sheets that do not arrive in the business office by the two days following the end of the pay period may not be processed until the next scheduled payroll.

## **Paychecks**

Royalton School District issues paychecks through direct deposit or paper check on a semi-monthly basis. Non-exempt, hourly Employees will receive payment for work performed during the pay period that ended two weeks prior to the date of the check, exempt employees will be paid for the work performed during the current pay period. Employees enrolled in direct deposit are solely responsible for updating and changing bank account information as needed.

Employees are responsible for reviewing their payroll check information for proper deductions, benefits and wages. An employee who believes there is a mistake with respect to their paycheck, or who believes an improper deduction was made from their salary, should contact the Human Resources Department.

## **Expense Reimbursement for District Funds**

Requests for reimbursement must be pre-approved by the employee's Supervisor or Building Administrator, must be itemized using the District's check request form and signed by the designated administrator, and be accompanied by proper documentation of the expense (except with respect to mileage reimbursement request). Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees and other reasonable and necessary District business-related expenses.

An acceptable form of documentation evidencing a reimbursable expense is an itemized receipt with company name, date and dollar amount paid. Credit card slips showing total dollar amount and signature will not be accepted. The travel and expense reimbursement form is located on the Royalton Public Schools website|Staff|Employee Resources.

When ordering online, a printed copy of the order from the vendor confirming the placement of the order and showing the payment transaction will be accepted. The District cannot accept an order confirmation or screen printed copy of your order that does not show payment.

Approved automobile travel shall be reimbursed at the current mileage rate set by the IRS. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip. Hotel reimbursement shall not include incidental charges such as phone calls.

## **After Hours Building Use**

Employees who wish to utilize the school building(s)/facilities for non-work related use need to follow the District's Use of School District Facilities and Equipment Policy 902 and Addendum 902. They can be found on the District website under School Board Policies/School-Community Relations or by calling the Community Education Director.

## **Building Access and Security**

The school buildings have limited access, particularly when classes are in session. The buildings are open to students at 7:15 and remain open to students until 3:30 p.m. Students are not to be in the building at any other time unless they are participating in a school-sponsored activity and are under the direct supervision of a district employee. The doors to the building lock between 8:15 a.m.-8:30 a.m. and all visitors must electronically request access into the office to gain access to the building.

All doors should be kept locked during the school day. If you see people in the building that you do not recognize, please notify the office immediately.

Any coach, director, or supervisor of a student activity that meets when school is not in session is responsible for the security of the building. Under no circumstances are doors to be propped open or left unlocked and unattended.

Staff members from time to time use the building in the evenings and weekends. Be certain that when you enter the building during times other than when the building is open to the public you do the following:

1. Be certain the entrance door you used for access to the building is locked after you enter the building.
2. DO NOT PROP ANY DOORS OPEN!
3. Disarm the security system (if between 12:00 a.m.-5:00 a.m.).
4. When you leave the building be sure all lights are off.
5. Be certain the exterior door is completely closed and secured.

### **Confidential Information**

Data maintained on student or other employees may be classified as private or confidential pursuant to the Minnesota Government Data Practices Act (MGDPA), and/or Family Educational Rights and Privacy Act (FERPA). It is the responsibility of all employees to follow those laws and avoid disclosing any private or confidential information to individuals who are not authorized to receive such information. Employees should refrain from sending confidential information on students to a personal email account of a parent or guardian unless permission is first granted by the student's parent or guardian.

### **Employee Discipline**

Employees may be disciplined or discharged for just cause. The following steps outline the progressive discipline process, however, the School District reserves the right to skip steps when the offense by the employee justifies the action.

**Verbal Warning:** The building Administrator may meet with the employee to issue a verbal warning. This warning will be documented and placed in the employee's personal file.

**Written Reprimand:** The Building Administrator may meet with the employee and issue a written reprimand to the employee. The written reprimand will be placed in the employee's personnel file. Performance improvement plans may be issued as part of this meeting or at a separate meeting, depending upon the circumstances.

**Unpaid Suspension:** The employee may be placed on suspension without pay for up to five days. The employee may be placed on probation for up to 90 days following the suspension. A written reprimand and discussion of the conduct that led to the suspension may also be placed in the personnel file.

**Termination:** The employee may be recommended for termination by their direct supervisor to the Superintendent.

Employees that are members of a union shall have the right to have a representative of the union present during an investigation. A written record of all disciplinary actions, other than verbal reprimands, shall be made available to the employee upon request. All disciplinary records shall state the corrective action expected of the employee. Each employee shall receive a copy of evaluative personnel and disciplinary records. If the School District has a reason to reprimand an employee, it shall be done in a manner that maintains the dignity of the employee. Any disciplinary action or measure imposed upon an employee may be processed as a grievance through the regular grievance procedure. The union shall have the right to take up the suspension and/or discharge as a grievance at the arbitration step of the grievance procedure, and the manner shall be handled in accordance with this procedure through the arbitration step, if deemed necessary by either party.

## **Section IV: Employee Responsibilities**

### **School Property and Equipment**

No District purchased supplies or equipment is allowed to be used for personal use offsite. If a staff person wants to utilize District facilities/equipment, they should follow the procedure as outlined in District Policy 902.

### **Employee Lunch Accounts**

Employee lunch codes are obtained from your building secretary. Cash or check is accepted for payment for your lunch account and can be given to your building secretary to be deposited into your lunch account. Employees must have funds in their accounts in order to purchase meals.

### **Building Responsibility**

The employee in charge of the classroom is responsible for the equipment in these rooms. Equipment should be kept from unnecessary marking and damage. Students are held responsible for their assigned seats and should unnecessary damage occur, they should be reported to the office so that appropriate action may be taken. Employees shall periodically check the room for this purpose.

Aid the custodians by keeping the floors as free of paper as possible. A minute used at the end of the day is suggested to have students tidy up the room.

When the room is not being used for the remainder of the day, the shades shall be adjusted, windows closed and locked. All lights shall be turned off when not needed. Classroom doors should be locked during lunch breaks or when the room is not in use.

No students shall be present in your room unless they are supervised. Do not allow students to remove window screens or to hand/climb out of windows. These actions damage screens and walls and present a professional image to passers-by.

## **Proper Title**

Students should address you only by the proper title, be it Mr., Mrs., Miss, or Coach. Make this understood whenever the students address you by any other title, or when a student refers to another official by a title other than the proper one.

## **General Discipline**

Each staff member shall be responsible for maintaining good student discipline whenever they may be on school grounds. When specific assignments (class advisor, student activity clubs, etc.) are made, the staff member to whom such assignment is made is charged with the responsibility for student discipline.

## **School Telephones**

The school telephones are for school business. Personal calls must be kept to an absolute necessity and minimum. Students are not to use the phone in a classroom unless it is for school business and you are supervising the call. Please do not send a student to the office to make phone calls during class time, unless it is an emergency or in the case of illness.

## **School Letterhead**

School stationery and envelopes will be used only for school business.

## **School Copiers/Printer Use**

Multiple copiers/printers are available in staff workrooms for school business use. Office copiers are to be used by office staff only to preserve confidentiality of documents being printed. When ECC workroom single copier needs maintenance, the District Office office copier is the back up. District Office staff will make the copies to preserve confidentiality of documents being printed. Copies of all materials should be defaulted to black and white. On the rare occasion that non-office staff require a colored copy (ex: staff will laminate the document and re-use it from year to year, a graph needs to be deciphered and this cannot be done in black and white, or colors are the subject you are specially teaching) the following process is followed:

- Create a Help Desk ticket with the document you wish to have color copies attached and include your reason for the colored copy.
- All colored copy requests will be reviewed by Technology Staff and possibly employee supervisors before copies are printed.

## **Use of School Vehicle**

**Bus**-An employee requiring bus transportation must submit a transportation request form to the transportation department. Any trips requiring transportation should be approved by the principal before scheduling. The transportation supervisor assigns all drivers.

**Van**-All trips for school related business by school personnel are to be taken in the school van if they are available. Mileage reimbursement for use of a personal auto will only be provided if the van is unavailable and a request has been filled out in advance.

Transportation form must be submitted to the transportation supervisor who will check for van availability. Preference will be given to trips that are most economical with the van/car. The maximum number of students allowed in the van is ten. Prior to leaving with students, the driver of the van must fill out a Pre-Trip Van Inspection Evaluation Form. Submit mileage records and evaluation form to the transportation supervisor at the conclusion of the trip.

## Section IV: Safety & Workplace Injuries

### Non-Emergency Accidents/Injury Involving Students

It is the responsibility of the staff member to conduct their classes and maintain equipment so that accidents do not occur. Any accident, no matter how minor, must be reported to the nurse.

### Non-Emergency Accidents/Injury Involving Employees

The safety of employees is a vital concern to the Royalton School District, and therefore the District has adopted policies and implemented systems and infrastructure to provide safe working conditions and equipment. In addition, employees are expected to observe safety rules to protect their own safety and the safety of others at the District. Any employee, who comes upon an unsafe condition, must immediately notify the Head Custodian or Building Principal as soon as possible.

When someone is injured at work.....

- If it is an **emergency, CALL 911**
- Otherwise, report the injury to your supervisor
- The employee **AND** supervisor should call the Paradigm nurseline at **(844) 847-8708** together. (If no supervisor is available, the employee can call alone.) Do this as soon as possible.
- The registered nurse who answers will ask what happened and recommend what to do next, whether it's self-care, urgent care or even the emergency room.
- The nurse will report the injury to RAS (our workers comp insurance company).
- The employee or supervisor should report the injury to the Human Resources Director.

## ACKNOWLEDGEMENT

Printed Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

I acknowledge that I have read Royalton Public School District's Employee Handbook, understand its contents, and agree to abide by the policies and procedures set forth herein. I understand that this employee handbook is not intended to nor should it be interpreted to be a contract or to otherwise create a property right in continued employment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For office use only:**

Date received: \_\_\_\_\_

# Royalton School District

## Bid Results for 2024-25 - Milk / Bread / Fuel

Administrative recommendation is highlighted in Gold

### MILK

Current Provider: Kemps

Product:
1/2 Pint White 1% Milk
1/2 Pint White Skim Milk
1/2 Pint Chocolate Skim Milk
1/2 Pint Lactose Free Skim
Sour Cream 5 lbs

CURRENT
2023-24
<b>Kemps</b>
<i>Esc. Only</i>
\$0.298
\$0.287
\$0.300
\$0.870
\$9.647

BIDS
2024-25
<b>Kemps</b>
<i>Esc. Only</i>
\$0.315
\$0.300
\$0.315
\$0.766
\$10.655

### BREAD

Current Provider: Pan-O-Gold

Product:
Whole Grain Sandwich Bread
4" Whole Grain Hamb. Buns 60ct
3.5" Whole Grain Hamb. Buns 60ct
Whole Grain Hot Dog Buns 12ct
Whole Grain Steak Bun 24ct
Whole Grain Dinner Roll 12ct

CURRENT
2023-24
<b>Pan-O-Gold</b>
<i>Firm</i>
\$2.08
\$10.74
\$10.74
\$2.21
\$5.50
\$2.22

BIDS	
2024-25	2024-25
<b>Pan-O-Gold</b>	<b>Bimbo Bakeries USA</b>
<i>Firm</i>	<i>Firm</i>
\$2.30	\$2.49
\$10.80	\$13.36
\$10.80	NA
\$2.65	\$2.66
\$5.60	\$7.16
\$2.45	\$1.79

### FUEL

Current Provider: Centrasota Cooperative

Product:
#2 Diesel Dyed w/ Bio
Diessel Blend (40% #1, 60% #2)
Unleaded Regular 87 Oxy

CURRENT
2023-24
<b>Centrasota Cooperative</b>
<i>Firm</i>
\$0.095
\$0.095
\$0.125

BIDS
2024-2025
<b>Centrasota Cooperative</b>
<i>Firm</i>
\$0.095
\$0.095
\$0.125



# ROYALTON PUBLIC SCHOOLS

120 Hawthorn Street, Royalton, MN 56373  
Phone (320) 584-4000  
royaltonpublicschools.org

*Home of the Royals*

RESPECT · HONESTY · INTEGRITY · LEADERSHIP · ACCOUNTABILITY · SERVICE

### Bid for bread products Specifications

Please quote the lowest possible prices, which must include delivery charges unless otherwise specified.

Company Name PAN-O - GOLD BAKING CO.  
Address 444 E. ST. GERMAIN ST.  
ST. CLOUD, MN 56302  
Telephone 320-251-9361  
Contact Person JASON REVENIG

Quantities below are estimates based on previous year's usage.

Description	Price per unit
4" Whole Grain Hamburger Bun 60 ct	10.80
4" Whole Grain Hamburger Bun 30 ct	NA
3 1/2" Whole Grain Hamburger Bun 60 ct	10.80
2 3/4" Whole Grain Hamburger Bun 12 ct	NA
Whole Grain Sandwich Bread	2.30
Whole Grain Hot Dog Bun 30 ct <u>12 ct</u>	2.65
Whole Grain Steak Bun 24 c	5.60
Whole Grain Dinner Roll 12 ct	2.45

All quotations must conform with the specifications indicated. Quotations must be in writing and sealed upon arrival at the district office. Any quotations containing alterations or erasures will be rejected unless crossed out and corrected by printing in ink or by pen written adjacent thereto, with the initials of the person signing the quotation. The board in its discretion may negotiate a mutually agreeable contract with any company providing a quotation. The board reserves the right to reject any and all bids; and if no satisfactory quotation is received, the board may readvertise. Any contract that does not comply with state law is void.

I have read and understand all specifications, terms and conditions of this quotation.

Signature Jason Revenig Date 6-14-24

Printed Name JASON REVENIG



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### Bid for Fuel Specifications

Please quote the lowest possible prices, which must include delivery charges unless otherwise specified.

Company Name Centra Sota Cooperative  
Address 805 Highway 55 East  
Buffalo, MN 55313  
Telephone 320-345-0427  
Contact Person Sam VanDenheuvel

Quantities below estimates based on previous year's usage.

Quantity	Description	Price per unit	Type
20,000 gal. Annually - delivered on as needed basis (2,000 gal storage capacity)	#2 Diesel Dyed w/Bio	<u>\$.095</u> cents	<input type="checkbox"/> Escalating bid <input checked="" type="checkbox"/> Firm bid
(Amount included in above)	Diesel Blend (40% #1, 60% #2)	<u>\$.095</u> cents	<input type="checkbox"/> Escalating bid <input checked="" type="checkbox"/> Firm bid
7,000 gal. Annual (560 Storage Capacity)	Unleaded Regular 87 Oxy	<u>\$.125</u> cents	<input type="checkbox"/> Escalating bid <input checked="" type="checkbox"/> Firm bid

All quotations must conform with the specifications indicated. Quotations must be in writing and sealed upon arrival at the district office. Any quotations containing alterations or erasures will be rejected unless crossed out and corrected by printing in ink or by pen written adjacent thereto, with the initials of the person signing the quotation. The board in its discretion may negotiate a mutually agreeable contract with any company providing a quotation. The board reserves the right to reject any and all bids; and if no satisfactory quotation is received, the board may readvertise. Any contract that does not comply with state law is void.

I have read and understand all specifications, terms and conditions of this quotation.

Signature  Date 6.12.2024

Printed Name Sam VanDenheuvel



July 8, 2024

Office of the Superintendent  
Royalton ISD 485  
120 South Hawthorn  
Royalton, MN 56373

RE: Bread Bid 2024-2025 School Year

Below is the pricing on bread products for the 2024-2025 school year. All our products have sufficient shelf life for advance delivery which allows us to deliver the product the day before it is needed. This will ensure product is available in case of accidents or breakdowns. Shorted product will be replaced as soon as possible. Same day replacement cannot be guaranteed. The products listed below are manufactured in the U.S. and made with over 51% USA sourced ingredients.

Delivery will once a week. Orders should be placed 7 days. To reduce the possibility of cuts to your order, please order by full tray for each order. New for this year, our whole grain products will have a fresh for longer formula extending their shelf life from 13 days to 21 days.

Item No.	UPC	Description	Price	# Tray
3239	71673-01212	Food Service Whole Grains Bread 24oz	\$2.49	10
4259	78700-80031	Food Service Whole Grain Sub Roll 6 ct	\$1.79	12
4266	78700-80070	Food Service Whole Grains Hot Dog Buns 16 ct	\$3.54	5
5600	78700-80198	Food Service Whole Grains Hamburger Buns 30 ct	\$6.68	2
6619	78700-80096	Food Service Whole Grain Dinner Roll 12 ct	\$1.79	6

Please contact me if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rosalie Szabo".

Rosalie Szabo, Food Service Bid Manager  
Bimbo Bakeries USA  
244 Clayton Forest Road  
Kernersville, NC 27284  
804-295-9328  
[Rosalie.szabo@grupobimbo.com](mailto:Rosalie.szabo@grupobimbo.com)

PZ 7926



# ROYALTON PUBLIC SCHOOLS

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Phone (320) 584-4000  
royaltonpublicschools.org

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RESPECT · HONESTY · INTEGRITY · LEADERSHIP · ACCOUNTABILITY · SERVICE

### Bid for bread products Specifications

Please quote the lowest possible prices, which must include delivery charges unless otherwise specified.

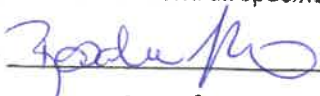
Company Name Bimbo Bakeries USA  
Address 244 Clayton Forest Road  
Kernersville, NC 27284  
Telephone 804-295-9328  
Contact Person Rosalie Szabo Rosalie.szabo@grupobimbo.com

Quantities below are estimates based on previous year's usage.

Description	Price per unit
4" Whole Grain Hamburger Bun 60 ct	
4" Whole Grain Hamburger Bun 30 ct	\$6.68
3 1/2" Whole Grain Hamburger Bun 60 ct	
2 3/4" Whole Grain Hamburger Bun 12 ct	
Whole Grain Sandwich Bread	\$2.49
Whole Grain Hot Dog Bun 30 ct 16ct	\$3.54
Whole Grain Steak Bun 24 c 6ct	\$1.79
Whole Grain Dinner Roll 12 ct	\$1.79

All quotations must conform with the specifications indicated. Quotations must be in writing and sealed upon arrival at the district office. Any quotations containing alterations or erasures will be rejected unless crossed out and corrected by printing in ink or by pen written adjacent thereto, with the initials of the person signing the quotation. The board in its discretion may negotiate a mutually agreeable contract with any company providing a quotation. The board reserves the right to reject any and all bids; and if no satisfactory quotation is received, the board may readvertise. Any contract that does not comply with state law is void.

I have read and understand all specifications, terms and conditions of this quotation.

Signature  Date 7/8/24  
Printed Name Rosalie Szabo

# Nutritional Label

71673-01212 FDSV 1 Item 3239

**FOOD SERVICE MADE WITH WHOLE GRAIN WHITE BREAD, 22 SLICES, 24 OZ**

<b>Nutrition Facts</b>	Amount Per Serving	% Daily Value*	Amount Per Serving	% Daily Value*
	<b>Total Fat</b> 1g		<b>1%</b>	<b>Sodium</b> 100mg
Saturated Fat 0g		<b>0%</b>	<b>Total Carbohydrate</b> 14g	<b>5%</b>
Trans Fat 0g			Dietary Fiber 1g	<b>4%</b>
Polyunsaturated Fat 0g			Total Sugars 2g	
Monounsaturated Fat 0g			Includes 1g Added Sugars	<b>2%</b>
<b>Cholesterol</b> 0mg		<b>0%</b>	<b>Protein</b> 3g	
Vitamin D 0mcg 0% • Calcium 35mg 2% • Iron 0.8mg 4% • Potassium 50mg 0%				

22 Servings Per Container  
Serving Size  
1 slice (31g)

**Calories** **80**  
per serving

\* The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.

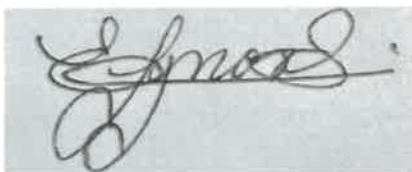
INGREDIENTS: WHOLE WHITE WHEAT FLOUR, WATER, ENRICHED WHEAT FLOUR [FLOUR, MALTED BARLEY FLOUR, REDUCED IRON, NIACIN, THIAMIN MONONITRATE (VITAMIN B1), RIBOFLAVIN (VITAMIN B2), FOLIC ACID], SUGAR, WHEAT GLUTEN, YEAST, VEGETABLE OIL (SOYBEAN), SALT, PRESERVATIVES (CALCIUM PROPIONATE, SORBIC ACID), DATEM, MONOGLYCERIDES, CALCIUM SULFATE, SOY LECITHIN, GRAIN VINEGAR.

**CONTAINS WHEAT, SOY.**  
**MADE IN A BAKERY THAT MAY ALSO USE MILK, SESAME.**

R24-005-202697 / NET WT 1 LB 8 OZ (680g) / FDEU05-01212-13

- Serving Size: 31g
- Total Weight of Creditable Grains Ingredients / Serving (g): 16g
- Total Weight Whole Grain Ingredients / Serving (g): 8g
- Does This Product Meet Whole Grain Rich Criteria? YES
- Does This Product Contain Non-Creditable Grains? NO
  - If Yes, Percent of total non-creditable grains: %
  - [If number is greater than or equal to 2% (as per Policy Memorandum SP 30-2012), this product does not qualify.]
- Grain contribution for 1 ready-to-eat (RTE) serving of product based on 16.0 grams: 1

Name of company representative authorizing that the information provided is true and correct: Elynor Saenz Negrete



Signature of company representative authorizing that the information provided is true and correct.

Title of company representative: Director Regulatory Affairs

Email Address: [elynor.saenz@grupobimbo.com](mailto:elynor.saenz@grupobimbo.com)

Date: 01/10/2024



Bimbo Bakeries USA, 355 Business Center Dr., Horsham, PA 19044

**Nutritional Label**  
78700-80031 FDSV 1  
Item 4259

**FOOD SERVICE MADE WITH WHOLE GRAIN DELI ROLLS 6 CT 16 OZ**

<b>Nutrition Facts</b>	Amount Per Serving	% Daily Value*	Amount Per Serving	% Daily Value*
	<b>Total Fat</b> 3g		<b>4%</b>	<b>Sodium</b> 240mg
Saturated Fat 0.5g		<b>3%</b>	<b>Total Carbohydrate</b> 37g	<b>13%</b>
Trans Fat 0g			Dietary Fiber 4g	<b>14%</b>
Polyunsaturated Fat 1.5g			Total Sugars 6g	
Monounsaturated Fat 0.5g			Includes 5g Added Sugars	<b>10%</b>
<b>Cholesterol</b> 0mg		<b>0%</b>	<b>Protein</b> 8g	
Vitamin D 1.2mcg 6% • Calcium 180mg 15% • Iron 1.9mg 10% Potassium 120mg 2%				

6 Servings Per Container  
Serving Size  
1 roll (76g)  
**Calories 210**  
per serving

\* The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.

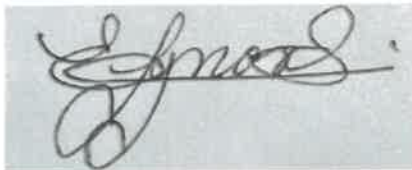
INGREDIENTS: WHOLE WHEAT FLOUR, WATER, ENRICHED WHEAT FLOUR [FLOUR, MALTED BARLEY FLOUR, REDUCED IRON, NIACIN, THIAMIN MONONITRATE (VITAMIN B1), RIBOFLAVIN (VITAMIN B2), FOLIC ACID], SUGAR, WHEAT GLUTEN, YEAST, VEGETABLE OIL (SOYBEAN), SALT, CALCIUM SULFATE, PRESERVATIVES (CALCIUM PROPIONATE, SORBIC ACID), DATEM, GRAIN VINEGAR, CELLULOSE GUM, MONOGLYCERIDES, CITRIC ACID, CORN FLOUR, SPICE & COLORING, POTASSIUM IODATE, VITAMIN D3, SOY LECITHIN, SESAME SEEDS.

**CONTAINS WHEAT, SOY, SESAME.**  
**MADE IN A BAKERY THAT MAY ALSO USE MILK.**

R24-005-203012 / NET WT 1 LB (454g) / PACKAGE CODE: FDEU05-80031-27

- Serving Size: 76g
- Total Weight of Creditable Grains Ingredients / Serving (g): 40g
- Total Weight Whole Grain Ingredients / Serving (g): 22g
- Does This Product Meet Whole Grain Rich Criteria? YES
- Does This Product Contain Non-Creditable Grains? YES  
If Yes, Percent of total non-creditable grains: 0.04%  
[If number is greater than or equal to 2% (as per Policy Memorandum SP 30-2012), this product does not qualify.]
- Grain contribution for 1 ready-to-eat (RTE) serving of product based on 16.0 grams: 2.5

Name of company representative authorizing that the information provided is true and correct: Elynor Saenz Negrete



Signature of company representative authorizing that the information provided is true and correct.

Title of company representative: Director Regulatory Affairs

Email Address: [elynor.saenz@grupobimbo.com](mailto:elynor.saenz@grupobimbo.com)

Date: 01/10/2024



Bimbo Bakeries USA, 355 Business Center Dr., Horsham, PA 19044

# Nutritional Label

78700-80070 FDSV 1

Item 4266

**FOODSERVICE MADE WITH WHOLE GRAIN HOT DOG BUNS 16 CT 34.4 OZ**

<b>Nutrition Facts</b>	Amount Per Serving	% Daily Value*	Amount Per Serving	% Daily Value*
	<b>Total Fat</b> 2g		<b>3%</b>	<b>Sodium</b> 190mg
Saturated Fat 0.5g		<b>3%</b>	<b>Total Carbohydrate</b> 30g	<b>11%</b>
Trans Fat 0g			Dietary Fiber 3g	<b>11%</b>
Polyunsaturated Fat 1g			Total Sugars 4g	
Monounsaturated Fat 0g			Includes 4g Added Sugars	<b>8%</b>
<b>Cholesterol</b> 0mg		<b>0%</b>	<b>Protein</b> 7g	
Vitamin D 1mcg 4% • Calcium 140mg 10% • Iron 1.5mg 8% Potassium 100mg 2%				

16 Servings Per Container  
Serving Size  
1 bun (61g)  
**Calories 170**  
per serving

\* The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.

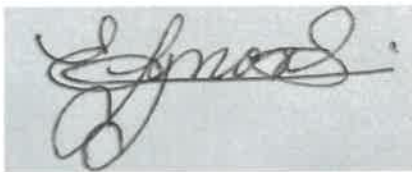
INGREDIENTS: WHOLE WHEAT FLOUR, WATER, ENRICHED WHEAT FLOUR [FLOUR, MALTED BARLEY FLOUR, REDUCED IRON, NIACIN, THIAMIN MONONITRATE (VITAMIN B1), RIBOFLAVIN (VITAMIN B2), FOLIC ACID], SUGAR, WHEAT GLUTEN, YEAST, VEGETABLE OIL (SOYBEAN), SALT, CALCIUM SULFATE, PRESERVATIVES (CALCIUM PROPIONATE, SORBIC ACID), DATEM, GRAIN VINEGAR, CELLULOSE GUM, MONOGLYCERIDES, CITRIC ACID, CORN FLOUR, SPICE & COLORING, POTASSIUM IODATE, VITAMIN D3, SOY LECITHIN, SESAME SEEDS.

**CONTAINS WHEAT, SOY, SESAME.  
MADE IN A BAKERY THAT MAY ALSO USE MILK.**

R24-005-203012 / NET WT 2 LBS 2.4 OZ (975g) / PACKAGE CODE: FDEU05-80070-24

- Serving Size: 61g
- Total Weight of Creditable Grains Ingredients / Serving (g): 32g
- Total Weight Whole Grain Ingredients / Serving (g): 18g
- Does This Product Meet Whole Grain Rich Criteria? YES
- Does This Product Contain Non-Creditable Grains? YES  
If Yes, Percent of total non-creditable grains: 0.04%  
[If number is greater than or equal to 2% (as per Policy Memorandum SP 30-2012), this product does not qualify.]
- Grain contribution for 1 ready-to-eat (RTE) serving of product based on 16.0 grams: 2

Name of company representative authorizing that the information provided is true and correct: Elynor Saenz Negrete



Signature of company representative authorizing that the information provided is true and correct.

Title of company representative: Director Regulatory Affairs

Email Address: [elynor.saenz@grupobimbo.com](mailto:elynor.saenz@grupobimbo.com)

Date: 01/10/2024



Bimbo Bakeries USA, 355 Business Center Dr., Horsham, PA 19044

**Nutritional Label**  
78700-80198 FDSV 1 Item 5600

**R&I MADE WITH WHOLE GRAIN WHITE HAMBURGER BUNS, 30 CT, 65 OZ**

<b>Nutrition Facts</b>	Amount Per Serving	% Daily Value*	Amount Per Serving	% Daily Value*	* The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.
30 Servings Per Container Serving Size 1 bun (61g) <b>Calories 170</b> per serving	<b>Total Fat</b> 2g	3%	<b>Sodium</b> 200mg	9%	
	Saturated Fat 0g	0%	<b>Total Carbohydrate</b> 30g	11%	
	Trans Fat 0g		Dietary Fiber 3g	11%	
	Polyunsaturated Fat 1g		Total Sugars 4g		
	Monounsaturated Fat 0g		Includes 4g Added Sugars	8%	
	<b>Cholesterol</b> 0mg	0%	<b>Protein</b> 7g		
	Vitamin D 1mcg 4% • Calcium 170mg 15% • Iron 1.5mg 8%				
	Potassium 100mg 2%				

INGREDIENTS: WHOLE WHEAT FLOUR, WATER, ENRICHED WHEAT FLOUR [FLOUR, MALTED BARLEY FLOUR, REDUCED IRON, NIACIN, THIAMIN MONONITRATE (VITAMIN B1), RIBOFLAVIN (VITAMIN B2), FOLIC ACID], SUGAR, WHEAT GLUTEN, YEAST, VEGETABLE OIL (SOYBEAN), SALT, CALCIUM SULFATE, PRESERVATIVES (CALCIUM PROPIONATE, SORBIC ACID), DATEM, GRAIN VINEGAR, CELLULOSE GUM, MONOGLYCERIDES, CITRIC ACID, CORN FLOUR, SPICE & COLORING, POTASSIUM IODATE, VITAMIN D3, SOY LECITHIN, SESAME SEEDS.

**CONTAINS WHEAT, SOY, SESAME.**  
**MADE IN A BAKERY THAT MAY ALSO USE MILK.**

R24-005-203012 / NET WT 4 LBS 1 OZ (1.84Kg) / BULK FILM

- Serving Size: 61g
- Total Weight of Creditable Grains Ingredients / Serving (g): 32g
- Total Weight Whole Grain Ingredients / Serving (g): 18g
- Does This Product Meet Whole Grain Rich Criteria? YES
- Does This Product Contain Non-Creditable Grains? YES  
If Yes, Percent of total non-creditable grains: 0.04%  
[If number is greater than or equal to 2% (as per Policy Memorandum SP 30-2012), this product does not qualify.]
- Grain contribution for 1 ready-to-eat (RTE) serving of product based on 16.0 grams: 2

Name of company representative authorizing that the information provided is true and correct: Elynor Saenz Negrete



Signature of company representative authorizing that the information provided is true and correct.

Title of company representative: Director Regulatory Affairs

Email Address: [elynor.saenz@grupobimbo.com](mailto:elynor.saenz@grupobimbo.com)

Date: 01/10/2024



Bimbo Bakeries USA, 355 Business Center Dr., Horsham, PA 19044

**Nutritional Label**  
78700-80096 MAIN 1      Item 6619

**FOOD SERVICE MADE WITH WHOLE GRAIN DINNER ROLLS, 12 CT, 17 OZ**

<b>Nutrition Facts</b>	Amount Per Serving	% Daily Value*	Amount Per Serving	% Daily Value*
	<b>Total Fat</b> 1.5g		<b>2%</b>	<b>Sodium</b> 125mg
Saturated Fat 0g		<b>0%</b>	<b>Total Carbohydrate</b> 20g	<b>7%</b>
Trans Fat 0g			Dietary Fiber 2g	<b>7%</b>
Polyunsaturated Fat 0.5g			Total Sugars 3g	
Monounsaturated Fat 0g			Includes 3g Added Sugars	<b>6%</b>
<b>Cholesterol</b> 0mg		<b>0%</b>	<b>Protein</b> 4g	
Vitamin D 0.6mcg 4% • Calcium 90mg 8% • Iron 1mg 6% • Potassium 60mg 0%				

12 Servings Per Container  
Serving Size  
1 roll (40g)  
**Calories 110**  
per serving

\* The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.


INGREDIENTS: WHOLE WHEAT FLOUR, WATER, ENRICHED WHEAT FLOUR [FLOUR, MALTED BARLEY FLOUR, REDUCED IRON, NIACIN, THIAMIN MONONITRATE (VITAMIN B1), RIBOFLAVIN (VITAMIN B2), FOLIC ACID], SUGAR, WHEAT GLUTEN, YEAST, VEGETABLE OIL (SOYBEAN), SALT, CALCIUM SULFATE, PRESERVATIVES (CALCIUM PROPIONATE, SORBIC ACID), DATEM, GRAIN VINEGAR, CELLULOSE GUM, MONOGLYCERIDES, CITRIC ACID, CORN FLOUR, SPICE & COLORING, POTASSIUM IODATE, VITAMIN D3, SOY LECITHIN, SESAME SEEDS.

**CONTAINS WHEAT, SOY, SESAME.**  
**MADE IN A BAKERY THAT MAY ALSO USE MILK.**

R24-005-203012 / NET WT 1 LB 1 OZ (482g) / PACKAGE CODE: FDEU05-80096-23

- Serving Size: 40g
- Total Weight of Creditable Grains Ingredients / Serving (g): 21g
- Total Weight Whole Grain Ingredients / Serving (g): 11g
- Does This Product Meet Whole Grain Rich Criteria? YES
- Does This Product Contain Non-Creditable Grains? YES  
If Yes, Percent of total non-creditable grains: 0.04%  
[If number is greater than or equal to 2% (as per Policy Memorandum SP 30-2012), this product does not qualify.]
- Grain contribution for 1 ready-to-eat (RTE) serving of product based on 16.0 grams: 1.25

Name of company representative authorizing that the information provided is true and correct: Elynor Saenz Negrete



Signature of company representative authorizing that the information provided is true and correct.

Title of company representative: Director Regulatory Affairs

Email Address: [elynor.saenz@grupobimbo.com](mailto:elynor.saenz@grupobimbo.com)

Date: 01/10/2024



Bimbo Bakeries USA, 355 Business Center Dr., Horsham, PA 19044



# ROYALTON PUBLIC SCHOOLS

120 Hawthorn Street, Royalton, MN 56373  
Phone (320) 584-4000  
royaltonpublicschools.org

*Home of the Royals*

RESPECT • HONESTY • INTEGRITY • LEADERSHIP • ACCOUNTABILITY • SERVICE

### Bid for dairy products Specifications

Please quote the lowest possible prices, which must include delivery charges unless otherwise specified.

Company Name CASS Clay Creamery  
Address 200 20th St N  
Fargo ND 58102  
Telephone 701 293 6455  
Contact Person Steve Tedford

Quantities below are estimates based on previous year's usage.

Product	Size	Price
Skim Milk	Half Pint	.300 esc.
Chocolate Skim Milk	Half Pint	.315 esc.
1% Milk	Half Pint	.315 esc.
Lactose-Free Skim	Half Pint	.766 esc.
Sour Cream	5 pound	10.655 esc.

All quotations must conform with the specifications indicated. Quotations must be in writing and sealed upon arrival at the district office. Any quotations containing alterations or erasures will be rejected unless crossed out and corrected by printing in ink or by pen written adjacent thereto, with the initials of the person signing the quotation. The board in its discretion may negotiate a mutually agreeable contract with any company providing a quotation. The board reserves the right to reject any and all bids; and if no satisfactory quotation is received, the board may readvertise. Any contract that does not comply with state law is void.

I have read and understand all specifications, terms and conditions of this quotation.

Signature [Signature] Date 6/27/24

Printed Name Steve Tedford



Cass Clay Creamery  
200 20<sup>th</sup> Street North  
Fargo, ND 58102  
Phone: 701-293-6455

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To Whom it May Concern:

On behalf of Cass Clay Creamery, I would like to thank you for your continued business and the opportunity to serve your dairy needs.

We would like to take this opportunity to inform you of a change to our plans for future bids with respect to dairy coolers we have provided in the past. Due to a variety of economic factors, as well as supply challenges, we are no longer able to maintain and service these coolers.

We have made the difficult decision that we can no longer provide this equipment, nor provide service repairs after current agreements expire.

With respect to any equipment that we own directly, we are more than happy to negotiate a transfer of these units to the school district for future use.

If you like to purchase new equipment, we can put the district in touch with a school cooler equipment vendor.

Again, this is for equipment after current agreements expire.

Thank you for your business and we look forward to continuing to serve you. If you have any questions about the foregoing, please reach out to me directly.

Sincerely,

Arlen Franchuk  
Sales Director  
Cass Clay Creamery  
701-893-1095



**MINNESOTA  
June 2024  
ESCALATOR CLAUSE**

It is hereby understood that the prices quoted are based on the USDA Class I prices listed below under the terms of the Federal Milk Market Order #30.

<b>Class I Skim</b>	8.29 CWT.
<b>Class I Butterfat</b>	3.4512 LB.

**ESCALATOR CLAUSE**

If the Class I Skim price per hundredweight is increased or decreased, for each \$0.10 per hundredweight increase or decrease, the quotation on:

Half-pint fluid milk will decrease or increase      \$ .00054 per ½ pint

If the Class I Butterfat price per pound is increased or decreased, for each \$ 0.01 increase or decrease, the quotation on a half-pint will follow this formula:

Whole Milk	\$ 0.00017750 per 1/2 pint
2% Milk	\$ 0.00010750 per 1/2 pint
1% Milk	\$ 0.00005375 per 1/2 pint
Skim Milk	\$ 0.00001000 per 1/2 pint

lease  
Royalton, MN

### Lease Agreement

This Agreement, made this 11<sup>th</sup> day of October, 2010, between Independent School District 485, (Royalton School District), 120 South Hawthorn Street, PO Box 5, Royalton, MN 56373-0005, hereinafter LESSOR, and US Cable of Coastal-Texas, L.P., located at 402 Red River Avenue North, Unit 5, Cold Spring, MN 56320, hereinafter LESSEE

#### WHEREAS:

1. LESSOR owns real property in the City of Royalton, Morrison County, Minnesota, described as follows, to wit:

Northwest quarter of the Southwest quarter in Section 36, Township 39, Range 32, Morrison County, Minnesota

2. LESSEE desires to lease a portion of said real property described as follows, to wit:

A square portion of the property described above as follows: A parcel measuring 400 feet in a north/south direction by 400 feet in an east/west direction starting at the SE corner of the football field and going north.

NOW, THEREFORE, the parties mutually agree as follows:

1. For valuable consideration, receipt of which is hereby acknowledged, LESSOR hereby leases to LESSEE real estate described in Paragraph 2 above together with a non-exclusive right for ingress and egress for purposes of installation and maintenance of a communications system relay antenna, tower and building.

2. This Agreement shall be effective for a term of five (5) years from the Effective date of this Agreement. Compensation will be rent of two thousand (\$2,000.00) dollars per year, effective date of January 1, 2011, with a yearly inflationary increase of 3% on the anniversary date of the lease. Rent will be paid annually in advance on the anniversary date of the lease. Compensation will also be by allowing LESSOR available space on the tower for the school to mount communications equipment for its own use. The LESSOR can exercise this option at any time during the term of the Lease with the LESSOR paying all installation and maintenance for its equipment.

3. This Lease shall automatically renew for one (1) year periods unless either party terminates this Lease by giving written notice sixty (60) days prior to the expiration of the lease term. At the end of the lease period or at any time that the LESSEE does not renew its franchise, LESSEE will remove the antenna structure at LESSEE's expense and

will restore the property to the same condition as before the 1984 lease within nine (9) months from the end of the lease period.

4. LESSEE shall use the property consisting of a communications building and antenna structure of approximately 170 feet in height and all necessary connecting appurtenances for the purpose of maintaining and operating a communications relay tower and uses incidental thereto. All improvements shall be at LESSEE's expense. LESSEE shall maintain the property in reasonable condition. It is understood and agreed that the LESSEE has and will continue to maintain all the certificates, permits, and other approvals that may be required by any Federal, State or Local authorities. LESSOR shall cooperate with LESSEE in its efforts to obtain such approvals and shall take no action which would adversely affect the status of the property with respect to the proposed use thereof by LESSEE. In the event that any of such applications should be finally rejected or any certificate, permit, license, or approval issued to LESSEE is cancelled, expires, lapses, or in its sole discretion will be unable to use that property for its intended purposes, LESSEE shall have the right to terminate this Agreement. Notice of LESSEE'S exercise of its right to terminate shall be given to LESSOR in writing by certified mail, return receipt requested, and shall be effective upon receipt of such notice by the LESSOR as evidenced by the return receipt. Upon such termination, this Agreement shall become null and void and all the parties shall have no further obligations to each other.

5. LESSEE, at its own expense, has erected and will maintain a security fence around the base of the tower completely enclosing the base and any buildings appurtenant to the base. Guy wires shall be taped with reflectorized tape or otherwise suitably marked by LESSEE to give evidence of their presence.

6. LESSEE shall indemnify and hold LESSOR harmless against any claim of liability or loss from personal injury or property damage resulting from or arising out of the use and occupancy of the property by the LESSEE, its servants or agents. LESSOR agrees that LESSEE may self-insure against any loss or damage which could be covered by a comprehensive general public liability insurance policy.

7. LESSEE will be solely responsible for and will defend, indemnify, and hold LESSOR, its agents and employees harmless from and against any and all direct claims, costs, and liabilities, including reasonable attorney's fees and costs, arising out of or in connection with the cleanup or restoration of the site associated with LESSEE'S use of hazardous materials on, at, or under the site. Hazardous materials means asbestos or an hazardous substance, waste or materials as defined in any federal, state, or local environmental or safety law or regulation.

8. LESSEE will be responsible for all utilities required by its use of the property. LESSEE may, at its sole expense, install or improve utilities within or on LESSOR'S property or the site to service the site, including, without limitation, power, telephone services, and any other utility service that LESSEE deems necessary or

advisable. LESSEE shall keep LESSOR'S property and the site free and clear of any mechanics' or materialmen's liens.

9. LESSEE shall pay any real estate and/or personal property taxes levied against the property and the improvements constructed thereon by the LESSEE.

10. Either party may terminate this Lease at any time upon the giving of sixty (60) days advance written notice to the other party. If LESSEE terminates the 5-year lease prior to its expiration, LESSEE shall pay LESSOR the equivalent of one year's rent, calculated according to the lease year following the date on which notice of termination is given. If termination is within the final year of the lease, or within a year-to-year lease, the LESSEE shall pay the balance of that year's rent.

11. Upon termination of this Agreement, LESSEE shall, within 9 months, remove its personal property and fixtures and restore the property to its same or similar condition (pre-1984), reasonable wear and tear excepted. In the instance removal needs to be expedited, LESSEE will have the option to use LESSOR's contractor at LESSEE's expense.

12. Should the LESSOR, at any time during the term of this Agreement, decide to sell the parcel which is subject of this Lease to a purchaser other than LESSEE, such sale shall be under and subject to this Agreement and LESSEE'S right hereunder, and any sale by the LESSOR of the portion of the LESSOR'S property underlying the right-of-way herein granted shall be under and subject to the rights of the LESSEE in and to such right-of-way.

13. LESSOR covenants that LESSEE shall and may peacefully and quietly have, hold, and enjoy the leased property.

14. It is mutually agreed and understood that this Agreement contains all agreements, promises and understandings between the LESSOR and LESSEE and that no oral agreements shall be binding upon either the LESSOR or LESSEE in any dispute. Any modification to this Agreement shall be in writing and signed by both parties.

15. This Lease shall be construed by the laws of the State of Minnesota.

16. This Agreement may not be sold, assigned, subleased, or transferred to affiliates, principals, subsidiaries, or third parties without the prior written consent of the LESSOR, such consent not to be unreasonably withheld. In the event LESSEE subleases any portion of the tower for the purposes of co-location by another communications company utilizing a portion of the tower other than Communications Alternatives, Inc. (wholly owned subsidiary of Benton Cooperative Telephone Company), LESSEE shall notify LESSOR and LESSOR shall have the right to renegotiate the lease.

17. All notices hereunder must be in writing and shall be deemed validly given if sent by certified mail, return receipt requested, addresses as follows:

LESSEE: US Cable of Coastal-Texas, L.P.  
402 Red River Avenue N Ste # 5  
Cold Spring, MN 56320  
Attn: Steven Johnson

LESSOR: Superintendent of Schools  
Independent School District No. 485  
Royalton School District  
120 South Hawthorn Street, PO Box 5  
Royalton, MN 56373-0005

18. This Agreement shall bind the heirs, personal representatives, successors and assigns of the parties.

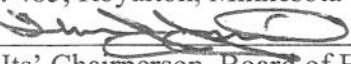
19. At LESSOR'S option, this Agreement shall be subordinate to any mortgage by LESSOR which from time to time may encumber all or part of the property; provided, however, every such mortgage shall recognize the validity of this Agreement. LESSEE shall execute whatever instruments may be reasonably required to evidence this subordination clause.

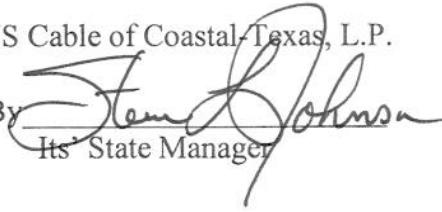
20. In the event that any term of this Agreement is found to be void or invalid, such invalidity shall not affect the remaining terms of the Agreement, which shall continue in full force and effect.

IN WITNESS WHEREOF, the parties hereto have set their hands and affixed their respective seals the day and year first above written.

LESSOR

LESSEE

Independent School District  
No. 485, Royalton, Minnesota  
By   
Its' Chairperson, Board of Education

US Cable of Coastal-Texas, L.P.  
By   
Its' State Manager

By   
Its' Superintendent of Schools



June 2, 2024

Dear Dr. Wehrkamp Herman,

K2 Towers III, LLC (including its affiliates, the "Lessee"), hereby tenders the following offer:

1. Ground Lease Amendment. Royalton School District (the "Lessor") and Lessee are parties to an existing ground lease pertaining to the communication tower located at 120 S. Hawthorn St. Royalton, MN 56065 (the "Ground Lease"). The Buyer offers to enter into an amendment to the Ground Lease that will: (i) add thirty (30) additional years to the term of the Ground Lease and (ii) amend the rental payment to equal 25% of all tower revenue.
2. Definitive Agreement. The transaction will be embodied in a lease amendment containing all of the terms and conditions thereof.
3. Due Diligence. The consummation of the transaction is conditioned upon the Tenant being satisfied with the results of a due diligence review.
4. Binding and Non-binding Provisions. It is understood that this letter represents an expression of our mutual intent to agree only, it being expressly understood and agreed that neither party shall in any way be bound until a lease amendment is executed by both parties, and that none of the provisions of this letter except Section 5 is binding on the parties unless and until such execution.
5. Broker Expenses. The parties agree that, except as set forth in a lease amendment, each will be responsible for its own legal, broker's commissions, consulting fees and other expenses.
6. Timing of a Transaction. The parties agree to move expeditiously and close as soon as all conditions in the definitive agreement are fulfilled.
7. Entire Agreement. This letter contains the entire agreement between the parties with respect to its subject matter and supersedes all negotiations, prior discussions, agreements, arrangements and understandings, written or oral, relating to the subject matter of this letter.
8. Expiration of Offer. If this letter accurately reflects our understanding with respect to the matters covered hereby, please sign, date and return a copy to us. Our fax number is (440) 528-0334, email address is kbizick@k2towers.com, and phone number is (440) 528-0335. If this letter is not accepted by 5:00 p.m. (Eastern) on August 20, 2024 this proposal will expire.

Very truly yours,  
K2 Towers III, LLC

A handwritten signature in blue ink, appearing to read 'Ryan D. Lepene', is written over a horizontal line.

By: Ryan D. Lepene  
Title: President

ACCEPTED AND AGREED:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

May 5, 2023

ROYALTON SCHOOL DISTRICT ISD 485  
120 SOUTH HAWTHORN ST/ PO BOX 5  
ROYALTON, MN 56373

Dear Royalton School District ISD 485,

Midcontinent Communications ("Midco") has agreed to sell its communication towers to K2 Towers III, LLC ("K2 Towers"). After careful consideration, we have decided to focus on our core broadband business, and we believe that selling our communication towers will enable us to serve our customers better.

The sale effective date is anticipated to happen between July and September 2023. As part of the agreement, K2 Towers will own and operate the tower in Royalton, MN. You have leased your land to Midco for this communication tower, and Midco plans to assign the land lease contract to K2 Towers upon final closing.

As part of this transition, K2 Towers will ask all tower landowners to sign estoppels. This standard process will help ensure a smooth and seamless transition of ownership and management of the towers. You will receive an estoppel certificate from K2 Towers within the next 4 weeks. Please sign and return this certificate per the instructions in the letter.

We assure you that this change is for the better. K2 Towers is a well-respected tower operator in the industry with extensive experience and a proven track record. K2 Towers will operate these towers effectively, maintain tower properties, and serve its customers with excellence.

Thank you for your business and support. We are committed to making this transition as smooth as possible for you. If you have any questions or concerns, please do not hesitate to contact me at 1.952.358.3598.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Bruch", written in a cursive style.

Steve Bruch

Senior Director of Corporate Development  
Midco

## 2023-24 Revenue Rankings (Per Pupil)

ISD#	District	General Education	Rank	Special Education	Rank	Other Revenue	Rank	Total Revenue	Rank
25	Pine Point	\$15,712	3	\$3,214	7	\$3,410	4	\$22,336	1
363	South Koochiching	\$15,496	5	\$2,392	50	\$2,475	18	\$20,362	2
264	Herman-Norcross	\$16,208	1	\$1,908	137	\$2,220	24	\$20,335	3
2856	Stephen-Argyle Central	\$15,956	2	\$2,181	82	\$1,824	57	\$19,962	4
447	Grygla	\$15,545	4	\$2,123	96	\$1,733	64	\$19,401	5
2365	G.F.W.	\$11,735	57	\$2,418	48	\$4,698	1	\$18,851	6
36	Kelliher	\$14,108	13	\$3,122	10	\$1,602	82	\$18,832	7
771	Chokio-Alberta	\$15,224	6	\$2,056	104	\$1,501	96	\$18,782	8
2358	Tri-County	\$15,039	7	\$2,045	105	\$1,620	79	\$18,703	9
852	Campbell-Tintah	\$13,659	16	\$1,454	244	\$3,268	5	\$18,381	10
1.2	Minneapolis	\$12,928	27	\$2,986	12	\$2,403	19	\$18,317	11
707	Nett Lake	\$14,275	12	\$899	322	\$2,985	7	\$18,158	12
38	Red Lake	\$13,329	21	\$3,409	4	\$1,354	125	\$18,091	13
118	Northland Community	\$13,730	15	\$2,618	28	\$1,539	88	\$17,887	14
698	Floodwood	\$14,640	9	\$1,765	173	\$1,417	117	\$17,822	15
356	Lancaster	\$14,502	10	\$1,879	144	\$1,405	120	\$17,785	16
2683	Greenbush-Middle River	\$14,797	8	\$1,421	255	\$1,531	91	\$17,749	17
402	Hendricks	\$14,058	14	\$886	323	\$2,662	12	\$17,606	18
191	Burnsville	\$12,657	31	\$2,798	18	\$2,089	32	\$17,544	19
166	Cook County	\$12,583	35	\$2,797	19	\$2,135	27	\$17,515	20
480	Onamia	\$11,489	71	\$4,102	2	\$1,538	89	\$17,128	21
270	Hopkins	\$11,605	67	\$1,898	140	\$3,618	3	\$17,121	22
281	Robbinsdale	\$12,259	43	\$2,091	100	\$2,739	10	\$17,089	23
811	Wabasha-Kellogg	\$12,856	28	\$2,664	25	\$1,520	93	\$17,040	24
2171	Kittson Central	\$14,299	11	\$1,351	266	\$1,247	149	\$16,897	25

625	St. Paul	\$12,550	36	\$2,498	37	\$1,835	55	\$16,883	26
458	Truman	\$13,074	25	\$2,572	32	\$1,134	177	\$16,780	27
803	Wheaton Area	\$12,286	39	\$1,904	139	\$2,542	16	\$16,732	28
635	Milroy	\$13,606	17	\$215	330	\$2,802	9	\$16,623	29
801	Browns Valley	\$12,140	46	\$2,641	27	\$1,826	56	\$16,606	30
623	Roseville	\$11,597	68	\$2,719	22	\$2,214	25	\$16,530	31
2906	Red Lake County Central	\$13,340	20	\$2,180	84	\$923	266	\$16,443	32
280	Richfield	\$11,626	65	\$2,463	40	\$2,345	22	\$16,435	33
2888	Clinton-Graceville-Beardsley	\$12,703	30	\$1,879	145	\$1,824	58	\$16,405	34
2904	Tracy Area	\$12,050	47	\$1,746	177	\$2,576	14	\$16,371	35
2190	Yellow Medicine East	\$11,381	76	\$2,587	29	\$2,374	20	\$16,342	36
317	Deer River	\$10,955	105	\$3,374	6	\$1,995	43	\$16,324	37
271	Bloomington	\$11,682	61	\$2,877	15	\$1,672	74	\$16,231	38
<b>656</b>	<b>Faribault</b>	<b>\$12,285</b>	<b>40</b>	<b>\$2,839</b>	<b>16</b>	<b>\$1,095</b>	<b>192</b>	<b>\$16,219</b>	<b>39</b>
836	Butterfield	\$13,323	22	\$1,421	254	\$1,421	114	\$16,166	40
861	Winona Area	\$11,016	98	\$3,140	8	\$2,004	41	\$16,160	41
561	Goodridge	\$13,363	19	\$1,579	217	\$1,122	182	\$16,065	42
<b>14</b>	<b>Fridley</b>	<b>\$11,427</b>	<b>74</b>	<b>\$2,587</b>	<b>30</b>	<b>\$2,041</b>	<b>36</b>	<b>\$16,055</b>	<b>43</b>
2180	M.A.C.C.R.A.Y.	\$11,905	51	\$2,274	64	\$1,856	54	\$16,035	44
279	Osseo	\$11,645	64	\$2,018	110	\$2,367	21	\$16,030	45
2	Hill City	\$13,209	23	\$1,444	247	\$1,350	127	\$16,003	46
2890	Renville County West	\$12,278	41	\$1,644	200	\$2,062	34	\$15,985	47
742	St. Cloud	\$11,053	93	\$2,891	14	\$1,932	48	\$15,876	48
2536	Granada Huntley-East Chain	\$13,429	18	\$1,222	292	\$1,187	167	\$15,837	49
2898	Westbrook-Walnut Grove	\$13,123	24	\$1,571	219	\$1,081	198	\$15,775	50
622	North St Paul-Maplewood Oakd	\$11,084	91	\$2,420	46	\$2,267	23	\$15,771	51
81	Comfrey	\$11,700	58	\$1,992	118	\$2,035	37	\$15,727	52
362	Littlefork-Big Falls	\$13,037	26	\$1,422	253	\$1,265	142	\$15,724	53
2908	Brandon-Evansville	\$12,657	32	\$1,079	309	\$1,973	44	\$15,709	54
2142	St. Louis County	\$11,700	59	\$2,423	44	\$1,530	92	\$15,652	55
432	Mahnomen	\$12,273	42	\$1,255	285	\$2,097	31	\$15,626	56
514	Ellsworth	\$12,253	44	\$1,423	252	\$1,941	46	\$15,617	57
2215	Norman County East	\$12,784	29	\$1,348	270	\$1,481	100	\$15,613	58
624	White Bear Lake	\$10,385	151	\$2,703	23	\$2,523	17	\$15,611	59

286	Brooklyn Center	\$11,474	73	\$2,647	26	\$1,460	103	\$15,580	60
100	Wrenshall	\$10,171	173	\$2,151	90	\$3,218	6	\$15,541	61
<b>241</b>	<b>Albert Lea</b>	<b>\$10,988</b>	<b>101</b>	<b>\$2,753</b>	<b>21</b>	<b>\$1,788</b>	<b>61</b>	<b>\$15,529</b>	<b>62</b>
306	Laporte	\$10,968	104	\$3,103	11	\$1,438	109	\$15,510	63
330	Heron Lake-Okabena	\$12,585	34	\$1,476	241	\$1,442	108	\$15,503	64
2754	Cedar Mountain	\$11,035	94	\$2,802	17	\$1,665	76	\$15,503	65
2170	Staples-Motley	\$9,953	203	\$1,550	226	\$3,974	2	\$15,477	66
676	Badger	\$11,861	55	\$2,245	69	\$1,353	126	\$15,459	67
592	Climax-Shelly	\$12,333	38	\$1,852	151	\$1,255	147	\$15,440	68
505	Fulda	\$12,620	33	\$1,686	192	\$1,114	188	\$15,420	69
630	Red Lake Falls	\$11,878	53	\$2,115	97	\$1,426	112	\$15,418	70
32	Blackduck	\$11,869	54	\$2,243	70	\$1,294	139	\$15,407	71
4	Mcgregor	\$11,778	56	\$2,552	33	\$1,056	209	\$15,385	72
115	Cass Lake-Bena	\$11,476	72	\$2,427	42	\$1,449	106	\$15,352	73
13	Columbia Heights	\$11,896	52	\$2,185	80	\$1,256	145	\$15,338	74
601	Fosston	\$11,034	96	\$2,141	91	\$2,135	28	\$15,310	75
6	South St. Paul	\$11,913	50	\$2,063	102	\$1,328	132	\$15,304	76
499	Leroy-Ostrander	\$12,043	48	\$1,917	131	\$1,263	144	\$15,223	77
316	Greenway	\$9,903	208	\$3,391	5	\$1,903	51	\$15,196	78
837	Madelia	\$11,115	88	\$1,910	136	\$2,086	33	\$15,112	79
283	St. Louis Park	\$11,374	77	\$2,185	81	\$1,550	86	\$15,109	80
273	Edina	\$10,700	120	\$2,275	63	\$2,109	29	\$15,084	81
600	Fisher	\$10,602	130	\$2,267	67	\$2,176	26	\$15,044	82
2886	Glenville-Emmons	\$12,145	45	\$1,742	178	\$1,130	179	\$15,017	83
2149	Minnewaska	\$9,554	260	\$4,036	3	\$1,367	123	\$14,957	84
197	West St. Paul-Mendota Hts.-Eag	\$10,808	112	\$2,784	20	\$1,342	130	\$14,934	85
621	Mounds View	\$11,106	90	\$2,519	35	\$1,267	141	\$14,892	86
833	South Washington County	\$10,614	126	\$2,180	83	\$2,055	35	\$14,849	87
914	Ulen-Hitterdal	\$11,383	75	\$1,297	280	\$2,097	30	\$14,777	88
284	Wayzata	\$10,610	128	\$1,459	243	\$2,705	11	\$14,774	89
93	Carlton	\$10,437	142	\$1,702	190	\$2,601	13	\$14,740	90
2903	Ortonville	\$11,699	60	\$1,825	158	\$1,209	160	\$14,734	91
2311	Clearbrook-Gonvick	\$10,728	116	\$2,901	13	\$1,075	201	\$14,703	92
<b>2172</b>	<b>Kenyon-Wanamingo</b>	<b>\$10,222</b>	<b>167</b>	<b>\$1,881</b>	<b>143</b>	<b>\$2,556</b>	<b>15</b>	<b>\$14,660</b>	<b>93</b>

272	Eden Prairie	\$10,922	108	\$1,732	180	\$2,001	42	\$14,654	94
2176	Warren-Alvarado-Oslo	\$12,524	37	\$949	317	\$1,138	176	\$14,611	95
709	Duluth	\$10,069	188	\$2,433	41	\$2,025	40	\$14,527	96
404	Lake Benton	\$11,984	49	\$1,157	299	\$1,331	131	\$14,472	97
<b>492</b>	<b>Austin</b>	<b>\$11,028</b>	<b>97</b>	<b>\$2,177</b>	<b>85</b>	<b>\$1,224</b>	<b>156</b>	<b>\$14,428</b>	<b>98</b>
390	Lake Of The Woods	\$11,614	66	\$1,295	281	\$1,513	94	\$14,422	99
319	Nashwauk-Keewatin	\$11,136	87	\$2,194	78	\$1,087	197	\$14,417	100
347	Willmar	\$11,010	99	\$2,424	43	\$962	248	\$14,396	101
<b>196</b>	<b>Rosemount-Apple Valley-Eagan</b>	<b>\$10,736</b>	<b>115</b>	<b>\$2,365</b>	<b>53</b>	<b>\$1,288</b>	<b>140</b>	<b>\$14,389</b>	<b>102</b>
<b>2165</b>	<b>Hinckley-Finlayson</b>	<b>\$10,684</b>	<b>123</b>	<b>\$1,889</b>	<b>142</b>	<b>\$1,779</b>	<b>62</b>	<b>\$14,352</b>	<b>103</b>
518	Worthington	\$11,652	63	\$1,566	222	\$1,130	180	\$14,347	104
403	Ivanhoe	\$11,360	78	\$1,049	312	\$1,935	47	\$14,343	105
659	Northfield	\$10,947	106	\$2,290	58	\$1,107	189	\$14,343	106
181	Brainerd	\$9,462	270	\$3,136	9	\$1,727	66	\$14,325	107
435	Waubun-Ogema-White Earth	\$11,590	69	\$1,615	208	\$1,089	195	\$14,293	108
846	Breckenridge	\$10,836	110	\$1,726	182	\$1,725	67	\$14,287	109
2835	Janesville-Waldorf-Pemberton	\$10,436	143	\$1,895	141	\$1,927	50	\$14,258	110
473	Isle	\$11,158	86	\$2,029	108	\$1,054	210	\$14,241	111
535	Rochester	\$10,307	157	\$2,465	39	\$1,446	107	\$14,218	112
834	Stillwater Area	\$10,421	146	\$2,239	71	\$1,545	87	\$14,206	113
256	Red Wing	\$10,783	113	\$2,270	66	\$1,116	186	\$14,169	114
333	Ogilvie	\$10,520	138	\$1,915	133	\$1,698	72	\$14,132	115
696	Ely	\$10,278	161	\$2,370	52	\$1,466	102	\$14,114	116
743	Sauk Centre	\$10,300	158	\$1,782	171	\$2,027	39	\$14,109	117
173	Mountain Lake	\$11,496	70	\$1,349	269	\$1,246	150	\$14,091	118
2853	Lac Qui Parle Valley	\$10,931	107	\$1,877	147	\$1,264	143	\$14,073	119
441	Marshall County Central	\$11,682	62	\$1,486	239	\$900	274	\$14,068	120
194	Lakeville	\$10,213	169	\$2,135	93	\$1,711	71	\$14,059	121
599	Fertile-Beltrami	\$10,981	102	\$1,367	263	\$1,711	70	\$14,058	122
777	Benson	\$10,991	100	\$1,821	159	\$1,223	157	\$14,036	123
113	Walker-Hackensack-Akeley L	\$10,633	124	\$1,941	125	\$1,436	110	\$14,011	124
238	Mabel-Canton	\$10,969	103	\$1,632	203	\$1,382	121	\$13,984	125
787	Browerville	\$10,117	181	\$1,953	122	\$1,899	52	\$13,968	126
593	Crookston	\$10,685	122	\$1,813	162	\$1,467	101	\$13,966	127

577	Willow River	\$10,276	162	\$2,014	111	\$1,667	75	\$13,957	128
<b>831</b>	<b>Forest Lake</b>	<b>\$10,130</b>	<b>176</b>	<b>\$2,007</b>	<b>112</b>	<b>\$1,794</b>	<b>60</b>	<b>\$13,931</b>	<b>129</b>
129	Montevideo	\$10,206	170	\$2,138	92	\$1,571	83	\$13,915	130
<b>11</b>	<b>Anoka-Hennepin</b>	<b>\$10,386</b>	<b>150</b>	<b>\$2,277</b>	<b>62</b>	<b>\$1,235</b>	<b>151</b>	<b>\$13,898</b>	<b>131</b>
414	Minneota	\$9,637	240	\$1,409	258	\$2,847	8	\$13,894	132
497	Lyle	\$11,281	79	\$1,351	267	\$1,233	152	\$13,865	133
2134	United South Central	\$11,215	82	\$1,832	156	\$794	302	\$13,841	134
112	Eastern Carver County	\$10,251	166	\$1,819	160	\$1,770	63	\$13,841	135
2753	Long Prairie-Grey Eagle	\$11,187	84	\$1,619	206	\$1,034	220	\$13,840	136
2448	Martin County West	\$10,711	118	\$1,434	249	\$1,690	73	\$13,835	137
2805	Zumbrota-Mazeppa	\$10,069	187	\$1,786	169	\$1,950	45	\$13,805	138
500	Southland	\$11,035	95	\$1,297	279	\$1,423	113	\$13,755	139
581	Edgerton	\$10,839	109	\$1,685	193	\$1,226	155	\$13,750	140
2396	A.C.G.C.	\$10,335	153	\$2,191	79	\$1,200	165	\$13,726	141
545	Henning	\$11,107	89	\$1,592	214	\$944	257	\$13,643	142
690	Warroad	\$10,188	171	\$2,355	54	\$1,067	205	\$13,611	143
162	Bagley	\$10,122	178	\$1,878	146	\$1,604	81	\$13,604	144
857	Lewiston-Altura	\$9,749	228	\$2,067	101	\$1,729	65	\$13,544	145
728	Elk River	\$10,071	186	\$1,984	120	\$1,487	99	\$13,542	146
<b>12</b>	<b>Centennial</b>	<b>\$9,627</b>	<b>242</b>	<b>\$2,697</b>	<b>24</b>	<b>\$1,214</b>	<b>159</b>	<b>\$13,537</b>	<b>147</b>
199	Inver Grove Heights	\$10,313	156	\$1,917	130	\$1,307	135	\$13,536	148
276	Minnetonka	\$10,494	139	\$1,684	194	\$1,348	128	\$13,526	149
671	Hills-Beaver Creek	\$10,416	149	\$2,152	89	\$947	255	\$13,516	150
2342	West Central Area	\$11,255	80	\$1,494	236	\$761	311	\$13,509	151
891	Canby	\$10,613	127	\$1,089	307	\$1,807	59	\$13,509	152
<b>912</b>	<b>Milaca</b>	<b>\$9,876</b>	<b>211</b>	<b>\$2,422</b>	<b>45</b>	<b>\$1,202</b>	<b>162</b>	<b>\$13,500</b>	<b>153</b>
278	Orono	\$10,563	132	\$1,515	232	\$1,413	118	\$13,490	154
511	Adrian	\$10,477	141	\$1,704	188	\$1,298	138	\$13,478	155
840	St. James	\$10,619	125	\$1,433	250	\$1,420	115	\$13,472	156
413	Marshall	\$10,130	177	\$1,921	127	\$1,420	116	\$13,470	157
548	Pelican Rapids	\$10,552	133	\$1,344	271	\$1,553	85	\$13,449	158
2159	Buffalo Lk-Hector-Stewart C	\$11,227	81	\$1,069	310	\$1,149	174	\$13,445	159
31	Bemidji	\$9,926	206	\$2,510	36	\$1,009	228	\$13,444	160
2609	Win-E-Mac	\$10,826	111	\$1,785	170	\$793	303	\$13,404	161

<b>200</b>	<b>Hastings</b>	<b>\$10,432</b>	<b>144</b>	<b>\$2,105</b>	<b>99</b>	<b>\$858</b>	<b>286</b>	<b>\$13,396</b>	<b>162</b>
177	Windom	\$10,315	155	\$1,920	128	\$1,153	172	\$13,388	163
95	Cromwell-Wright	\$11,182	85	\$1,343	272	\$858	287	\$13,383	164
361	International Falls	\$10,153	175	\$1,316	276	\$1,893	53	\$13,362	165
508	St. Peter	\$9,856	215	\$2,404	49	\$1,091	193	\$13,350	166
720	Shakopee	\$10,536	136	\$1,858	150	\$950	254	\$13,344	167
415	Lynd	\$11,203	83	\$415	329	\$1,725	68	\$13,343	168
<b>2580</b>	<b>East Central</b>	<b>\$10,417</b>	<b>148</b>	<b>\$1,996</b>	<b>115</b>	<b>\$926</b>	<b>264</b>	<b>\$13,339</b>	<b>169</b>
242	Alden-Conger	\$9,665	238	\$1,637	202	\$2,032	38	\$13,334	170
578	Pine City	\$9,486	267	\$2,389	51	\$1,430	111	\$13,305	171
77	Mankato	\$9,870	212	\$2,206	76	\$1,215	158	\$13,291	172
378	Dawson-Boyd	\$10,036	195	\$2,290	57	\$963	247	\$13,289	173
23	Frazee-Vergas	\$9,713	231	\$1,825	157	\$1,719	69	\$13,258	174
786	Bertha-Hewitt	\$10,705	119	\$1,594	213	\$936	260	\$13,235	175
820	Sebeka	\$10,546	135	\$1,410	257	\$1,255	146	\$13,211	176
152	Moorhead	\$9,825	217	\$2,419	47	\$956	251	\$13,200	177
<b>813</b>	<b>Lake City</b>	<b>\$10,052</b>	<b>192</b>	<b>\$1,476</b>	<b>240</b>	<b>\$1,660</b>	<b>78</b>	<b>\$13,188</b>	<b>178</b>
2198	Fillmore Central	\$10,033	196	\$1,543	228	\$1,609	80	\$13,185	179
277	Westonka	\$10,279	160	\$1,917	129	\$977	245	\$13,173	180
2174	Pine River-Backus	\$10,425	145	\$1,992	117	\$749	314	\$13,166	181
2752	Fairmont Area	\$10,122	179	\$1,447	246	\$1,566	84	\$13,135	182
<b>761</b>	<b>Owatonna</b>	<b>\$10,059</b>	<b>190</b>	<b>\$2,205</b>	<b>77</b>	<b>\$845</b>	<b>293</b>	<b>\$13,108</b>	<b>183</b>
2364	Belgrade-Brooten-Elrosa	\$10,694	121	\$1,548	227	\$862	283	\$13,104	184
712	Mountain Iron-Buhl	\$9,796	223	\$2,285	60	\$1,023	224	\$13,104	185
381	Lake Superior	\$10,220	168	\$1,939	126	\$931	263	\$13,090	186
<b>345</b>	<b>New London-Spicer</b>	<b>\$9,893</b>	<b>209</b>	<b>\$2,061</b>	<b>103</b>	<b>\$1,120</b>	<b>185</b>	<b>\$13,074</b>	<b>187</b>
<b>877</b>	<b>Buffalo-Hanover-Montrose</b>	<b>\$9,627</b>	<b>243</b>	<b>\$1,947</b>	<b>123</b>	<b>\$1,487</b>	<b>98</b>	<b>\$13,061</b>	<b>188</b>
297	Spring Grove	\$10,317	154	\$1,568	221	\$1,169	170	\$13,054	189
182	Crosby-Ironton	\$9,615	247	\$2,525	34	\$912	270	\$13,052	190
318	Grand Rapids	\$9,864	213	\$2,223	74	\$944	258	\$13,031	191
<b>739</b>	<b>Kimball</b>	<b>\$9,608</b>	<b>250</b>	<b>\$1,487</b>	<b>238</b>	<b>\$1,927</b>	<b>49</b>	<b>\$13,023</b>	<b>192</b>
300	La Crescent-Hokah	\$9,782	225	\$2,228	73	\$984	241	\$12,994	193
2534	Bird Island-Olivia-Lake Lillian	\$10,607	129	\$1,380	261	\$997	233	\$12,985	194
695	Chisholm	\$9,903	207	\$1,994	116	\$1,088	196	\$12,985	195

2711	Mesabi East	\$9,611	249	\$2,248	68	\$1,122	184	\$12,981	196
2169	Murray County Central	\$10,178	172	\$1,575	218	\$1,208	161	\$12,962	197
701	Hibbing	\$9,511	264	\$2,296	56	\$1,150	173	\$12,958	198
203	Hayfield	\$9,986	201	\$1,517	231	\$1,452	105	\$12,955	199
<b>139</b>	<b>Rush City</b>	<b>\$10,042</b>	<b>194</b>	<b>\$1,840</b>	<b>154</b>	<b>\$1,059</b>	<b>207</b>	<b>\$12,941</b>	<b>200</b>
2155	Wadena-Deer Creek	\$10,265	163	\$1,597	212	\$1,078	199	\$12,940	201
<b>465</b>	<b>Litchfield</b>	<b>\$10,027</b>	<b>197</b>	<b>\$2,124</b>	<b>95</b>	<b>\$779</b>	<b>307</b>	<b>\$12,930</b>	<b>202</b>
206	Alexandria	\$9,576	253	\$2,288	59	\$1,049	212	\$12,913	203
2897	Redwood Area	\$9,699	234	\$1,710	184	\$1,496	97	\$12,906	204
294	Houston	\$10,547	134	\$1,527	229	\$817	296	\$12,891	205
88	New Ulm	\$9,810	220	\$2,029	107	\$1,039	218	\$12,879	206
2884	Red Rock Central	\$10,598	131	\$925	318	\$1,348	129	\$12,871	207
22	Detroit Lakes	\$9,613	248	\$2,006	114	\$1,233	153	\$12,851	208
2184	Luverne	\$9,563	257	\$1,906	138	\$1,381	122	\$12,850	209
832	Mahtomedi	\$9,766	227	\$1,945	124	\$1,116	187	\$12,827	210
282	St. Anthony-New Brighton	\$9,699	235	\$1,449	245	\$1,661	77	\$12,809	211
881	Maple Lake	\$9,577	252	\$2,168	86	\$1,048	213	\$12,793	212
482	Little Falls	\$9,845	216	\$1,872	149	\$1,068	204	\$12,786	213
<b>110</b>	<b>Waconia</b>	<b>\$9,575</b>	<b>254</b>	<b>\$2,346</b>	<b>55</b>	<b>\$855</b>	<b>288</b>	<b>\$12,775</b>	<b>214</b>
547	Parkers Prairie	\$10,252	165	\$1,627	204	\$889	276	\$12,768	215
<b>740</b>	<b>Melrose</b>	<b>\$9,619</b>	<b>245</b>	<b>\$1,809</b>	<b>164</b>	<b>\$1,327</b>	<b>133</b>	<b>\$12,755</b>	<b>216</b>
2859	Glencoe-Silver Lake	\$9,989	200	\$1,917	132	\$846	291	\$12,751	217
309	Park Rapids	\$10,057	191	\$1,709	186	\$982	242	\$12,747	218
<b>911</b>	<b>Cambridge-Isanti</b>	<b>\$9,800</b>	<b>221</b>	<b>\$1,989</b>	<b>119</b>	<b>\$956</b>	<b>252</b>	<b>\$12,745</b>	<b>219</b>
<b>15</b>	<b>St. Francis</b>	<b>\$9,248</b>	<b>287</b>	<b>\$2,271</b>	<b>65</b>	<b>\$1,199</b>	<b>166</b>	<b>\$12,719</b>	<b>220</b>
<b>314</b>	<b>Braham</b>	<b>\$10,093</b>	<b>183</b>	<b>\$1,441</b>	<b>248</b>	<b>\$1,173</b>	<b>169</b>	<b>\$12,707</b>	<b>221</b>
1	Aitkin	\$10,074	185	\$1,797	166	\$801	300	\$12,671	222
829	Waseca	\$9,563	256	\$2,283	61	\$821	295	\$12,667	223
261	Ashby	\$10,157	174	\$1,503	234	\$1,000	232	\$12,660	224
<b>423</b>	<b>Hutchinson</b>	<b>\$9,431</b>	<b>272</b>	<b>\$2,232</b>	<b>72</b>	<b>\$979</b>	<b>244</b>	<b>\$12,641</b>	<b>225</b>
704	Proctor	\$9,152	293	\$2,158	88	\$1,312	134	\$12,622	226
2137	Kingsland	\$10,082	184	\$954	316	\$1,535	90	\$12,572	227
507	Nicollet	\$10,421	147	\$1,219	293	\$917	268	\$12,557	228
2135	Maple River	\$9,465	269	\$2,211	75	\$838	294	\$12,514	229

2895	Jackson County Central	\$10,062	189	\$1,569	220	\$875	278	\$12,506	230
2143	Waterville-Elysian-Morristown	\$10,336	152	\$1,333	274	\$812	297	\$12,481	231
2860	Blue Earth Area	\$9,702	233	\$1,267	284	\$1,506	95	\$12,476	232
84	Sleepy Eye	\$9,931	205	\$1,340	273	\$1,201	163	\$12,472	233
<b>727</b>	<b>Big Lake</b>	<b>\$9,632</b>	<b>241</b>	<b>\$1,842</b>	<b>153</b>	<b>\$984</b>	<b>239</b>	<b>\$12,458</b>	<b>234</b>
486	Swanville	\$10,260	164	\$1,251	287	\$934	261	\$12,445	235
47	Sauk Rapids-Rice	\$9,073	300	\$2,583	31	\$785	305	\$12,441	236
16	Spring Lake Park	\$9,643	239	\$1,609	209	\$1,141	175	\$12,392	237
726	Becker	\$9,705	232	\$1,812	163	\$866	280	\$12,382	238
2907	Round Lake-Brewster	\$10,748	114	\$596	328	\$1,024	223	\$12,369	239
299	Caledonia	\$9,616	246	\$1,679	195	\$1,069	203	\$12,364	240
<b>741</b>	<b>Paynesville</b>	<b>\$9,349</b>	<b>278</b>	<b>\$2,043</b>	<b>106</b>	<b>\$972</b>	<b>246</b>	<b>\$12,364</b>	<b>241</b>
2125	Triton	\$10,017	198	\$1,254	286	\$1,090	194	\$12,361	242
775	Kerkhoven-Murdock-Sunburg	\$9,621	244	\$1,791	168	\$945	256	\$12,356	243
2910	Ada-Borup-West	\$9,391	275	\$2,006	113	\$959	249	\$12,356	244
308	Nevis	\$9,879	210	\$1,550	225	\$926	265	\$12,355	245
719	Prior Lake-Savage Area	\$9,227	288	\$1,665	196	\$1,455	104	\$12,348	246
<b>883</b>	<b>Rockford</b>	<b>\$9,783</b>	<b>224</b>	<b>\$1,496</b>	<b>235</b>	<b>\$1,063</b>	<b>206</b>	<b>\$12,341</b>	<b>247</b>
463	Eden Valley-Watkins	\$9,124	296	\$1,835	155	\$1,367	124	\$12,326	248
756	Blooming Prairie	\$9,541	261	\$1,654	199	\$1,097	191	\$12,291	249
94	Cloquet	\$9,528	262	\$1,764	174	\$992	234	\$12,284	250
2167	Lakeview	\$9,380	276	\$1,914	134	\$989	236	\$12,283	251
818	Verndale	\$9,723	229	\$1,589	215	\$958	250	\$12,269	252
2902	RTR	\$10,104	182	\$1,215	295	\$879	277	\$12,199	253
<b>252</b>	<b>Cannon Falls</b>	<b>\$9,334</b>	<b>281</b>	<b>\$1,728</b>	<b>181</b>	<b>\$1,129</b>	<b>181</b>	<b>\$12,191</b>	<b>254</b>
2889	Lake Park Audubon	\$9,947	204	\$1,394	260	\$845	292	\$12,187	255
<b>332</b>	<b>Mora</b>	<b>\$9,521</b>	<b>263</b>	<b>\$1,607</b>	<b>210</b>	<b>\$1,057</b>	<b>208</b>	<b>\$12,185</b>	<b>256</b>
595	East Grand Forks	\$9,136	294	\$1,968	121	\$1,077	200	\$12,181	257
116	Pillager	\$9,347	279	\$2,127	94	\$703	320	\$12,176	258
2397	Le Sueur-Henderson	\$9,555	258	\$1,725	183	\$872	279	\$12,152	259
2689	Pipestone Area	\$10,045	193	\$1,308	277	\$798	301	\$12,152	260
<b>477</b>	<b>Princeton</b>	<b>\$9,065</b>	<b>301</b>	<b>\$1,845</b>	<b>152</b>	<b>\$1,229</b>	<b>154</b>	<b>\$12,139</b>	<b>261</b>
192	Farmington	\$9,344	280	\$1,872	148	\$916	269	\$12,132	262
<b>2144</b>	<b>Chisago Lakes</b>	<b>\$8,956</b>	<b>310</b>	<b>\$2,164</b>	<b>87</b>	<b>\$1,008</b>	<b>229</b>	<b>\$12,128</b>	<b>263</b>

542	Battle Lake	\$10,119	180	\$917	320	\$1,049	211	\$12,086	264
640	Wabasso	\$10,281	159	\$664	327	\$1,122	183	\$12,066	265
2164	Dilworth-Glyndon-Felton	\$8,988	308	\$1,624	205	\$1,409	119	\$12,022	266
<b>821</b>	<b>Menahga</b>	<b>\$9,821</b>	<b>218</b>	<b>\$1,558</b>	<b>224</b>	<b>\$624</b>	<b>326</b>	<b>\$12,003</b>	<b>267</b>
229	Lanesboro	\$9,816	219	\$1,231	291	\$955	253	\$12,002	268
91	Barnum	\$9,301	283	\$1,775	172	\$918	267	\$11,994	269
553	New York Mills	\$9,508	265	\$1,301	278	\$1,182	168	\$11,990	270
424	Lester Prairie	\$9,997	199	\$783	326	\$1,201	164	\$11,981	271
2769	Morris Area	\$9,393	274	\$1,584	216	\$986	238	\$11,963	272
738	Holdingsford	\$8,907	314	\$1,705	187	\$1,307	136	\$11,918	273
239	Rushford-Peterson	\$9,773	226	\$1,360	264	\$778	308	\$11,911	274
85	Springfield	\$9,799	222	\$1,133	302	\$979	243	\$11,911	275
2168	Nrheg	\$9,503	266	\$1,351	268	\$1,043	215	\$11,897	276
768	Hancock	\$9,698	236	\$1,170	298	\$1,026	221	\$11,894	277
549	Perham-Dent	\$9,291	284	\$1,816	161	\$735	315	\$11,842	278
495	Grand Meadow	\$9,977	202	\$866	324	\$984	240	\$11,827	279
<b>879</b>	<b>Delano</b>	<b>\$9,124</b>	<b>297</b>	<b>\$1,615</b>	<b>207</b>	<b>\$1,072</b>	<b>202</b>	<b>\$11,811</b>	<b>280</b>
<b>466</b>	<b>Dassel-Cokato</b>	<b>\$9,691</b>	<b>237</b>	<b>\$1,400</b>	<b>259</b>	<b>\$704</b>	<b>319</b>	<b>\$11,795</b>	<b>281</b>
<b>108</b>	<b>Central</b>	<b>\$9,484</b>	<b>268</b>	<b>\$1,281</b>	<b>282</b>	<b>\$1,025</b>	<b>222</b>	<b>\$11,790</b>	<b>282</b>
<b>2687</b>	<b>Howard Lake-Waverly-Winsted</b>	<b>\$8,952</b>	<b>312</b>	<b>\$1,793</b>	<b>167</b>	<b>\$1,043</b>	<b>216</b>	<b>\$11,788</b>	<b>283</b>
111	Watertown-Mayer	\$9,366	277	\$1,603	211	\$808	298	\$11,777	284
<b>138</b>	<b>North Branch</b>	<b>\$9,115</b>	<b>299</b>	<b>\$1,661</b>	<b>197</b>	<b>\$990</b>	<b>235</b>	<b>\$11,767</b>	<b>285</b>
682	Roseau	\$9,278	286	\$1,558	223	\$906	273	\$11,742	286
882	Monticello	\$9,587	251	\$1,239	290	\$909	272	\$11,735	287
<b>2905</b>	<b>Tri-City United</b>	<b>\$8,778</b>	<b>323</b>	<b>\$1,703</b>	<b>189</b>	<b>\$1,247</b>	<b>148</b>	<b>\$11,729</b>	<b>288</b>
2909	Rock Ridge	\$9,036	303	\$2,026	109	\$660	324	\$11,723	289
487	Upsala	\$9,555	259	\$1,151	301	\$1,013	226	\$11,719	290
391	Cleveland	\$9,861	214	\$1,083	308	\$771	309	\$11,714	291
484	Pierz	\$9,118	298	\$1,463	242	\$1,133	178	\$11,713	292
2071	Lake Crystal-Wellcome Memorial	\$9,014	305	\$1,692	191	\$1,006	230	\$11,713	293
<b>2310</b>	<b>Sibley East</b>	<b>\$9,567</b>	<b>255</b>	<b>\$1,329</b>	<b>275</b>	<b>\$807</b>	<b>299</b>	<b>\$11,704</b>	<b>294</b>
<b>745</b>	<b>Albany</b>	<b>\$8,803</b>	<b>321</b>	<b>\$1,755</b>	<b>175</b>	<b>\$1,105</b>	<b>190</b>	<b>\$11,664</b>	<b>295</b>
<b>750</b>	<b>Rocori</b>	<b>\$8,845</b>	<b>319</b>	<b>\$1,801</b>	<b>165</b>	<b>\$1,012</b>	<b>227</b>	<b>\$11,658</b>	<b>296</b>
<b>717</b>	<b>Jordan</b>	<b>\$8,953</b>	<b>311</b>	<b>\$1,912</b>	<b>135</b>	<b>\$788</b>	<b>304</b>	<b>\$11,653</b>	<b>297</b>

51	Foley	\$9,011	306	\$1,754	176	\$852	289	\$11,618	298
564	Thief River Falls	\$9,223	289	\$1,492	237	\$891	275	\$11,606	299
544	Fergus Falls	\$9,444	271	\$1,126	305	\$988	237	\$11,558	300
<b>534</b>	<b>Stewartville</b>	<b>\$9,021</b>	<b>304</b>	<b>\$1,510</b>	<b>233</b>	<b>\$1,021</b>	<b>225</b>	<b>\$11,552</b>	<b>301</b>
<b>876</b>	<b>Annandale</b>	<b>\$8,868</b>	<b>317</b>	<b>\$1,659</b>	<b>198</b>	<b>\$939</b>	<b>259</b>	<b>\$11,466</b>	<b>302</b>
213	Osakis	\$9,007	307	\$1,638	201	\$780	306	\$11,425	303
227	Chatfield	\$9,280	285	\$1,201	296	\$911	271	\$11,392	304
850	Rothsay	\$9,716	230	\$799	325	\$848	290	\$11,363	305
858	St. Charles	\$8,932	313	\$1,131	304	\$1,298	137	\$11,362	306
<b>716</b>	<b>Belle Plaine</b>	<b>\$8,792</b>	<b>322</b>	<b>\$1,517</b>	<b>230</b>	<b>\$1,039</b>	<b>217</b>	<b>\$11,348</b>	<b>307</b>
<b>748</b>	<b>Sartell-St. Teph</b>	<b>\$9,060</b>	<b>302</b>	<b>\$1,710</b>	<b>185</b>	<b>\$555</b>	<b>328</b>	<b>\$11,325</b>	<b>308</b>
550	Underwood	\$9,198	290	\$1,178	297	\$932	262	\$11,308	309
97	Moose Lake	\$9,397	273	\$1,424	251	\$481	329	\$11,303	310
533	Dover-Eyota	\$9,194	291	\$1,375	262	\$709	318	\$11,279	311
146	Barnesville	\$9,132	295	\$1,276	283	\$865	281	\$11,272	312
75	St. Clair	\$9,332	282	\$1,152	300	\$685	322	\$11,169	313
700	Hermantown	\$8,654	327	\$1,733	179	\$728	317	\$11,115	314
2899	Plainview-Elgin-Millville	\$8,804	320	\$1,216	294	\$1,000	231	\$11,021	315
<b>721</b>	<b>New Prague Area</b>	<b>\$8,902</b>	<b>315</b>	<b>\$1,415</b>	<b>256</b>	<b>\$682</b>	<b>323</b>	<b>\$10,999</b>	<b>316</b>
<b>763</b>	<b>Medford</b>	<b>\$9,164</b>	<b>292</b>	<b>\$1,248</b>	<b>288</b>	<b>\$574</b>	<b>327</b>	<b>\$10,986</b>	<b>317</b>
186	Pequot Lakes	\$8,988	309	\$1,245	289	\$703	321	\$10,936	318
253	Goodhue	\$8,899	316	\$921	319	\$1,035	219	\$10,855	319
150	Hawley	\$8,773	324	\$900	321	\$1,156	171	\$10,829	320
<b>255</b>	<b>Pine Island</b>	<b>\$8,672</b>	<b>326</b>	<b>\$1,061</b>	<b>311</b>	<b>\$1,046</b>	<b>214</b>	<b>\$10,778</b>	<b>321</b>
<b>885</b>	<b>St. Michael-Albertville</b>	<b>\$8,550</b>	<b>331</b>	<b>\$1,359</b>	<b>265</b>	<b>\$760</b>	<b>312</b>	<b>\$10,668</b>	<b>322</b>
<b>485</b>	<b>Royalton</b>	<b>\$8,847</b>	<b>318</b>	<b>\$1,132</b>	<b>303</b>	<b>\$630</b>	<b>325</b>	<b>\$10,608</b>	<b>323</b>
99	Esko	\$8,602	329	\$1,125	306	\$863	282	\$10,590	324
<b>204</b>	<b>Kasson-Mantorville</b>	<b>\$8,716</b>	<b>325</b>	<b>\$1,049</b>	<b>313</b>	<b>\$730</b>	<b>316</b>	<b>\$10,495</b>	<b>325</b>
<b>531</b>	<b>Byron</b>	<b>\$8,566</b>	<b>330</b>	<b>\$1,038</b>	<b>314</b>	<b>\$861</b>	<b>284</b>	<b>\$10,465</b>	<b>326</b>
195	Randolph	\$8,611	328	\$1,017	315	\$765	310	\$10,393	327
323	Franconia	\$11,077	92	-\$915	331	\$22	331	\$10,184	328
	<b>State Average</b>	<b>\$10,487</b>		<b>\$2,486</b>		<b>\$1,404</b>		<b>\$14,479</b>	
	<b>District Average</b>	<b>\$10,529</b>		<b>\$2,110</b>		<b>\$1,501</b>		<b>\$14,140</b>	

\*\*\*For purposes of this comparison, General Education Revenue includes the following revenue categories: Basic, Declining Pupil, Extended Time, Compensatory, English Learner, English Learner Concentration, Sparsity, Small Schools, Transportation Sparsity, Total Operating Capital, Equity, Transition, Referendum, Local Option Revenue, Options (open enrollment referendum aid, charter school transportation, state academies transportation), Pension Adjustment, and School Trust Land.

\*\*\*Other revenue includes the following revenue categories: Long Term Facilities Maintenance, Teacher Development and Evaluation (QComp), Career and Technical Education, Integration, Miscellaneous Levies, Telecommunications Aid, Literacy Incentive Aid, Library Aid, Student Support Personnel Aid, School Readiness, ECFE, and Indian Education

\*\*\*\*Special Education is self-explanatory.

\*\*\*\***SEE districts are highlighted.**



**PMA**<sup>™</sup>  
SECURITIES

August 12, 2024

ISD 485  
Royalton Public Schools

**Michael Hart**

VP, Managing Director  
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612-509-2569

**Steve Pumper**

Senior Vice President  
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612-509-2565



## PMA Companies - Minnesota

- ▶ Minnesota Office
  - ▶ Serves over 200 Minnesota Public School Districts
  - ▶ Has managed over \$10 Billion of MN School District Bond Proceeds
  - ▶ Provides Cash Flow services to approximately 100 MN School Districts



# PMA Companies - Minnesota

- ▶ MNTrust Fund
  - ▶ Local Government Investment Pool
    - ▶ Money Market Fund
  - ▶ Record high of \$4.1 Billion of Assets Under Management
    - ▶ June 2024
    - ▶ All Minnesota Public School Districts
  - ▶ Governed by a Board of 15 Trustees
    - ▶ All Minnesota School Business Officials
  - ▶ ISD 485 Became a Member in 2007



# MNTrust Members

ADA-BORUP-WEST ISD 2910

ADRIAN ISD 511

AITKIN ISD 1

ALBANY ISD 745

ALBERT LEA ISD 241

ALDEN-CONGER ISD 242

ALEXANDRIA ISD 206

ANNANDALE ISD 876

ASHBY 261

AUSTIN ISD 492

BAGLEY ISD 162

BARNUM ISD 91

BECKER ISD 726

BELGRADE-BROOTEN-ELROSA ISD 2364

BEMIDJI ISD 31

BENSON ISD 777

BIG LAKE ISD 727

BIRD ISLAND OLIVIA LAKE LILLIAN ISD 2534

BLACKDUCK ISD 32

BLOOMINGTON ISD 271

BRAHAM ISD 314

BRAINERD ISD 181

BRANDON-EVANSVILLE ISD 2908

BRECKENRIDGE ISD 846

BROOKLYN CENTER ISD 286

BROWERVILLE ISD 787

BUFFALO ISD 877

BUFFALO LAKE-HECTOR-STEWART ISD  
2159

BURNSVILLE ISD 191

CAMBRIDGE-ISANTI ISD 911

CANBY ISD 891

CANNON FALLS ISD 252

CARLTON ISD 93

CASS LAKE-BENA ISD 115

CEDAR MOUNTAIN ISD 2754

CENTENNIAL ISD 12

CENTRAL P.S. NORWOOD YOUNG  
AMERICA ISD 108

CHISHOLM ISD 695

CHOKIO-ALBERTA ISD 771

CLOQUET ISD 94

COLUMBIA HEIGHTS ISD 13

COOK COUNTY ISD 166

CROMWELL WRIGHT ISD 95

CROOKSTON ISD 593

CROSBY-IRONTON ISD 182

DASSEL-COKATO ISD 466

DAWSON BOYD ISD 378

DEER RIVER ISD 317

DELANO ISD 879

DILWORTH-GLYNDON-FELTON ISD 2164

DOVER-EYOTA ISD 533

DULUTH ISD 709

EAST CENTRAL ISD 2580

EASTERN CARVER COUNTY ISD 112

EDEN PRAIRIE ISD 272

EDEN VALLEY WATKINS ISD 463

EDGERTON ISD 581

EDINA PUBLIC SCHOOLS ISD 273

ELK RIVER ISD 728

ELLSWORTH ISD 514

ELY PUBLIC SCHOOLS ISD 696

ESKO ISD 99

EVELETH-GILBERT ISD 2154

FAIRMONT ISD 2752

FARIBAULT ISD 656

FARMINGTON ISD 192

FERTILE-BELTRAMI ISD 599

FISHER ISD 600

FOLEY ISD 51

FOREST LAKE ISD 831

FOSSTON ISD 601

FRIDLEY ISD 14

GFW ISD 2365

GLENCOE-SILVER LAKE ISD 2859



# MNTrust Members

GOODHUE ISD 253  
GRAND MEADOW ISD 495  
GRAND RAPIDS ISD 318  
GREENWAY COLERAINE ISD 316  
HANCOCK ISD 768  
HASTINGS ISD 200  
HAWLEY ISD 150  
HAYFIELD ISD 203  
HENNING ISD 545  
HERMANTOWN ISD 700  
HIBBING ISD 701  
HILL CITY ISD 2  
HOLDINGFORD ISD 738  
HOPKINS ISD 270  
HOWARD LAKE WAVERLY WINSTED ISD 2687  
HUTCHINSON ISD 423  
INTERMEDIATE DISTRICT 287  
INTERNATIONAL FALLS ISD 361  
INVER GROVE HEIGHTS ISD 199  
ISLE ISD 473  
IVANHOE ISD 403  
JANESVILLE-WALDORF-PEMBERTON ISD 2835  
JORDAN ISD 717  
KASSON MANTORVILLE ISD 204

KENYON-WANAMINGO 2172  
KITTSON CENTRAL ISD 2171  
LA CRESCENT-HOKAH SD 300  
LAC QUI PARLE VALLEY ISD 2853  
LAKE CRYSTAL - WELLCOME MEMORIAL ISD 2071  
LAKE OF THE WOODS ISD 390  
LAKE SUPERIOR ISD 381  
LAKEVIEW ISD 2167  
LAKEVILLE PUBLIC SCHOOLS ISD 194  
LEROY-OSTRANDER ISD 499  
LITCHFIELD ISD 465  
LITTLE FALLS COMMUNITY SCHOOLS ISD 482  
LONG PRAIRIE-GREY EAGLE ISD 2753  
MABEL CANTON ISD 238  
MADELIA ISD 837  
MAHTOMEDI ISD 832  
MANKATO ISD 77  
MAPLE LAKE ISD 881  
MAPLE RIVER ISD 2135  
MARSHALL COUNTY CENTRAL 441  
MARSHALL ISD 413  
MCGREGOR ISD 4  
MELROSE ISD 740  
MENAHA ISD 821

MESABI EAST ISD 2711  
MILACA ISD 912  
MINNEOTA ISD 414  
MINNETONKA ISD 276  
MINNEWASKA ISD 2149  
MONTEVIDEO ISD 129  
MONTICELLO ISD 882  
MOOSE LAKE COMMUNITY SCHOOLS ISD 97  
MORA ISD 332  
MORRIS ISD 2769  
MOUNTAIN IRON-BUHL ISD 712  
N.R.H.E.G ISD 2168  
NASHWAUK-KEEWATIN ISD 319  
NEVIS ISD 308  
NEW PRAGUE ISD 721  
NEW ULM ISD 88  
NEW YORK MILLS ISD 553  
NORTH BRANCH ISD 138  
NORTH ST. PAUL ISD 622  
NORTHEAST METROPOLITAN INTERMEDIATE SD 916  
NORTHFIELD ISD 659  
NORTHLAND COMMUNITY SCHOOLS ISD 118  
OKLEE ISD 627



# MNTrust Members

ONAMIA ISD 480

ORONO ISD 278

OSAKIS ISD 213

OSSEO ISD 279

OWATONNA ISD 761

PAYNESVILLE ISD 741

PELICAN RAPIDS ISD 548

PEQUOT LAKES ISD 186

PERHAM-DENT ISD 549

PINE CITY ISD 578

PINE ISLAND ISD 255

PIPESTONE ISD 2689

PLUMMER ISD 628

PRINCETON ISD 477

PRIOR LAKE SAVAGE ISD 719

PROCTOR ISD 704

RED LAKE COUNTY CENTRAL ISD 2906

RED LAKE FALLS ISD 630

RED WING ISD 256

REDWOOD AREA ISD 2897

RENVILLE COUNTY WEST ISD 2890

RICHFIELD ISD 280

ROBBINSDALE AREA SCHOOLS ISD 281

ROCHESTER ISD 535

ROCK RIDGE ISD 2909

ROCKFORD ISD 883

ROCORI ISD 750

ROSEMOUNT APPLE VALLEY ISD 196

ROYALTON ISD 485

RUSH CITY ISD 139

RUSSELL TYLER RUTHTON ISD 2902

SARTELL-ST. STEPHEN ISD 748

SAUK CENTRE ISD 743

SAUK RAPIDS RICE PUBLIC SCHOOLS ISD  
47

SEBEKA ISD 820

SHAKOPEE ISD 720

SOUTHLAND ISD 500

SPRING LAKE PARK ISD 16

ST. ANTHONY-NEW BRIGHTON ISD 282

ST. CLOUD ISD 742

ST. FRANCIS ISD 15

ST. LOUIS PARK ISD 283

ST. PAUL ISD 625

STAPLES-MOTELY ISD 2170

STEWARTVILLE ISD 534

STILLWATER ISD 834

THIEF RIVER FALLS ISD 564

TRI COUNTY ISD 2358

TRI-CITY UNITED ISD 2905

UNDERWOOD ISD 545

UNITED SOUTH CENTRAL ISD 2134

VERNDALE ISD 818

VIRGINIA ISD 706

WABASSO ISD 640

WACONIA ISD 110

WADENA-DEER CREEK ISD 2155

WALKER HACKENSACK AKELEY ISD 113

WARREN ALVARADO OSLO ISD 2176

WATERTOWN-MAYER ISD 111

WAYZATA ISD 284

WEST ST PAUL ISD 197

WESTONKA ISD 277

WHITE BEAR LAKE ISD 624

WILLMAR ISD 347

WILLOW RIVER ISD 577

WIN-E-MAC ISD 2609

WORTHINGTON ISD 518

WRENSHALL ISD 100



# PMA Services

Cash Flow & Investment Management



# Reason to Have a Cash Flow



Maximize interest earnings



Identify if you have enough cash to meet expenditures



Assess use of cash vs. debt for larger capital purchases

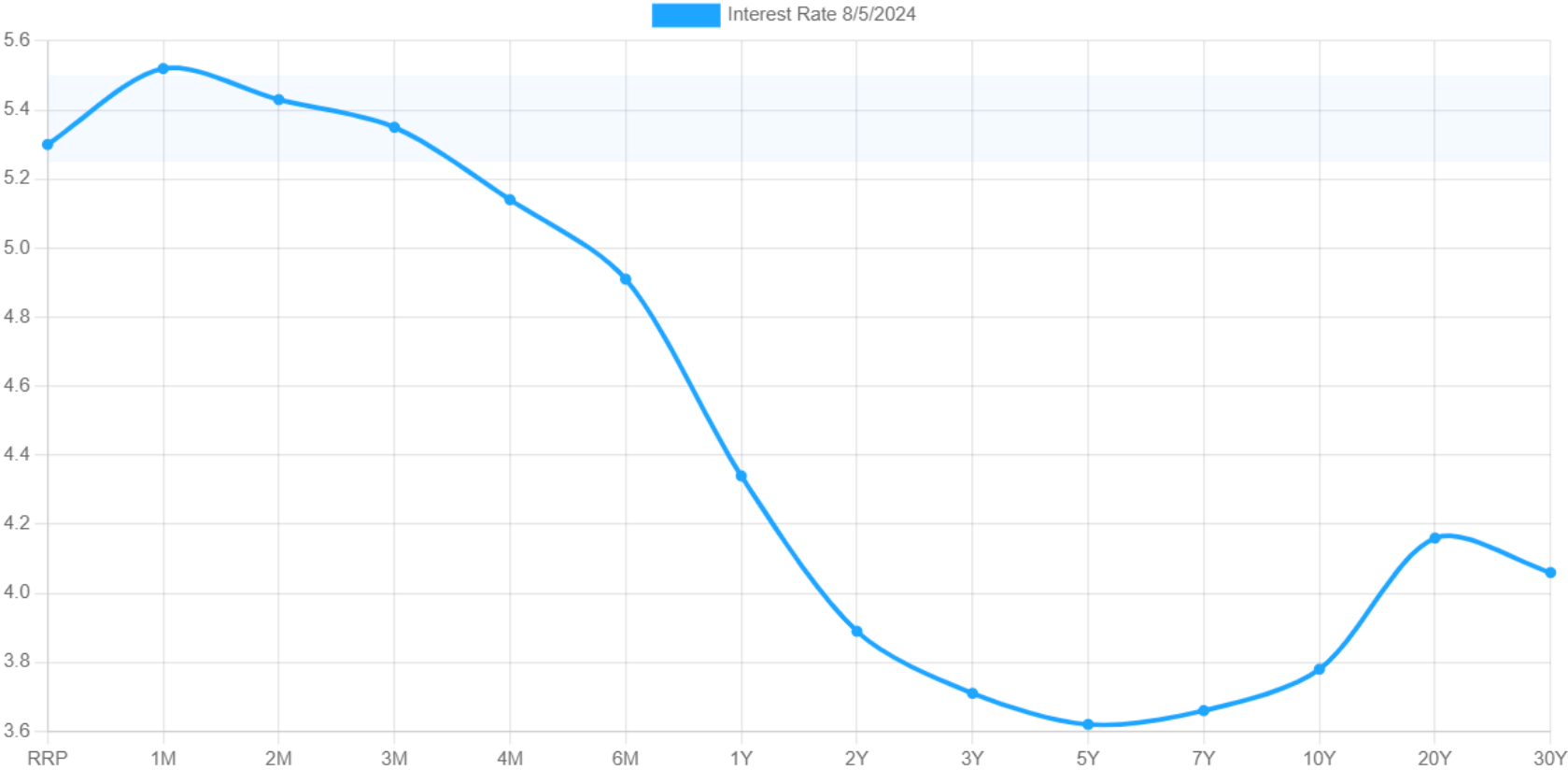


Identify if you will have a June 30th negative operating cash balance



# Maximize Interest Earnings

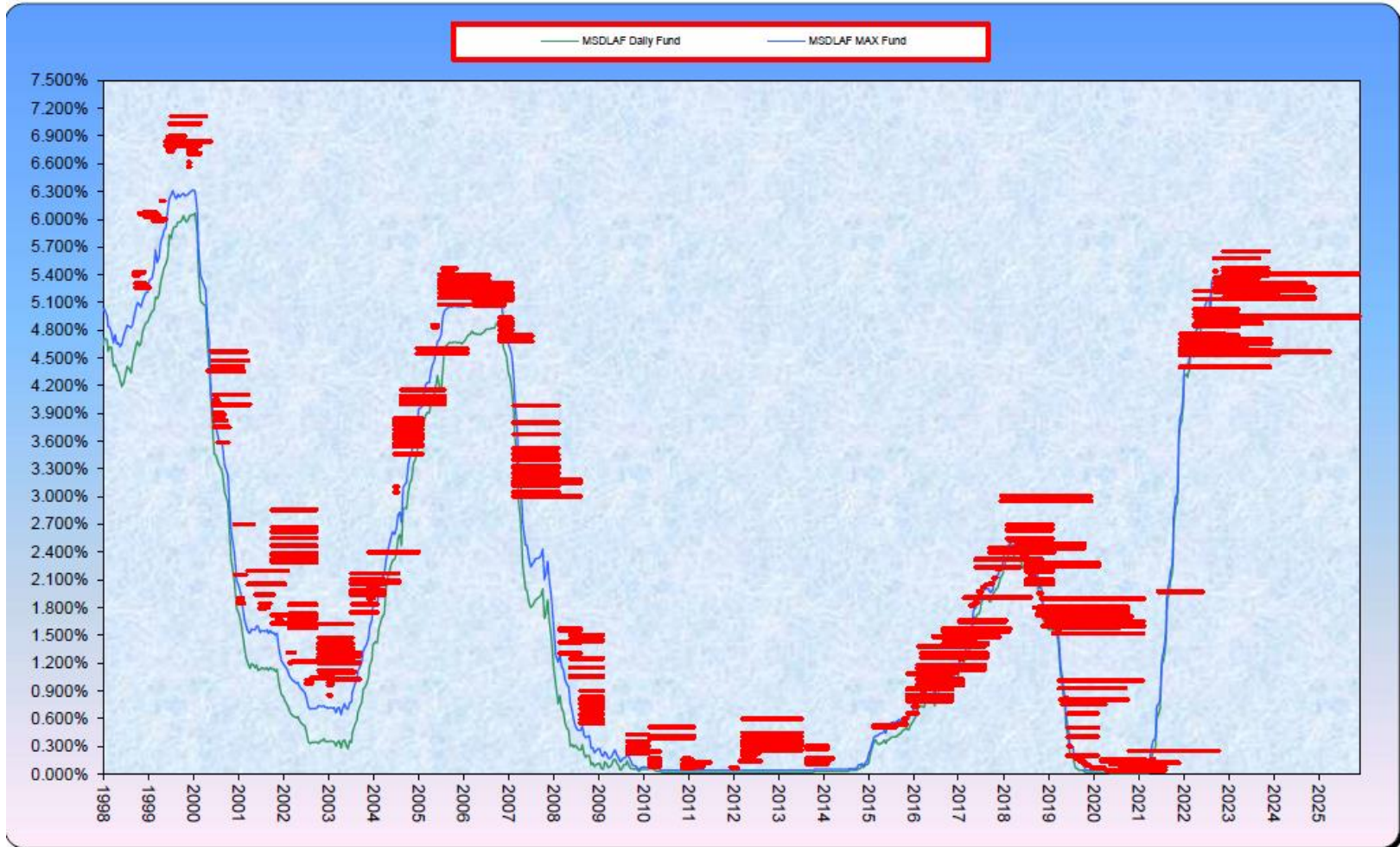
## Treasury Yield Curve 8/5/24





# Maximize Interest Earnings

## Money Market vs. Fixed Rate Investments





# Maximize Interest Earnings

Investment Amount	Net Interest Rate	Net Annualized Interest	Net Interest Rate	Net Annualized Interest
\$1,000,000	5.00%	\$50,000	0.50%	\$5,000
\$5,000,000	5.00%	\$250,000	0.50%	\$25,000
\$1,000,000	5.00%	\$50,000	1.00%	\$10,000
\$5,000,000	5.00%	\$250,000	1.00%	\$50,000



# Cash Flow Example

Sample ISD

Projections as of: June 7, 2022

Operating Cash Flow Schedule (Including Debt Service Funds)							
Date	Revenue	Payable	Payroll	Maturities	Investments	End-Balance	
<b>January 2022</b>							
03-Jan-22							\$20,641,881.05
04-Jan-22		\$736,376.49					\$19,905,504.56
04-Jan-22		\$343,642.36					\$19,561,862.20
05-Jan-22	\$159,513.81	Gov's ARP Funds (Fin 150)					\$19,721,376.01
06-Jan-22	\$524.19	GEER Funds (Fin 153)					\$19,721,900.20
07-Jan-22							\$19,721,900.20
10-Jan-22							\$19,721,900.20
11-Jan-22		\$343,642.36					\$19,378,257.84
12-Jan-22			\$3,490,277.75				\$15,887,980.09
13-Jan-22							\$15,887,980.09
14-Jan-22	<b>\$5,326,333.44</b>						\$21,214,313.53
14-Jan-22	\$381,673.90	\$816,670.10	<--Self Insurance Trans.				\$20,779,317.33
17-Jan-22							\$20,779,317.33
18-Jan-22		\$687,284.72					\$20,092,032.60
18-Jan-22		\$171,821.18					\$19,920,211.42
19-Jan-22							\$19,920,211.42
20-Jan-22							\$19,920,211.42
21-Jan-22							\$19,920,211.42
24-Jan-22	Dakota Co. Taxes						\$19,920,211.42
25-Jan-22	\$1,946,136.44	\$171,821.18		\$249,990.16 #x1a			\$21,944,516.84
25-Jan-22				\$249,904.27 #d2	\$4,500,000.00 #m		\$17,694,421.11
25-Jan-22							\$17,694,421.11
26-Jan-22	\$37,362.14						\$17,731,783.25
27-Jan-22	Scott Co. Taxes	\$1,281,417.50	P&I on '12A Alt. Fac.				\$16,450,365.75
27-Jan-22		\$2,688,806.25	P&I on '15A G.O. Bond + \$475 Paying Agent Fee				\$13,761,559.50
27-Jan-22		\$2,824,350.00	P&I on '16A G.O. Bond				\$10,937,209.50
27-Jan-22		\$1,281,860.00	P&I on '16B Refunding + \$475 Paying Agent Fee				\$9,655,349.50
27-Jan-22		\$1,095,650.00	P&I on '20A Refunding				\$8,559,699.50
27-Jan-22			\$2,093,243.01				\$6,466,456.49
28-Jan-22	<b>\$4,299,197.51</b>						\$10,765,654.00
31-Jan-22	\$381,673.90	\$826,185.41	<--Self Insurance Trans.				\$10,321,142.49
31-Jan-22							<b>\$10,369,974.74</b>



## PMA Difference

- ▶ Dedicated Staff Person Servicing Your Account
  - ▶ Updates Expenditure and Revenue Information
  - ▶ Cash Flow looks out 24 Months
  - ▶ Proactive in making investment recommendations
    - ▶ District provides approval to execute
- ▶ Full Execution of Investments
- ▶ Cash Flow Provides a Guideline for District
  - ▶ 2<sup>nd</sup> set of eyes on cash trend
  - ▶ Useful budgeting tool



## Cash Flow - Agreement

- ▶ No Charge for Producing and Maintaining Cash Flow
- ▶ District Agrees to have its State Aid Dollars Flow Through its MNTrust Accounts
- ▶ Fees for Executing Investments



## Cash Flow - Summary

- ▶ Main Purpose – Increase Interest Earnings
  - ▶ Invest excess funds in fixed-rate investments
  - ▶ Avoid riding the Money Market Curb Down
- ▶ Dedicated Staff Member on your account
  - ▶ Provides 2<sup>nd</sup> Set of Eyes to District's Data
  - ▶ Executes all investments
- ▶ No Cost for Cash Flow Service
  - ▶ District agrees to having State Aid go into MNTrust Account
- ▶ No Formal Board Action Required



# Lease Levy



# Mid States Lease Levy

## Royalton Public Schools Tax Impact Analysis

Mid State Lease	\$42,326
District NTC Value (Pay 24)	6,359,929
Additional Tax Rate	0.67%

Property Type	Est. Market Value	Estimated Annual Tax Increase
---------------	-------------------	-------------------------------

Residential Homestead	Est. Market Value	Estimated Annual Tax Increase
	\$100,000	\$4
	150,000	8
	200,000	11
	300,000	19
	350,000	22
	400,000	26
500,000	33	

Commercial - Industrial	Est. Market Value	Estimated Annual Tax Increase
	\$100,000	\$10
	250,000	28
	500,000	62
1,000,000	128	

Agricultural Homestead*	\$/acre	Estimated Annual Tax Increase
	\$3,000	\$0.10
5,000	0.17	

\* Homestead land limited to first \$3,500,000 in value for taxes payable in 2025. All additional land taxed like Ag non-homestead land.

Agricultural Non Homestead	Est. Market Value	Estimated Annual Tax Increase
	\$3,000	\$0.20
5,000	0.33	

- ▶ Assumes no growth in districtwide net tax capacity
- ▶ Lease levy does not qualify for the Ag2School Credit



# Bond Refunding



# Refunding Candidate ->Series 2015A

## ISD No. 485, Royalton Public Schools General Obligation School Building Bonds, Series 2015A

Date	Principal	Coupon	Interest	Fiscal Total	Cap. Int.	105% Levy
08/01/23			357,356.25			
02/01/24	1,145,000	5.00%	357,356.25	1,859,712.50	-	1,952,698
08/01/24			328,731.25			
02/01/25	1,200,000	5.00%	328,731.25	1,857,462.50	-	1,950,336
08/01/25			298,731.25			
02/01/26	1,260,000	5.00% *	298,731.25	1,857,462.50	-	1,950,336
08/01/26			267,231.25			
02/01/27	1,325,000	3.00% *	267,231.25	1,859,462.50	-	1,952,436
08/01/27			247,356.25			
02/01/28	1,365,000	3.125% *	247,356.25	1,859,712.50	-	1,952,698
08/01/28			226,028.13			
02/01/29	1,405,000	3.25% *	226,028.13	1,857,056.25	-	1,949,909
08/01/29			203,196.88			
02/01/30	1,450,000	3.38% *	203,196.88	1,856,393.75	-	1,949,213
08/01/30			178,728.13			
02/01/31	1,500,000	3.50% *	178,728.13	1,857,456.25	-	1,950,329
08/01/31			152,478.13			
02/01/32	1,555,000	3.50% *	152,478.13	1,859,956.25	-	1,952,954
08/01/32			125,265.63			
02/01/33	1,610,000	3.625% *	125,265.63	1,860,531.25	-	1,953,558
08/01/33			96,084.38			
02/01/34	1,665,000	3.625% *	96,084.38	1,857,168.75	-	1,950,027
08/01/34			65,906.25			
02/01/35	1,725,000	3.75% *	65,906.25	1,856,812.50	-	1,949,653
08/01/35			33,562.50			
02/01/36	1,790,000	3.75% *	33,562.50	1,857,125.00	-	1,949,981
Totals	18,995,000		5,161,313	24,156,313	-	25,364,128

**Original Principal**  
**Dated Date**  
**Call Date**

**\$25,260,000**  
**06/24/15**  
**02/01/25**

**Purposes**

Finance the renovation of and additions to the District's existing elementary and middle school/high school facilities as approved by voters January 6, 2015.



## Refunding Opportunity – 2015A Bonds

<b>Refunding Candidate</b>	<b>G.O. School Building Bonds, Series 2015A</b>
<b>Callable Maturities</b>	2026 - 2036
<b>Callable Bonds</b>	\$16,650,000
<b>Interest Rate on Current Bonds</b>	3.00% - 5.00%
<b>Estimated True Interest Cost on Refunding Bonds*</b>	2.90%
<b>Estimated Gross Savings*</b>	\$745,541

**\*Based on market interest rates as of August 05, 2024**



# Savings Detail

Date	New Debt Payment	Current Debt Payments	Savings
02/01/2025	1,526,425.97	1,528,731.25	2,305.28
02/01/2026	1,793,102.08	1,857,462.50	64,360.42
02/01/2027	1,790,000.00	1,859,462.50	69,462.50
02/01/2028	1,794,000.00	1,859,712.50	65,712.50
02/01/2029	1,790,000.00	1,857,056.26	67,056.26
02/01/2030	1,788,250.00	1,856,393.76	68,143.76
02/01/2031	1,788,500.00	1,857,456.26	68,956.26
02/01/2032	1,790,500.00	1,859,956.26	69,456.26
02/01/2033	1,794,000.00	1,860,531.26	66,531.26
02/01/2034	1,788,750.00	1,857,168.76	68,418.76
02/01/2035	1,790,000.00	1,856,812.50	66,812.50
02/01/2036	1,788,800.00	1,857,125.00	68,325.00
<b>Total</b>	<b>\$21,222,328.05</b>	<b>\$21,967,868.81</b>	<b>\$745,540.76</b>
<b>Net Present Value Benefit</b>			<b>\$623,001.56</b>

- Savings to be realized as a reduction in debt service levy property taxes.
- Savings is shown after all costs of issuance have been included.
- Assumes interest rates as of August 5, 2024



# Estimated Sources and Uses

## Sources Of Funds

Par Amount of Bonds	\$14,980,000.00
Reoffering Premium	1,649,072.80
<b>Total Sources</b>	<b>\$16,629,072.80</b>

## Uses Of Funds

Deposit to Current Refunding Fund	16,436,781.18
Total Underwriter's Discount (0.500%)	74,900.00
Financial Advisor (PMA Securities)	50,786.34
Cost of Issuance	66,605.28
<b>Total Uses</b>	<b>\$16,629,072.80</b>



# Tax Impact

Net FY 2026 Savings  
 District NTC Value (Pay 24)  
 Change in NTC Tax Rate

<b>2015A Refunding</b>
\$61,270
6,359,929
-0.96%
<b>Estimated Annual Tax Decrease</b>

Property Type      Est. Market Value

Property Type	Est. Market Value	Estimated Annual Tax Decrease
Residential Homestead	\$100,000	-\$6
	200,000	-17
	250,000	-22
	300,000	-27
	350,000	-32
	400,000	-38
	500,000	-48

➤ Assumes interest rates as of August 5, 2024



# Potential Board Resolution – September 9, 2024

- ▶ Approval of proceeding with bond sale subject to certain parameters
- ▶ Allows the submission of the State Credit Enhancement Application

## Bond Parameters:

- ▶ Authority given to the Superintendent or Director of Business Services AND a School Board Officer to execute the documents to complete the bond sale if:
  - ▶ Establishes a minimum savings of \$100,000
  - ▶ Establishes a maximum par amount of \$16,650,000
  - ▶ Is executed prior to February 1, 2025
- ▶ Full Board ratifies the sale at its next Board Meeting



# Calendar of Events

Date	Action Item
August 2024	Board Resolution provided to District
September 9, 2024	Board Considers Parameters Resolution
September 16, 2024	Draft of POS distributed for review & sent to Rating agency
Week of September 23, 2024	Rating Call
October 1, 2024	Rating Received & POS released to Underwriter
October 8, 2024	Bond Pricing (Interest Rates Locked)
October 14, 2024	Board Considers Ratifying Resolution
November 4, 2024	Bond Closing
February 1, 2025	Bond Call



# Contact Us



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The analysis or information presented herein is based upon hypothetical projections and/or past performance that have certain limitations. No representation is made that it is accurate or complete or that any results indicated will be achieved. In no way is past performance indicative of future results. Changes to any prices, levels, or assumptions contained herein may have a material impact on results. Any estimates or assumptions contained herein represent our best judgment as of the date indicated and are subject to change without notice. Examples are merely representative and are not meant to be all-inclusive. The information set forth herein was gathered from sources which we believe, but do not guarantee, to be accurate. Neither the information, nor any options expressed, constitute a solicitation by us for purposes of sale or purchase of any securities or commodities. Investment/financing decisions by market participants should not be based on this information.

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# Resolution for Acceptance of Gifts to the Royalton School District

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

WHEREAS all information is included in your packet;

Pine Country Bank has generously donated \$200 to the Royalton School District to use towards lunch on our new staff orientation day. Royalton Public Schools will be using the money towards a local food establishment.

Clinton and Karen Coppicus have generously donated \$2500 to help grow the educational band program and purchase equipment for the Royalton Middle School and High School bands.

Clinton and Karen Coppicus have generously donated \$500 to the Royalton Elementary School to benefit the Physical Education Department.

WHEREAS the conditions on this gift are included in the packet.

THEREFORE, BE IT RESOLVED by the Royalton School Board to gratefully accept the gift.

The motion for adoption of the foregoing resolution was duly seconded by Member

\_\_\_\_\_ and upon a roll call vote being taken thereon, the

following voted

in favor thereof:

following voted against:

and the following abstained:

The foregoing resolution was approved this \_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_ Board Chair, Rian Hofstad

\_\_\_\_\_ Board Clerk, Angela Roering

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 424

Orig. 1999

Revised: \_\_\_\_\_

Rev. 2023

## 424 LICENSE STATUS

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

### I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

### II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be a qualified teacher until the school district verifies, through the Minnesota education licensing system available on the Minnesota Professional Educator Licensing and Standards Board website, that the person is a qualified teacher consistent with state law.
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.
- D. The school district must annually report to the Professional Educator Licensing and Standards Board: (1) all new teacher hires and terminations, including layoffs, by race and ethnicity; and (2) the reasons for all teacher resignations and requested leaves of absence. The report must not include data that would personally identify individuals.

### III. PROCEDURE

- A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.
- B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.
- C. If it is discovered that a teacher's license has expired, the superintendent will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of

duty which are grounds for immediate discharge from employment.

- D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

**Legal References:** Minn. Stat. § 122A.16 (Qualified Teacher Defined)  
Minn. Stat. § 122A.22 (District Verification of Teacher Licenses)  
Minn. Stat. § 122A.40, ~~Subd. 13~~ (Employment; Contracts; Termination – Immediate Discharge)  
Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)  
*Vettleson v. Special Sch. Dist. No. 1*, 361 N.W.2d 425 (Minn. App. 1985)  
*Lucio v. School Bd. of Independent Sch. Dist. No. 625*, 574 N.W.2d 737 (Minn. App. 1998)  
*In the Matter of the Proposed Discharge of John R. Statz* (Christine D. VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639 (Minn. App. 1993)

**Cross References:** None

## **522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS**

### **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:  
HR Director, Amy Krueger  
120 South Hawthorn Street, Royalton MN 56373  
[amy.krueger@isd485.org](mailto:amy.krueger@isd485.org)  
320-584-4248  
  
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).
- D. "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.
- E. "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.
- F. "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.
- G. "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.
- H. "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.
- I. "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.
- J. "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.
- K. "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 United States Code section 1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 United States Code section 12291).
- L. "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 Minnesota Statutes section 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.
- M. "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 administering 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.

### **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 United States Code section 1232g, FERPA regulations, 34 Code of Federal Regulations part 99, Minnesota law under Minnesota Statutes section 13.32, or as required by law, or to carry out the purposes of 34 Code of Federal Regulations 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

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.

### **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.

**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**

- 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**

- 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)  
34 C.F.R. Part 106 (Implementing Regulations of Title IX)  
20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Act)  
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act)  
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act)  
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)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 522

Orig. 1995

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Rev. 2024

## **522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS**

**[NOTE: In 2024, the U.S. Department of Education, Office of Civil Rights (OCR), released the latest version of the Final Rule amending Title IX regulations at 34 Code of Federal Regulations, part 106. These regulations have an effective date of August 1, 2024.]**

### **I. GENERAL STATEMENT OF POLICY**

- A. The school district does not discriminate on the basis of sex, including discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, in any education program or activity that it operates, including in admission and employment. The school district does not discriminate in such a manner in its implementing regulations. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. Except as provided elsewhere under Title IX or its regulations, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the school district.
- C. The school district prohibits sex-based discrimination or sexual harassment that occurs within its education programs and activities. The school district shall promptly respond in a manner that is prompt and effective.
- D. Except as provided therein, Title IX and its regulations apply to all sex discrimination occurring under a school district's education program or activity in the United States. For the purpose of this paragraph, conduct that occurs under the school district's education program or activity includes but is not limited to conduct that is subject to the school district's disciplinary authority. The school district has an obligation to address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the school district's education program or activity or outside the United States.
- E. The school district has adopted, published, and implemented grievance procedures consistent with the requirements of 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46, that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in the school district's education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or its regulations.
- F. The school district's obligation to comply with Title IX and its regulations is not obviated or alleviated by the Federal Educational Rights and Privacy Act (FERPA), 20 United States Code, section 1232g, or its implementing regulations, 34 Code of Federal Regulations, part 99, or any state law or local law. The obligation to comply is not obviated or alleviated by any rule or regulation of any organization, club, athletic or

other league, or association which would render any applicant or student ineligible to participate or limit the eligibility or participation of any applicant or student, on the basis of sex, in any education program or activity operated by the school district and which receives Federal financial assistance.

- G. The school district has an obligation to address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the school district's education program or activity or outside the United States.
- H. Nothing in Title IX or its regulations may be read in derogation of any legal right of a parent, guardian, or other authorized legal representative to act on behalf of a complainant, respondent, or other person, subject to Paragraph F of this section, including but not limited to making a complaint through the school district's grievance procedures for complaints of sex discrimination.
- I. In the limited circumstances in which Title IX or its regulations permits different treatment or separation on the basis of sex, the school district must not carry out such different treatment or separation in a manner that discriminates on the basis of sex by subjecting a person to more than de minimis harm, except as permitted by 20 United States Code, section 1681(a)(1) through (9) and the corresponding regulations sections 106.12 through 106.15, 20 United States Code, section 1686 and its corresponding regulation section 106.32(b)(1), or section 106.41(b). Adopting a policy or engaging in a practice that prevents a person from participating in an education program or activity consistent with the person's gender identity subjects a person to more than de minimis harm on the basis of sex.
- J. 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:

**[INSERT: NAME(S) TITLE(S) PHONE NUMBER(S) OFFICE ADDRESS(ES) EMAIL ADDRESS(ES)]**

Inquiries about Title IX and its regulations may be referred to the Title IX Coordinator(s), the United States Department of Education's Office for Civil Rights, or both.

- K. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to **[INSERT: LINK TO LOCATION(S) ON WEBSITE OR OTHERWISE DESCRIBE LOCATION(S)]**
- L. The effective date of this policy is August 1, 2024, and applies to alleged violations of this policy occurring on or after August 1, 2024.

## **II. DEFINITIONS**

- A. "Admission" means selection for part-time, full-time, special, associate, transfer, exchange or any other enrollment, membership, or matriculation in or at an education program or activity operated by the school district.
- B. "Complainant" means
  - 1. a student or employee of the school district who is alleged to have been

subjected to conduct that could constitute sex discrimination under Title IX or its regulations; or

2. a person other than a student or employee of the school district who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX and who was participating or attempting to participate in a school district education program or activity at the time of the alleged sex discrimination.

C. "Complaint" means an oral or written request to the school district that objectively can be understood as a request for the school district to investigate and make a determination about alleged discrimination under Title IX or its regulations.

1. A person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of 34 Code of Federal Regulations, section 106.44(f)(1)(v).
2. The following individuals have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that the school district investigate and make a determination about alleged discrimination under Title IX:
  - a. a complainant;
  - b. a parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
  - c. the school district's Title IX Coordinator.

**[NOTE: When a Title IX Coordinator is notified of conduct that reasonably may constitute sex discrimination under Title IX (and in the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process), the Title IX Coordinator must determine whether to initiate a complaint of sex discrimination as required under Title IX. The requirements for such a fact-specific determination are set forth in 34 Code of Federal Regulations, section 106.44(f)(1)(v).]**

3. With respect to complaints of sex discrimination other than sex-based harassment, in addition to the persons listed above, the following persons have a right to make a complaint:
  - a. any school district student or employee; or
  - b. any person other than a school district student or employee who was participating or attempting to participate in a school district education program or activity at the time of the alleged sex discrimination.

D. "Confidential employee" means

1. A school district employee whose communications are privileged or confidential

under Federal or Minnesota law. The employee's confidential status, for purposes of this part, is only with respect to information received while the employee is functioning within the scope of their duties to which privilege or confidentiality applies; or

2. A school district employee whom the school district has designated as confidential under this part for the purpose of providing services to persons related to sex discrimination. If the employee also has a duty not associated with providing those services, the employee's confidential status is only with respect to information received about sex discrimination in connection with providing those services.
- E. "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).
- F. "Disciplinary sanctions" means consequences imposed on a respondent following a determination under Title IX that the respondent violated the school district's prohibition on sex discrimination.
- G. "Parental status" as used in Title IX and its regulations means the status of a person who, with respect to another person who is under the age of 18 or who is 18 or older but is incapable of self-care because of a physical or mental disability, is:
1. A biological parent;
  2. An adoptive parent;
  3. A foster parent;
  4. A stepparent;
  5. A legal custodian or guardian;
  6. In loco parentis with respect to such a person; or
  7. Actively seeking legal custody, guardianship, visitation, or adoption of such a person.
- H. "Party" means a complainant or respondent.
- I. "Peer retaliation" means retaliation by a student against another student.
- J. "Pregnancy or related conditions" means:
1. Pregnancy, childbirth, termination of pregnancy, or lactation;
  2. Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or
  3. Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.
- K. "Program or activity" and "program" means all of the operations of a local education

agency as defined in 20 United States Code, section 8801, a special purpose district, a system of vocational education, or other school system.

- L. "Relevant" means related to the allegations of sex discrimination under investigation as part of the grievance procedures under Title IX and 34 Code of Federal Regulations, section 106.44. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.
- M. "Remedies" means measures provided, as appropriate, to a complainant or any other person the school district identifies as having had their equal access to the school district's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the school district's education program or activity after a school district determines that sex discrimination occurred.
- N. "Respondent" means a person who is alleged to have violated the school district's prohibition on sex discrimination.
- O. "Retaliation" means intimidation, threats, coercion, or discrimination against any person by the school district, a student, or an employee or other person authorized by the school district to provide aid, benefit, or service under the school district's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.
- P. "Sex-based harassment" prohibited by Title IX and its regulations is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:
  - 1. *Quid pro quo harassment.*

An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;
  - 2. *Hostile environment harassment.*

Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school district's education program or activity (*i.e.*, creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
    - a. The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;
    - b. The type, frequency, and duration of the conduct;

- c. The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
  - d. The location of the conduct and the context in which the conduct occurred; and
  - e. Other sex-based harassment in the school district's education program or activity; or
3. *Specific offenses.*
- a. Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
  - b. Dating violence meaning violence committed by a person:
    - i. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
    - ii. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
      - (a) The length of the relationship;
      - (b) The type of relationship; and
      - (c) The frequency of interaction between the persons involved in the relationship;
  - c. Domestic violence meaning felony or misdemeanor crimes committed by a person who:
    - i. is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the state of Minnesota, or a person similarly situated to a spouse of the victim;
    - ii. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
    - iii. shares a child in common with the victim; or
    - iv. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or
  - d. Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
    - i. Fear for the person's safety or the safety of others; or
    - ii. Suffer substantial emotional distress.

- Q. "Student" means a person who has gained admission.
- R. "Student with a disability" means a student who is an individual with a disability as defined in the Rehabilitation Act of 1973, as amended, or a child with a disability as defined in the Individuals with Disabilities Education Act.
- S. "Supportive measures" means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:
1. Restore or preserve that party's access to the school district's education program or activity, including measures that are designed to protect the safety of the parties or the school district's educational environment; or
  2. Provide support during the school district's grievance procedures or during the informal resolution process.
- The school district will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person's access to the school district's education program or activity or provide support during the school district's Title IX grievance procedures or during the informal resolution process.
- T. "Title IX" means Title IX of the Education Amendments of 1972, as amended.

### **III. DESIGNATION OF TITLE IX COORDINATOR AND DESIGNEES**

- A. The school district must designate and authorize at least one employee, referred to as a Title IX Coordinator, to coordinate its efforts to comply with its obligations under Title IX and its regulations. If a school district has more than one Title IX Coordinator, it must designate one of its Title IX Coordinators to retain ultimate oversight over the responsibilities and ensure the school district's consistent compliance with its responsibilities under Title IX and its regulations.
- B. As appropriate, the school district may delegate, or permit a Title IX Coordinator to delegate, specific duties to one or more designees.

### **IV. PARENTAL, FAMILY, OR MARITAL STATUS; PREGNANCY OR RELATED CONDITIONS**

A. Status Generally

The school district must not adopt or implement any policy, practice, or procedure concerning a student's current, potential, or past parental, family, or marital status that treats students differently on the basis of sex.

B. Pregnancy or Related Conditions

1. Nondiscrimination

The school district must not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy or related conditions. The school district does not engage in prohibited discrimination when it allows a student, based on pregnancy or related conditions, to voluntarily participate in a separate portion of its

education program or activity provided the school district ensures that the separate portion is comparable to that offered to students who are not pregnant and do not have related conditions.

2. Responsibility to Provide Title IX Coordinator Contact and Other Information

The school district must ensure that when a student, or a person who has a legal right to act on behalf of the student, informs any employee of the student's pregnancy or related conditions, unless the employee reasonably believes that the Title IX Coordinator has been notified, the employee promptly provides that person with the Title IX Coordinator's contact information and informs that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the school district's education program or activity.

3. Specific Actions to Prevent Discrimination and Ensure Equal Access

The school district must take specific actions below to promptly and effectively prevent sex discrimination and ensure equal access to the school district's education program or activity once the student, or a person who has a legal right to act on behalf of the student, notifies the Title IX Coordinator of the student's pregnancy or related conditions. The Title IX Coordinator must coordinate these actions.

a. Responsibility to provide information about school district obligations.

The school district must inform the student, and if applicable, the person who notified the Title IX Coordinator of the student's pregnancy or related conditions and has a legal right to act on behalf of the student, of the school district's obligations under 34 Code of Federal Regulations, section 106.31, paragraphs (b)(1) through (5) and section 106.44(j) and provide the school district's notice of nondiscrimination under section 106.8(c)(1)

b. Reasonable modifications

i. The school district must make reasonable modifications to the school district's policies, practices, or procedures as necessary to prevent sex discrimination and ensure equal access to the school district's education program or activity. Each reasonable modification must be based on the student's individualized needs. In determining what modifications are required under this paragraph, the school district must consult with the student. A modification that a school district can demonstrate would fundamentally alter the nature of its education program or activity is not a reasonable modification.

ii. The student has discretion to accept or decline each reasonable modification offered by the school district. If a student accepts the school district's offered reasonable modification, the school district must implement it.

iii. Reasonable modifications may include, but are not limited to, breaks during class to express breast milk, breastfeed, or

attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom; intermittent absences to attend medical appointments; access to online or homebound education; changes in schedule or course sequence; extensions of time for coursework and rescheduling of tests and examinations; allowing a student to sit or stand, or carry or keep water nearby; counseling; changes in physical space or supplies (for example, access to a larger desk or a footrest); elevator access; or other changes to policies, practices, or procedures.

c. Voluntary access to separate and comparable portion of program or activity

The school district must allow the student to voluntarily access any separate and comparable portion of the school district's education program or activity under Paragraph A. above.

d. Voluntary leaves of absence

The school district must allow the student to voluntarily take a leave of absence from the school district's education program or activity to cover, at minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. To the extent that a student qualifies for leave under a leave policy maintained by the school district that allows a greater period of time than the medically necessary period, the school district must permit the student to take voluntary leave under that policy instead if the student so chooses. When the student returns to the school district's education program or activity, the student must be reinstated to the academic status and, as practicable, to the extracurricular status that the student held when the voluntary leave began.

e. Lactation space

The school district must ensure that the student can access a lactation space, which must be a space other than a bathroom, that is clean, shielded from view, free from intrusion from others, and may be used by a student for expressing breast milk or breastfeeding as needed.

f. Limitation on supporting documentation

The school district must not require supporting documentation under Paragraph B.3, subparagraphs b. through e. unless the documentation is necessary and reasonable for the school district to determine the reasonable modifications to make or whether to take additional specific actions. Examples of situations when requiring supporting documentation is not necessary and reasonable include, but are not limited to, when the student's need for a specific action under Paragraph C. subparagraphs 3 through 5 is obvious, such as when a student who is pregnant needs a bigger uniform; when the student has previously provided the school district with sufficient supporting documentation; when the reasonable modification because of pregnancy or related conditions at issue is allowing a student to carry

or keep water nearby and drink, use a bigger desk, sit or stand, or take breaks to eat, drink, or use the restroom; when the student has lactation needs; or when the specific action under Paragraph C. subparagraphs 3 through 5 is available to students for reasons other than pregnancy or related conditions without submitting supporting documentation.

4. Comparable Treatment to Other Temporary Medical Conditions

To the extent consistent with Paragraph B.3 above, the school district must treat pregnancy or related conditions in the same manner and under the same policies as any other temporary medical conditions with respect to any medical or hospital benefit, service, plan, or policy the school district administers, operates, offers, or participates in with respect to students admitted to the school district's education program or activity.

5. Certification to Participate

The school district must not require a student who is pregnant or has related conditions to provide certification from a healthcare provider or any other person that the student is physically able to participate in the school district's class, program, or extracurricular activity unless:

- a. The certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity;
- b. The school district requires such certification of all students participating in the class, program, or extracurricular activity; and
- c. The information obtained is not used as a basis for discrimination prohibited by this part.

**V. 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. The school district requires all employees who are not confidential employees to notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations. This requirement does not apply to an employee who has personally been subject to conduct that reasonably may constitute sex discrimination under Title IX or its regulations.

C. Confidential Employee Requirements

1. The school district must notify all participants in the school district's education program or activity of how to contact its confidential employees, if any.
2. The school district must require a confidential employee to explain to any person who informs the confidential employee of conduct that reasonably may constitute sex discrimination under Title IX or its regulations:

- a. The employee's status as confidential for purposes of this part, including the circumstances in which the employee is not required to notify the Title IX Coordinator about conduct that reasonably may constitute sex discrimination;
  - b. How to contact the school district's Title IX Coordinator and how to make a complaint of sex discrimination; and
  - c. That the Title IX Coordinator may be able to offer and coordinate supportive measures, as well as initiate an informal resolution process or an investigation under the grievance procedures.
- D. Any employee of the school district who has experienced, has 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.
- E. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during nonbusiness hours, and may be made in person, by mail, by telephone, or by email 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.
- F. 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.

## **VI. SCHOOL DISTRICT'S RESPONSE TO SEXUAL HARASSMENT**

### A. General

Upon knowledge of conduct that reasonably may constitute sex discrimination in its education program or activity, the school district must respond promptly and effectively. The school district must also comply with 34 Code of Federal Regulations, section 106.44 to address sex discrimination in its education program or activity.

### B. Barriers to Reporting

The school district must require its Title IX Coordinator to:

- 1. Monitor the school district's education program or activity for barriers to reporting information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations; and
- 2. Take steps reasonably calculated to address such barriers.

### C. Title IX Coordinator Requirements

- 1. The Title IX Coordinator is responsible for coordinating the school district's compliance with its obligations under Title IX and its regulations. The school district must require its Title IX Coordinator, when notified of conduct that

reasonably may constitute sex discrimination under Title IX or its regulations, to take the following actions to promptly and effectively end any sex discrimination in its education program or activity, prevent its recurrence, and remedy its effects:

- a. Treat the complainant and respondent equitably;
- b. Offer and coordinate supportive measures, as appropriate, for the complainant. In addition, if the school district has initiated grievance procedures or offered an informal resolution process to the respondent, offer and coordinate supportive measures, as appropriate, for the respondent;
- c. Notify the complainant or, if the complainant is unknown, the individual who reported the conduct, of the grievance procedures and if applicable and the informal resolution process, if available and appropriate. If a complaint is made, notify the respondent of the grievance procedures and the informal resolution process, if available and appropriate;
- d. In response to a complaint, initiate the grievance procedures or the informal resolution process, if available and appropriate and requested by all parties;
- e. In the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, determine whether to initiate a complaint of sex discrimination that complies with the grievance procedures.
  - i. To make this fact-specific determination, the Title IX Coordinator must consider, at a minimum, the following factors:
    - [a] The complainant's request not to proceed with initiation of a complaint;
    - [b] The complainant's reasonable safety concerns regarding initiation of a complaint;
    - [c] The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
    - [d] The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
    - [e] The age and relationship of the parties, including whether the respondent is an employee of the school district;
    - [f] The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have

impacted multiple individuals;

[g] The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and

[h] Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

ii. If, after considering these and other relevant factors, the Title IX Coordinator determines that the conduct as alleged presents an imminent and serious threat to the health or safety of the complainant or other person, or that the conduct as alleged prevents the school district from ensuring equal access on the basis of sex to its education program or activity, the Title IX Coordinator may initiate a complaint

f. If initiating a complaint under Subparagraph e. above, notify the complainant prior to doing so and appropriately address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures; and

g. Regardless of whether a complaint is initiated, take other appropriate prompt and effective steps, in addition to steps necessary to effectuate the remedies provided to an individual complainant, if any, to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

2. The Title IX Coordinator is not required to comply with Paragraph C.1, subparagraphs a. through g. above upon being notified of conduct that may constitute sex discrimination if the Title IX Coordinator reasonably determines that the conduct as alleged could not constitute sex discrimination under Title IX or its regulations.

D. Supportive Measures

Under the *Title IX Coordinator Requirements* above, the school district must offer and coordinate supportive measures, as appropriate, as described below. For allegations of sex discrimination other than sex-based harassment or retaliation, the school district's provision of supportive measures does not require the school district, its employee, or any other person authorized to provide aid, benefit, or service on the school district's behalf to alter the alleged discriminatory conduct for the purpose of providing a supportive measure.

1. Supportive measures may vary depending on what the school district deems to be reasonably available. These measures may include but are not limited to: counseling; extensions of deadlines and other course-related adjustments; campus escort services; increased security and monitoring of certain areas of the campus; restrictions on contact applied to one or more parties; leaves of absence; changes in class, work, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; and training and education programs related to sex-based harassment.

2. Supportive measures must not unreasonably burden either party and must be designed to protect the safety of the parties or the school district's educational environment, or to provide support during the school district's grievance procedures, or during the informal resolution process. The school district must not impose such measures for punitive or disciplinary reasons.
3. The school district may, as appropriate, modify or terminate supportive measures at the conclusion of the grievance procedures or at the conclusion of the informal resolution process, or the school district may continue them beyond that point.
4. The school district must provide a complainant or respondent with a timely opportunity to seek, from an appropriate and impartial employee, modification or reversal of the school district's decision to provide, deny, modify, or terminate supportive measures applicable to them. The impartial employee must be someone other than the employee who made the challenged decision and must have authority to modify or reverse the decision, if the impartial employee determines that the decision to provide, deny, modify, or terminate the supportive measure was inconsistent with the definition of supportive measures. The school district must also provide a party with the opportunity to seek additional modification or termination of a supportive measure applicable to them if circumstances change materially.
5. The school district must not disclose information about any supportive measures to persons other than the person to whom they apply, including informing one party of supportive measures provided to another party, unless necessary to provide the supportive measure or restore or preserve a party's access to the education program or activity, or when an exception in 34 Code of Federal Regulations section 106.44(j)(1) through (5) applies.
6. The school district must require the Title IX Coordinator to consult with one or more members, as appropriate, of the student's Individualized Education Program (IEP) team, if any, or one or more members, as appropriate, of the group of persons responsible for the student's placement decision under 34 Code of Federal Regulations, section 104.35(c), if any, to determine how to comply with the requirements of the Individuals with Disabilities Education Act, and Section 504 of the Rehabilitation Act of 1973 in the implementation of supportive measures.

E. Students with Disabilities

If a complainant or respondent is an elementary or secondary student with a disability, the school district must require the Title IX Coordinator to consult with one or more members, as appropriate, of the student's Individualized Education Program (IEP) team, if any, or one or more members, as appropriate, of the group of persons responsible for the student's placement decision under 34 Code of Federal Regulations, section 104.35(c), if any, to determine how to comply with the requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973 throughout the school district's implementation of grievance procedures under 34 Code of Federal Regulations, section 106.45.

F. Emergency Removal

Nothing in Title IX or its regulations precludes the school district from removing a

respondent from the school district's education program or activity on an emergency basis, provided that the school district undertakes an individualized safety and risk analysis, determines that an imminent and serious threat to the health or safety of a complainant or any students, employees, or other persons arising from the allegations of sex discrimination justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision must not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990.

G. Administrative Leave

Nothing in Title IX or its regulations precludes the school district from placing an employee respondent on administrative leave from employment responsibilities during the pendency of the school district's grievance procedures. This provision must not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990.

H. Prohibited Disclosures of Personally Identifiable Information

The school district must not disclose personally identifiable information obtained in the course of complying with this part, except in the following circumstances:

1. When the school district has obtained prior written consent from a person with the legal right to consent to the disclosure;
2. When the information is disclosed to a parent, guardian, or other authorized legal representative with the legal right to receive disclosures on behalf of the person whose personally identifiable information is at issue;
3. To carry out the purposes of 34 Code of Federal Regulations, section 106, including action taken to address conduct that reasonably may constitute sex discrimination under Title IX in the school district's education program or activity;
4. As required by federal law, federal regulations, or the terms and conditions of a Federal award, including a grant award or
5. To the extent such disclosures are not otherwise in conflict with Title IX or its regulations, when required by Minnesota or local law or when permitted under FERPA or its implementing regulations.

**VII. GRIEVANCE PROCEDURES FOR THE PROMPT AND EQUITABLE RESOLUTION OF COMPLAINTS OF SEX DISCRIMINATION**

A. General

The school district's grievance procedures for the prompt and equitable resolution of complaints of sex discrimination must be in writing and include provisions that incorporate the requirements of this section. The requirements related to a respondent apply only to sex discrimination complaints alleging that a person violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that a school district's policy or practice discriminates on the basis of sex, the school

district is not considered a respondent.

B. Basic Requirements for Grievance Procedures

The school district's grievance procedures must:

1. Treat complainants and respondents equitably;
2. Require that any person designated as a Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The decisionmaker may be the same person as the Title IX Coordinator or investigator;
3. Include a presumption that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of the school district's grievance procedures for complaints of sex discrimination;
4. Establish reasonably prompt timeframes for the major stages of the grievance procedures, including a process that allows for the reasonable extension of timeframes on a case-by-case basis for good cause with notice to the parties that includes the reason for the delay. Major stages include, for example, evaluation (i.e., the school district's decision whether to dismiss or investigate a complaint of sex discrimination); investigation; determination; and appeal, if any;

**[NOTE: The Title IX regulations require reasonably prompt timeframes for major stages of the grievance procedures, but do not specify any particular timeframes. School districts may establish their own district-specific timeframes. A sample set of provisions is offered below.]**

- a. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
- b. 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.
- c. 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.
- d. 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.
- e. 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.

- f. The school district has established the following process for reasonable extension of timeframes on a case-by-case basis for good cause as set forth above. The process includes notice to the parties and the reason for the delay:

**[NOTE: The school district should set forth its process for determining a reasonable extension of a timeframe.]**

- 5. Require the school district to take reasonable steps to protect the privacy of the parties and witnesses during the pendency of the school district's grievance procedures, provided that the steps do not restrict the ability of the parties to: obtain and present evidence, including by speaking to witnesses, subject to the prohibition against retaliation; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures;
- 6. Require an objective evaluation of all evidence that is relevant, as defined in Article II, and not otherwise impermissible—including both inculpatory and exculpatory evidence—and provide that credibility determinations must not be based on a person's status as a complainant, respondent, or witness;
- 7. Exclude the following types of evidence, and questions seeking that evidence, as impermissible (i.e., must not be accessed or considered, except by the school district to determine whether an exception in subparagraphs (a) through (c) applies; must not be disclosed; and must not otherwise be used), regardless of whether they are relevant:
  - a. Evidence that is protected under a privilege as recognized by federal or Minnesota law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
  - b. A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the school district obtains that party's or witness's voluntary, written consent for use in the school district's grievance procedures; and
  - c. Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's

consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred; and

8. If the school district adopts grievance procedures that apply to the resolution of some, but not all, complaints articulate consistent principles for how the school district will determine which procedures apply.

C. Notice of Allegations

Upon initiation of the school district's grievance procedures, the school district must provide notice of the allegations to the parties whose identities are known.

1. The notice must include:
  - a. The school district's grievance procedures, and if applicable, any informal resolution process;
  - b. Sufficient information available at the time to allow the parties to respond to the allegations. Sufficient information includes the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination under Title IX or this part, and the date(s) and location(s) of the alleged incident(s), to the extent that information is available to the school district;
  - c. A statement that retaliation is prohibited; and
  - d. A statement that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence; and if the school district provides a description of the evidence, the parties are entitled to an equal opportunity to access to the relevant and not otherwise impermissible evidence upon the request of any party.
2. If, in the course of an investigation, the school district decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice or that are included in a complaint that is consolidated, the school district must provide notice of the additional allegations to the parties whose identities are known.

**[NOTE: If the school district provides a description of the evidence, the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.]**

If, in the course of an investigation, the school district decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, the school district will notify the parties of the additional allegations.

D. Consolidation

The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise

out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

E. Complaint Investigation

- A. The school district must provide for adequate, reliable, and impartial investigation of complaints. To do so, the school district must:
1. Ensure that the burden is on the school district – not on the parties – to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred;
  2. Provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible;
  3. Review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance, consistent with § 106.2 and with paragraph (b)(7) of this section; and
  4. Provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible in the following manner:
    - a. The school district must provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. If the school district provides a description of the evidence, it must further provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party;
    - b. The school district must provide a reasonable opportunity to respond to the evidence or to the accurate description of the evidence; and
    - c. The school district must take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

F. Questioning Parties and Witnesses to Aid in Evaluating Allegations and Assessing Credibility

The school district must provide a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination.

G. Determination Whether Sex Discrimination Occurred

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the school district must:

1. Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred, unless the school district uses the clear and convincing evidence standard of proof in all other comparable proceedings, including proceedings relating to other discrimination complaints, in which case the school district may elect to use that standard of proof in determining whether sex discrimination occurred. Both standards of proof require the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness; if the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker must not determine that sex discrimination occurred.
2. Notify the parties in writing of the determination whether sex discrimination occurred under Title IX or its regulations including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
3. If there is a determination that sex discrimination occurred, as appropriate, require the Title IX Coordinator to coordinate the provision and implementation of remedies to a complainant and other persons the school district identifies as having had equal access to the school district's education program or activity limited or denied by sex discrimination, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity. The school district may not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the school district's grievance procedures that the respondent engaged in prohibited sex discrimination;
4. Comply with 34 Code of Federal Regulations, section 106.45, before the imposition of any disciplinary sanctions against a respondent; and
5. Not discipline a party, witness, or others participating in school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

H. Additional Provisions

If the school district adopts additional provisions as part of its grievance procedures for handling complaints of sex discrimination, including sex-based harassment, such additional provisions must apply equally to the parties.

I. Informal Resolution

In lieu of resolving a complaint through the school district's grievance procedures, the parties may instead elect to participate in an informal resolution process under 34 Code

of Federal Regulations, section 106.44(k) if provided by the school district consistent with that paragraph.

J. Provisions Limited to Sex-Based Harassment Complaints

For complaints alleging sex-based harassment, the grievance procedures must:

1. Describe the range of supportive measures available to complainants and respondents; and
2. List, or describe the range of, the possible disciplinary sanctions that the school district may impose and remedies that the school district may provide following a determination that sex-based harassment occurred.

**VIII. INFORMAL RESOLUTION OF A COMPLAINT**

**[NOTE: The 2024 Title IX amendments do not require a school district to offer an informal resolution process. However, a school district is free to provide such a process in some circumstances, as long as it complies with certain regulatory requirements. Requirements related to informal resolution are set forth in 34 Code of Federal Regulations, section 106.44(k).]**

- A. At any time prior to determining whether sex discrimination occurred, the school district may offer to a complainant and respondent an informal resolution process, unless the complaint includes allegations that an employee engaged in sex-based harassment of an elementary school or secondary school student or such a process would conflict with federal, Minnesota, or local law. A school district that provides the parties an informal resolution process must, to the extent necessary, also require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.
1. Subject to the limitations in Paragraph A. above, the school district has discretion to determine whether it is appropriate to offer an informal resolution process when it receives information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations or when a complaint of sex discrimination is made, and may decline to offer informal resolution despite one or more of the parties' wishes.
  2. In addition to the limitations in Paragraph A. above, circumstances when the school district may decline to allow informal resolution include but are not limited to when the school district determines that the alleged conduct would present a future risk of harm to others.
- B. The school district must not require or pressure the parties to participate in an informal resolution process. The school district must obtain the parties' voluntary consent to the informal resolution process and must not require waiver of the right to an investigation and determination of a complaint as a condition of enrollment or continuing enrollment, or employment or continuing employment, or exercise of any other right.
- C. Before initiation of an informal resolution process, the school district must provide to the parties notice that explains:
1. The allegations;

2. The requirements of the informal resolution process;
  3. That, prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and to initiate or resume the school district's grievance procedures;
  4. That the parties' agreement to a resolution at the conclusion of the informal resolution process would preclude the parties from initiating or resuming grievance procedures arising from the same allegations;
  5. The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and
  6. What information the school district will maintain and whether and how the school district could disclose such information for use in grievance procedures, if grievance procedures are initiated or resumed.
- D. The facilitator for the informal resolution process must not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Any person designated by the school district to facilitate an informal resolution process must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. Any person facilitating informal resolution must receive training as provided under this policy.
- E. Potential terms that may be included in an informal resolution agreement include but are not limited to:
1. Restrictions on contact; and
  2. Restrictions on the respondent's participation in one or more of the school district's programs or activities or attendance at specific events, including restrictions the school district could have imposed as remedies or disciplinary sanctions had the school district determined at the conclusion of the school district's grievance procedures that sex discrimination occurred.

## **IX. DISMISSAL OF A COMPLAINT**

- A. The school district may dismiss a complaint of sex discrimination made through its grievance procedures under this policy for any of the following reasons:
1. The school district is unable to identify the respondent after taking reasonable steps to do so;
  2. The respondent is not participating in a school district education program or activity and is not employed by the school district;
  3. The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or,
  4. The school district determines the conduct alleged in the complaint, even if

proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the school district will make reasonable efforts to clarify the allegations with the complainant.

- B. Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.
- C. The school district must notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint on the bases set out in 34 Code of Federal Regulations, section 106.46(i)(1). If the dismissal occurs after the respondent has been notified of the allegations, then the school district will also notify the respondent that the dismissal may be appealed on the bases set out in 34 Code of Federal Regulations, section 106.46(i)(1). If the dismissal is appealed, the school district must:
  - 1. Notify the parties of any appeal, including notice of the allegations consistent with paragraph (c) of this section if notice was not previously provided to the respondent;
  - 2. Implement appeal procedures equally for the parties;
  - 3. Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
  - 4. Ensure that the decisionmaker for the appeal has been trained as set out in this policy;
  - 5. Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
  - 6. Notify the parties of the result of the appeal and the rationale for the result.
- D. When the school district dismisses a complaint, it must, at a minimum:
  - 1. Offer supportive measures to the complainant as appropriate;
  - 2. For dismissals under Paragraph A. 3 and 4 above in which the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate under 34 Code of Federal Regulations, section 106.44(g); and
  - 3. Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.
- E. 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 Minnesota Statutes, section 122A.20, subdivision 2, to make a mandatory report to the Minnesota Professional Educator Licensing and Standards Board**

**concerning any teacher who resigns during the course of an investigation of misconduct.]**

## **XI. APPEAL OF DETERMINATION**

**[NOTE: Regarding an appeal of a determination, the 2024 Title IX Final Rule states that the school district must offer the parties an appeal process that, at a minimum, is the same as it offers in all other comparable proceedings, if any, including proceedings relating to other discrimination complaints.]**

**This section provides sample text a school district may elect to include in its grievance procedures, but school districts are not required to use the text provided.]**

- A. The school district offers the following process for appeals from a determination whether sex discrimination occurred. This appeal process will be, at a minimum, the same as the school district offers in all other comparable proceedings, including proceedings relating to other discrimination complaints.
- 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 decisionmaker, 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 decisionmaker 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 decisionmaker is final. No further review beyond the appeal is permitted.

## **XII. SANCTIONS AND REMEDIES**

Following a determination that sex-based harassment occurred, the school district may impose disciplinary sanctions, which may include **[INSERT LIST OR DESCRIBE RANGE]**. The school district may also provide remedies, which may include **[INSERT LIST OR DESCRIBE RANGE]**.

**[NOTE: The school district may choose to consult its legal counsel for district-specific sanctions and remedies. The following sample language may be considered:**

- 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 decisionmaker determines a respondent is responsible for**

**violating this policy, the decisionmaker 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.]**

### **XIII. RETALIATION**

The school district must prohibit retaliation, including peer retaliation, in its education program or activity. When the school district has information about conduct that reasonably may constitute retaliation under Title IX or its regulations, the school district is obliged to comply with 34 Code of Federal Regulations, section 106.44. Upon receiving a complaint alleging retaliation, the school district must initiate its grievance procedures or, as appropriate, an informal resolution process.

### **XIV. TRAINING**

**[NOTE: Training requirements are set forth in 34 Code of Federal Regulations, section 106.8(d).]**

- A. The school district must ensure that the following persons receive training related to their duties under Title IX promptly upon hiring or change of positions that alters their duties under Title IX or its regulations, and annually thereafter. This training must not rely upon sex stereotypes.
1. *All employees* must be trained on:
    - a. The school district's obligation to address sex discrimination in its education program or activity;
    - b. The scope of conduct that constitutes sex discrimination under Title IX and its regulations, including the definition of sex-based harassment; and
    - c. All applicable notification and information requirements under 34 Code of Federal Regulations, sections 106.40(b)(2) and 106.44.
  2. *Investigators, decisionmakers, and other persons who are responsible for implementing the school district's grievance procedures or have the authority to modify or terminate supportive measures.*

In addition to the training requirements for all employees described in Paragraphs 1 and 2 above, all investigators, decisionmakers, and other persons who are responsible for implementing the school district's grievance procedures or have the authority to modify or terminate supportive measures under 34 Code of Federal Regulations, section 106.44(g)(4) must be trained on the following topics to the extent related to their responsibilities:

- a. The school district's obligations under 34 Code of Federal Regulations, section 106.44;
- b. The school district's grievance procedures under 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46;
- c. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and
- d. The meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance under 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46.

3. *Facilitators of informal resolution process*

In addition to the training requirements for all employees described in Paragraph 1 above, all facilitators of an informal resolution process under 34 Code of Federal Regulations, section 106.44(k) must be trained on the rules and practices associated with the school district's informal resolution process and on how to serve impartially, including by avoiding conflicts of interest and bias.

4. *Title IX Coordinator and Title IX Personnel*

In addition to the training requirements in Paragraphs 1 through 3 above, the Title IX Coordinator and Title IX Personnel must be trained on their specific responsibilities under 34 Code of Federal Regulations, section 106.8(a), section 106.40(b)(3), section 106.44(f) and (g), the school district's recordkeeping system and the requirements of 34 Code of Federal Regulations, section 106.8 (f), and any other training necessary to coordinate the school district's compliance with Title IX. "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.

**XV. DISSEMINATION OF POLICY**

- A. This policy shall be made available to all students, parents/guardians of students, school district employees, 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. Notice of Nondiscrimination
  - 1. The school district must provide notice of nondiscrimination to applicants for admission and employment, students, parents, guardians, or other authorized legal representatives of elementary and secondary school students, employees, and all unions holding collective bargaining agreements with the school district.
  - 2. Contents of Notice of Nondiscrimination

The notice of nondiscrimination must include the following elements:

- a. A statement that the school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment;
  - b. A statement that inquiries about the application of Title IX and its regulations to the school district may be referred to the school district's Title IX Coordinator, the federal Office for Civil Rights, or both;
  - c. The name or title, office address, email address, and telephone number of the Title IX Coordinator;
  - d. How to locate the school district's nondiscrimination policy and the school district's grievance procedures; and
  - e. How to report information about conduct that may constitute sex discrimination under Title IX; and how to make a complaint of sex discrimination under the regulations.
3. The school district must prominently include all elements of its notice of nondiscrimination on its website and in each handbook, catalog, announcement, bulletin, and application form that it makes available to people entitled to notice, or which are otherwise used in connection with the recruitment of students or employees.
  4. If necessary, due to the format or size of any publication, the school district may instead include in those publications the information covered in the following statement: "[**INSERT NAME OF SCHOOL DISTRICT**] prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located at [**INSERT WEBSITE ADDRESS**]."
  5. The school district must not use or distribute a publication stating that the school district treats applicants, students, or employees differently on the basis of sex, except as such treatment is permitted by Title IX or its regulations.

## **XVI. RECORDKEEPING**

The school district must create, and maintain for a period of seven years:

- A. For each complaint of sex discrimination, records documenting the informal resolution process under 34 Code of Federal Regulations, section 106.44(k) or the grievance procedures under section 106.45, and if applicable section 106.46, and the resulting outcome.
- B. For each notification the Title IX Coordinator receives of information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations, including notifications under 34 Code of Federal Regulations, section 106.44(c)(1) or (2), records documenting the actions the school district took to meet its obligations under section 106.44

- C. All materials used to provide training under this policy. The school district must make these training materials available upon request for inspection by members of the public.

**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)  
34 C.F.R. Part 106 (Implementing Regulations of Title IX)  
20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Act)  
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act)  
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act)  
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)

## **524 INTERNET ACCEPTABLE USE AND SAFETY POLICY**

### **I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

### **II. GENERAL STATEMENT OF POLICY**

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

### **III. LIMITED EDUCATIONAL PURPOSE**

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

### **IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

### **V. UNACCEPTABLE USES**

- A. While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:
  - 1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
    - a. pornographic, obscene, or sexually explicit material or other visual

- depictions that are harmful to minors;
- b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
  - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
  - d. information or materials that could cause damage or danger of disruption to the educational process;
  - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
  3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
  4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
  5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
  6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
    - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
    - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
      - (1) such information is classified by the school district as directory information and verification is made that the school district has

not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or

- (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," "TikTok," "Reddit," and similar websites or applications.
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
  8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
  9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
  10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district

may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

## **VI. FILTER**

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
  - 1. Obscene;
  - 2. Child pornography; or
  - 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
  - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

## **VII. CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

## **VIII. LIMITED EXPECTATION OF PRIVACY**

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

## **IX. INTERNET USE AGREEMENT**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

## **X. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district

diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

**XI. USER NOTIFICATION**

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
  - 1. Notification that Internet use is subject to compliance with school district policies.
  - 2. Disclaimers limiting the school district's liability relative to:
    - a. Information stored on school district diskettes, hard drives, or servers.
    - b. Information retrieved through school district computers, networks, or online resources.
    - c. Personal property used to access school district computers, networks, or online resources.
    - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
  - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
  - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
  - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
  - 6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.
  - 7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
  - 8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

## **XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
  - 1. A copy of the user notification form provided to the student user.
  - 2. A description of parent/guardian responsibilities.
  - 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
  - 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
  - 5. A statement that the school district's acceptable use policy is available for parental review.

## **XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS**

- A. "Technology provider" means a person who:
  - 1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
  - 2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.
- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
  - 1. identify each curriculum, testing, or assessment technology provider with access to educational data;
  - 2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
  - 3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
  - 1. the technology provider’s employees or contractors have access to educational data only if authorized; and
  - 2. the technology provider’s employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider’s property.

**XIV. SCHOOL-ISSUED DEVICES**

- A. “School-issued device” means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student’s dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
  - 1. any location-tracking feature of a school-issued device;
  - 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
  - 3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
  - 1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
  - 2. the activity is permitted under a judicial warrant;
  - 3. the school district is notified or becomes aware that the device is missing or stolen;
  - 4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
  - 5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or

6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

#### **XV. CELL PHONE USE**

1. Students are required to follow the cell phone procedures as outlined in the student handbook. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct.
2. If the school district has a reasonable suspicion that a student has violated a school policy, rule, or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.
3. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

#### **XVI. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN**

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

#### **XVII. IMPLEMENTATION; POLICY REVIEW**

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)  
Minn. Stat. § 125B.15 (Internet Access for Students)  
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)  
15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)  
17 U.S.C. § 101 *et seq.* (Copyrights)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))  
47 C.F.R. § 54.520 (FCC rules implementing CIPA)  
*Mahanoy Area Sch. Dist. v. B.L.*, 594 U.S. \_\_\_, 141 S. Ct. 2038 (2021)  
*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503 (1969)  
*United States v. Amer. Library Assoc.*, 539 U.S. 194(2003)  
*Sagehorn v. Indep. Sch. Dist. No. 728*, 122 F.Supp.2d 842 (D. Minn. 2015)  
*R.S. v. Minnewaska Area Sch. Dist. No. 2149*, 894 F.Supp.2d 1128 (D. Minn. 2012)  
*Tatro v. Univ. of Minnesota*, 800 N.W.2d 811 (Minn. App. 2011), *aff’d* on other grounds 816 N.W.2d 509 (Minn. 2012)  
*S.J.W. v. Lee’s Summit R-7 Sch. Dist.*, 696 F.3d 771 (8<sup>th</sup> Cir. 2012)  
*Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist.*, 853 F.Supp.2d 888 (W.D. Mo. 2012)  
*M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
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 519 (Interviews of Students by Outside Agencies)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process)  
MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)  
MSBA/MASA Model Policy 806 (Crisis Management Policy)  
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 524

Orig. 1996

Revised: \_\_\_\_\_

Rev. 2024

## **524 INTERNET, TECHNOLOGY, AND CELL PHONE ACCEPTABLE USE AND SAFETY POLICY**

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

### **I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

### **II. GENERAL STATEMENT OF POLICY**

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

### **III. LIMITED EDUCATIONAL PURPOSE**

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

### **IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

### **V. UNACCEPTABLE USES**

A. While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
  - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
  - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
  - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
  - d. information or materials that could cause damage or danger of disruption to the educational process;
  - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

**[NOTE: School districts should consider the impact of this paragraph on present practices and procedures, including, but not limited to, practices pertaining to employee communications, school or classroom websites, and student/employee use of social networking websites. Depending upon school district policies and practices, school districts may wish to add one or more of the following clarifying paragraphs.]**

- a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between

employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).

- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
  - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
  - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," "TikTok," "Reddit," and similar websites or applications.
- 7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
  - 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
  - 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
  - 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

## **VI. FILTER**

**[NOTE: Pursuant to state law, school districts are required to restrict access to inappropriate materials on school computers with Internet access. School districts seeking technology revenue pursuant to Minnesota Statutes, section 125B.26 or certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. Those districts are required to comply with additional standards in restricting possible access to inappropriate materials. Therefore, school districts should select one of the following alternative sections depending upon whether the school district is seeking such funding and the type of funding sought.]**

### **ALTERNATIVE NO. 1**

**[NOTE: For a school district that does not seek either state or federal funding in connection with its computer system, the following language should be adopted. It reflects a mandatory requirement under Minnesota Statutes, section 125B.15.]**

All computers equipped with Internet access and available for student use at each school site will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

**[NOTE: The purchase of filtering technology is not required by state law if the school site would incur more than incidental expense in making the purchase. In the absence of filtering technology, school sites still are required to use "other effective methods" to restrict student access to such materials.]**

## **ALTERNATIVE NO. 2**

**[NOTE: Technology revenue is available to school districts that meet the additional condition of also restricting adult access to inappropriate materials. School districts that seek such state technology revenue may adopt or retain the following language. However, the school district is not required to do so.]**

- A. All school district computers with Internet access and available for student use will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.
- B. All school district computers with Internet access, not just those accessible and available to students, will be equipped to restrict, by use of available software filtering technology or other effective methods, adult access to materials that are reasonably believed to be obscene or child pornography under state or federal law.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

## **ALTERNATIVE NO. 3**

**[NOTE: School districts that receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy that contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.]**

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
  - 1. Obscene;
  - 2. Child pornography; or
  - 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
  - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the

genitals; and

3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
  - D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
  - E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

**[NOTE: Although school districts are not required to adopt the more restrictive provisions contained in either Alternative No. 2 or No. 3 if they do not seek state or federal funding, they may choose to adopt the more restrictive provisions as a matter of school policy.]**

#### **VII. CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

#### **VIII. LIMITED EXPECTATION OF PRIVACY**

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

**IX. INTERNET USE AGREEMENT**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

**X. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

**XI. USER NOTIFICATION**

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
  - 1. Notification that Internet use is subject to compliance with school district policies.
  - 2. Disclaimers limiting the school district's liability relative to:
    - a. Information stored on school district diskettes, hard drives, or servers.
    - b. Information retrieved through school district computers, networks, or online resources.
    - c. Personal property used to access school district computers, networks, or online resources.
    - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
  - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
  - 4. Notification that, even though the school district may use technical means to

limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.

5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

## **XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
  1. A copy of the user notification form provided to the student user.
  2. A description of parent/guardian responsibilities.
  3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
  4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
  5. A statement that the school district's acceptable use policy is available for parental review.

## **XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS**

- A. "Technology provider" means a person who:
  1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
  2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.

- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
  - 1. identify each curriculum, testing, or assessment technology provider with access to educational data;
  - 2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
  - 3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.
- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
  - 1. the technology provider's employees or contractors have access to educational data only if authorized; and
  - 2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

#### **XIV. SCHOOL-ISSUED DEVICES**

- A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
  - 1. any location-tracking feature of a school-issued device;
  - 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
  - 3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.

- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
  2. the activity is permitted under a judicial warrant;
  3. the school district is notified or becomes aware that the device is missing or stolen;
  4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
  5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
  6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

## **XV. CELL PHONE USE**

The school board directs the superintendent and school district administration to establish rules and procedures regarding student possession and use of cell phones in schools. These rules and procedures should seek to minimize the impact of cell phones on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or similar criteria.

**[NOTE: In 2024, the Minnesota legislature enacted a law requiring that school districts adopt a policy on students' possession and use of cell phones in school by March 15, 2025. This law does not state that school districts must incorporate specific language or provisions in the school district policy.]**

**MSBA recognizes the common practice of setting forth cell phone rules in a student handbook or similar document. This Article directs school administration to establish cell phone rules, which the school board may require be presented to the board for approval. This approach enables administrators to craft flexible and specific rules that are specific to grade levels and buildings. The school board may choose to set forth general principles regarding cell phone use in this Article.**

**Under the new law, the Minnesota Elementary School Principals Association and the Minnesota Association of Secondary School Principals will collaborate to make best practices available to schools on a range of different strategies to achieve the goals stated above.]**

~~Students are prohibited from using cell phones and other electronic communication devices during the instructional day. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct.~~

~~If the school district has a reasonable suspicion that a student has violated a school policy, rule, or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.~~

~~Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.~~

## **XVI. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN**

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

## **XVII. IMPLEMENTATION; POLICY REVIEW**

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
[Minn. Stat. § 121A.73 \(School Cell Phone Policy\)](#)  
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)  
Minn. Stat. § 125B.15 (Internet Access for Students)  
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)  
15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)  
17 U.S.C. § 101 *et seq.* (Copyrights)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))

47 C.F.R. § 54.520 (FCC rules implementing CIPA)  
*Mahanoy Area Sch. Dist. v. B.L.*, 594 U.S. 180, 141 S. Ct. 2038 (2021)  
*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503 (1969)  
*United States v. Amer. Library Assoc.*, 539 U.S. 1942003)  
*Sagehorn v. Indep. Sch. Dist. No. 728*, 122 F.Supp.2d 842 (D. Minn. 2015)  
*R.S. v. Minnewaska Area Sch. Dist. No. 2149*, 894 F.Supp.2d 1128 (D. Minn. 2012)  
*Tatro v. Univ. of Minnesota*, 800 N.W.2d 811 (Minn. App. 2011), aff'd on other grounds 816 N.W.2d 509 (Minn. 2012)  
*S.J.W. v. Lee's Summit R-7 Sch. Dist.*, 696 F.3d 771 (8<sup>th</sup> Cir. 2012)  
*Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist.*, 853 F.Supp.2d 888 (W.D. Mo. 2012)  
*M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)

**Cross References:**

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
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 519 (Interviews of Students by Outside Agencies)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process)  
MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)  
MSBA/MASA Model Policy 806 (Crisis Management Policy)  
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

**INTERNET USE AGREEMENT - STUDENT**

**STUDENT**

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PARENT OR GUARDIAN**

As the parent or guardian of this student, I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

**SUPERVISING TEACHER**

(Must be signed if applicant is a student)

I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to promote these policies with the student. Because the student may use the Internet on the school district computer system for individual work or in the context of another class, I cannot be held responsible for the student's use of the Internet on network. As the supervising teacher I do agree to instruct the student on acceptable use of the Internet and network and proper network etiquette.

Teacher's Name (please print): \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

**INTERNET USE AGREEMENT - EMPLOYEE**

**SCHOOL DISTRICT EMPLOYEE**

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Internet Acceptable Use and Safety Policy Form**

**Student**

I have read and understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User Full Name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent or Guardian**

As the parent or guardian of this student, I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials, and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

**Supervising Teacher**

(Must be signed if applicant is a student)

I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to promote these policies with the student. Because the student may use the Internet on the school district computer system for individual work or in the context of another class, I cannot be held responsible for the student's use of the Internet on the network. As the supervising teacher, I do agree to instruct the student on acceptable use of the Internet and network and proper network etiquette.

Teacher's Name (please print): \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

## **705 INVESTMENTS**

### **I. PURPOSE**

The purpose of this policy is to establish guidelines for the investment of school district funds.

### **II. GENERAL STATEMENT OF POLICY**

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

### **III. SCOPE**

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

### **IV. AUTHORITY; OBJECTIVES**

- A. The funds of the school district shall be deposited or invested in accordance with this policy, Minn. Stat. Ch. 118A and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows:
  - 1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
  - 2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable, and debt service.
  - 3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

### **V. DELEGATION OF AUTHORITY**

- A. The Business Manager of the school district is designated as the investment officer

of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees but shall remain responsible for the operation of the program.

- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

## **VI. STANDARD OF CONDUCT**

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment, and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

## **VII. MONITORING AND ADJUSTING INVESTMENTS**

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets, and the relative value of competing investment instruments.

## **VIII. INTERNAL CONTROLS**

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions by officers, employees, or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials,

and documenting transactions and strategies.

## **IX. PERMISSIBLE INVESTMENT INSTRUMENTS**

The school district may invest its available funds in those instruments specified in Minn. Stat. §§ 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds. The assets of an other postemployment benefits (OPEB) trust or trust account established pursuant to Minn. Stat. § 471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minn. Stat. Ch. 118A or § 356A.06, Subd. 7. Investment of funds in an OPEB trust account under Minn. Stat. § 356A.06, Subd. 7, as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed between the investment officer, as designed herein, and the trust administrator.

## **X. PORTFOLIO DIVERSIFICATION; MATURITIES**

- A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
  1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.
  2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.
  3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific

maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

## **XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS**

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

## **XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS**

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

## **XIII. SAFEKEEPING AND COLLATERALIZATION**

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minn. Stat. § 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.

- B. Deposit-type securities shall be collateralized as required by Minn. Stat. § 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

#### **XIV. REPORTING REQUIREMENTS**

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. The investment officer shall prepare and submit to the school board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter and describe the investment portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter. Each quarterly report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.
- C. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.
- D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

## **XV. DEPOSITORIES**

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minn. Stat. § 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.

## **XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT**

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minn. Stat. § 471.38.

***Legal References:*** Minn. Stat. § 118A.01 (Public Funds; Depositories and Investments)  
Minn. Stat. § 118A.02 (Authorization for Deposit and Investment)  
Minn. Stat. § 118A.03 (Depositories and Collateral)  
Minn. Stat. § 118A.04 (Investments)  
Minn. Stat. § 118A.05 (Contracts and Agreements)  
Minn. Stat. § 118A.06 (Delivery and Safekeeping)  
Minn. Stat. § 356A.06, Subd. 7 (Authorized Investment Securities)  
Minn. Stat. § 471.38 (Claims)  
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

***Cross References:*** MSBA/MASA Model Policy 703 (Annual Audit)  
MSBA Service Manual, Chapter 7, Education Funding  
Minnesota Legal Compliance Audit Guide Prepared by the Office of the State Auditor

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 705

Orig. 1995

Revised: \_\_\_\_\_

Rev. 202209

## **705 INVESTMENTS**

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

### **I. PURPOSE**

The purpose of this policy is to establish guidelines for the investment of school district funds.

### **II. GENERAL STATEMENT OF POLICY**

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

### **III. SCOPE**

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

### **IV. AUTHORITY; OBJECTIVES**

- A. The funds of the school district shall be deposited or invested in accordance with this policy, ~~Minn. Stat. Minnesota Statutes chapter~~ Ch. 118A and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows
  - 1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
  - 2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable, and debt service.
  - 3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

### **V. DELEGATION OF AUTHORITY**

- A. The \_\_\_\_\_ of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees but shall remain responsible for the operation of the program.

- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

## **VI. STANDARD OF CONDUCT**

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment, and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

## **VII. MONITORING AND ADJUSTING INVESTMENTS**

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets, and the relative value of competing investment instruments.

## **VIII. INTERNAL CONTROLS**

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions by officers, employees, or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

## **IX. PERMISSIBLE INVESTMENT INSTRUMENTS**

The school district may invest its available funds in those instruments specified in ~~Minn. Stat. §§Minnesota Statutes sections~~ 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds. The assets of an other postemployment benefits (OPEB) trust or trust account established pursuant to ~~Minn. Stat. §Minnesota Statutes section~~ 471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under ~~Minn. Stat. Ch. Minnesota Statutes chapter~~ 118A or ~~Minnesota Statutes section~~§ 356A.06, ~~subdivision~~Subd. 7. Investment of funds in an OPEB trust account under ~~Minn. Stat. § Minnesota Statutes section~~ 356A.06, ~~subdivision~~Subd. 7, as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed

between the investment officer, as designed \_\_\_\_\_ herein, and the trust administrator.

**X. PORTFOLIO DIVERSIFICATION; MATURITIES**

- A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
  - 1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.
  - 2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.
  - 3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

**XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS**

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally, all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

## **XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS**

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

## **XIII. SAFEKEEPING AND COLLATERALIZATION**

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in ~~Minn. Stat. § Minnesota Statutes section~~ 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.
- B. Deposit-type securities shall be collateralized as required by ~~Minn. Stat. § Minnesota Statutes section~~ 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

## **XIV. REPORTING REQUIREMENTS**

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. The investment officer shall prepare and submit to the school board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter and describe the investment portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The

report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter. Each quarterly report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.

- C. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.
- D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

## **XV. DEPOSITORIES**

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of [Minn. Stat. § Minnesota Statutes section 118A.03](#) and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.

## **XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT**

The school district may make electronic fund transfers for investments of excess funds upon compliance with [Minn. Stat. § Minnesota Statutes section 471.38](#).

### **Legal References:**

Minn. Stat. § 118A.01 (~~Definitions~~~~Public Funds; Depositories and Investments~~)  
Minn. Stat. § 118A.02 (~~Depositories; Investing; Sales, Proceeds, Immunity~~~~Authorization for Deposit and Investment~~)  
Minn. Stat. § 118A.03 (~~When and What Collateral Required~~~~Depositories and Collateral~~)  
Minn. Stat. § 118A.04 (Investments)  
Minn. Stat. § 118A.05 (Contracts and Agreements)  
Minn. Stat. § 118A.06 (~~Delivery and Safekeeping; Acknowledgements~~)  
Minn. Stat. § 356A.06, Subd. 7 (~~Investments; Additional Duties~~~~Authorized Investment Securities~~)  
Minn. Stat. § 471.38 (Claims)  
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

### **Cross References:**

MSBA/MASA Model Policy 703 (Annual Audit)  
~~MSBA Service Manual, Chapter 7, Education Funding~~  
Minnesota Legal Compliance Audit Guide [for School Districts](#) Prepared by the Office of the State Auditor

*Adopted: December 8, 2008*

*Royalton School District Policy 706*

*Revised: January 27, 2020*

*Last Revised: September 26, 2016*

## **706 ACCEPTANCE OF GIFTS**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

### **II. DEFINITION**

Gifts and donations to the District include monetary, or in-kind contributions given to the District by groups, organizations, businesses, booster clubs, or individuals, for the purpose of enhancing either the district's educational programs or physical facilities.

### **III. GENERAL STATEMENT OF POLICY**

It is the policy of this school district to accept gifts only in compliance with state law.

### **IV. ACCEPTANCE OF GIFTS GENERALLY**

The school board may receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

### **V. GIFTS OF REAL OR PERSONAL PROPERTY**

The school board may accept a gift, grant, or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

**[Note: This voting requirement and gift use provision is specified by Minn. Stat. § 465.03.]**

### **VI. ADMINISTRATION IN ACCORDANCE WITH TERMS**

If the school board agrees to accept a bequest, donation, gift, grant, or devise which contains preconditions, conditions, or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a

gift shall be property of the school district unless otherwise provided in the agreed upon terms.

## **VII. REQUIREMENT**

- a. All donations or in-kind contributions over \$100, regardless of source, that benefit District programs or facilities in any way must be accepted and approved by the School Board prior to their expenditure. Exceptions may be made for the purchase of food/beverages for traveling school teams/groups.
- b. The School District is responsible for the disbursement of all expenses, and salaries connected with any school program or school facility.
- c. All gifts/donations must be presented to the proper school administrative official (AD/Principal) for their review and recommendation before they can be presented to the school board. When circumstances prevent a timely approval from the board, the administration is authorized to approve a donation prior to its submission to the school board.
- d. The School District has the sole authority to determine staffing patterns and for the hiring and dismissal of all district personnel. All hiring and appointments will be made by administrative recommendation and are subject to School Board approval regardless whether personnel are paid or volunteer.
- e. No donations will be accepted for payment of a district employee.
- f. Acceptance of a contribution must be made in accordance with school policy and public law, specifically Title IX regulations and the Minnesota Human Rights Act regarding student sex non-discrimination.
- g. The source of the contribution must be acceptable to the School Board.
- h. The donation shall not be inappropriate or harmful to the education of students or residents of the District.

## **VIII. IMPLEMENTATION**

The district shall have in place a procedure by which to handle acceptance of donations and gifts. District Administration shall be responsible for determining and disseminating such procedures to staff, coaches/advisors, parents, and donors.

## **IX. REPORTING**

A report of donations / in-kind contributions shall be provided to the School Board annually.

**Legal References:** Minn. Stat. 123B.02, Subd. 6 (Bequests, Donations, Gifts)  
Minn. Stat. 465.03 (Gifts)

**Cross References:** MSBA/MASA Model Policy 706  
Orig. 1995  
Rev. 2007

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 706

Orig. 1995

Revised: \_\_\_\_\_

Rev. 202207

## **706 ACCEPTANCE OF GIFTS**

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

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

### **II. GENERAL STATEMENT OF POLICY**

It is the policy of this school district to accept gifts only in compliance with state law.

### **III. ACCEPTANCE OF GIFTS GENERALLY**

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

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The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

***[Note: This voting requirement and gift use provision is specified by Minnesota Statutes section, Stat. § 465.03.]***

### **V. ADMINISTRATION IN ACCORDANCE WITH TERMS**

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

#### **Legal References:**

Minn. Stat. § 123B.02, Subd. 6 ([General Powers of Independent School Boards](#) ~~Bequests, Donations, Gifts~~)

Minn. Stat. § 465.03 ([Gifts to Municipalities](#))

#### **Cross References:**

\_\_\_\_\_ [None](#)

## **707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS**

### **I. PURPOSE**

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

### **II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

### **III. DEFINITIONS**

- A. “Child with a disability” includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of Education. A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district’s discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability. (Minn. Stat. § 125A.02)
- B. “Home” is the legal residence of the child. In the discretion of the school district, “home” also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student’s parent or guardian as the home of a student for part or all of the day, if requested by the student’s parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if

the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)

- C. “Homeless student” means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances. (42 U.S.C. § 11434a)
- D. “Nonpublic school” means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minn. Stat. §120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d, *et seq.*). (Minn. Stat. §123B.41, Subd. 9)
- E. “Nonresident student” is a student who attends school in the school district and resides in another district, defined as the “nonresident district.” In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student’s parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3)
- F. “Pupil support services” are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located. (Minn. Stat. § 123B.41, Subd. 4)
- G. “School of origin,” for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. (42 U.S.C. § 11432(g)(3)(G))
- H. “Shared time basis” is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minn. Stat. § 120A.22 by attendance at a nonpublic school. (Minn. Stat. § 126C.01, Subd. 8)
- I. “Student” means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of

Minnesota. (Minn. Stat. § 123B.41, Subd. 11)

#### **IV. ELIGIBILITY**

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian. (Minn. Stat. § 123B.88, Subd. 1)
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.
- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation. (Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

#### **V. TRANSPORTATION OF NONRESIDENT STUDENTS**

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students. (Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. § 123B.92, Subd. 3)
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation. (Minn. Stat. § 123B.88, Subd. 6)
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents

shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district. (Minn. Stat. § 127A.47, Subd. 3(b))

- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program. (Minn. Stat. § 123B.92, Subd. 3(b))

## **VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS**

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (Minn. Stat. § 123B.88, Subds. 1 and 4)
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (Minn. Stat. § 124D.041)

## **VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/STUDENTS WITH TEMPORARY DISABILITIES**

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minn. Stat. § 123B.92, Subd. 1(b)(4), for a resident child with a disability not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education

program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs. (Minn. Stat. § 123B.88, Subd. 1)

- B. Resident students with a disability whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the handicapping condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600)
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district. (Minn. Stat. § 125A.65)
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary. (Minn. Stat. § 125A.12)
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district. (Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d))
- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the

necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))

- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

## **VIII. HOMELESS STUDENTS**

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
  - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked. (42 U.S.C. § 11432(g)(1)(J)(iii)(I))
  - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))
  - 3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services

between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (Minn. Stat. § 125A.51(f))

4. A homeless nonresident student enrolled under Minn. Stat. § 124D.08, Subd. 2a, must be provided transportation from the student's district of residence to and from the school of enrollment. (Minn. Stat. § 123B.92, Subd. 3(c)).

## **IX. AVAILABILITY OF SERVICES**

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (Minn. Stat. § 123B.88, Subd. 21)

## **X. MANNER OF TRANSPORTATION**

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (Minn. Stat. § 123B.88, Subd. 1)

## **XI. RESTRICTIONS**

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

## **XII. FEES**

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional. (Minn. Stat. § 123B.36, Subd. 1(10))
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for

that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minn. Stat. § 190.05. (Minn. Stat. § 123B.36, Subds. 1(11) and 6)

- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee. (Minn. Stat. § 123B.36, Subd. 1(13))
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. (Minn. Stat. § 123B.36, Subd. 3)

**Legal References:** Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)  
Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.41 (Educational Aids for Nonpublic School Children; Definitions)  
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)  
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)  
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.04 (Enrollment Options Programs in Border States)  
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)  
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District)  
Minn. Stat. Ch. 125A (Children With a Disability)  
Minn. Stat. § 125A.02 (Children With a Disability, Defined)  
Minn. Stat. § 125A.12 (Attendance in Another District)  
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)  
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)  
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)  
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)  
Minn. Stat. § 126C.01 (General Education Revenue - Definitions)  
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)  
Minn. Stat. § 190.05 (Definitions)  
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)  
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with

Disabilities)

20 U.S.C. § 1415 (Individuals with Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)

42 U.S.C. § 2000d (Prohibition Against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)

42 U.S.C. § 11431, *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)

42 U.S.C. § 12132, *et seq.* (Americans With Disabilities Act)

***Cross References:*** MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 710 (Extracurricular Transportation)  
MSBA Service Manual, Chapter 2, Transportation

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 707

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2024~~2~~

## **707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS**

**[NOTE: The obligations stated in this policy are largely governed by statute. A school district may choose to add obligations to the model policy.]**

### **I. PURPOSE**

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

### **II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

### **III. DEFINITIONS**

- A. "Child with a disability" includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of the Minnesota Department of Education ("Commissioner"). A licensed physician, an advanced practice nurse, a physician assistant, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability.
- B. "Home" is the legal residence of the child. In the discretion of the school district, "home" also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district.
- C. "Homeless student" means a student, including a migratory student, who lacks a fixed,

regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances.

- D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minnesota Statutes, section 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964.
- E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides.
- F. "Pupil support services" are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located.
- G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled.
- H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minnesota Statutes, section 120A.22 by attendance at a nonpublic school.
- I. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota.

#### **IV. ELIGIBILITY**

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian.
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.

**[NOTE: In this section, school districts may wish to outline those discretionary areas where they intend to provide transportation. For example, some school districts may provide that transportation shall be provided for all resident elementary students who reside one mile or more from the school.]**

- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

**V. TRANSPORTATION OF NONRESIDENT STUDENTS**

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students.
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation.
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district.
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program.

**VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS**

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (~~Minn. Stat. §~~Minnesota Statutes, section 124D.03, subdivision~~Subd.~~ 8).
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult

or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district.

- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion.

**VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES**

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minnesota Statutes, section 123B.92, subdivision 1(b)(4), for a resident child with a disability not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs.
- B. Resident students with a disability whose disabling conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district.
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district.
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary.
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district.

- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation.
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law.
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minnesota Statutes, chapter 125A.

#### **VIII. HOMELESS STUDENTS**

- A. Homeless students shall be provided with transportation services comparable to other students in the school district.
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
  - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district.
  - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation.
  - 3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located.
  - 4. A homeless nonresident student enrolled under Minnesota Statutes section 124D.08, subdivision 2a, must be provided transportation from the student's district of residence to and from the school of enrollment.

#### **IX. AVAILABILITY OF SERVICES**

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days.

**X. MANNER OF TRANSPORTATION**

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means.

**XI. RESTRICTIONS**

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 United States Code, section 1415 (Individuals with Disabilities Act), 29 United States Code, section 794 (the Rehabilitation Act), and 42 United States Code, section 12132, (Americans with Disabilities Act) are governed by these provisions.

**XII. FEES**

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minnesota Statutes section 190.05.
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs.

**Legal References:** Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.59 (Bus Transportation a Privilege Not a Right)  
Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.41 (Definitions)  
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)  
Minn. Stat. § 123B.84 (Policy)  
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)  
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.04 (Options for Enrolling in Adjoining States)  
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)  
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District; Exceptions)  
Minn. Stat. Ch. 125A (Special Education and Special Programs)  
Minn. Stat. § 125A.02 (Children with a Disability Defined)  
Minn. Stat. § 125A.12 (Attendance in Another District)  
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)  
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)  
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)  
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)  
Minn. Stat. § 126C.01 (Definitions)  
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)  
Minn. Stat. § 190.05 (Definitions)  
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)  
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)  
20 U.S.C. § 1415 (Individuals with Disabilities Education Act)  
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)  
42 U.S.C. § 2000d (Prohibition against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)  
42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)  
42 U.S.C. § 12132 *et seq.* (Americans with Disabilities Act)

**Cross References:**

MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Adopted: March 10, 2008

Royalton School District Policy 707.1

Last Revised: August 26, 2019

Revised: February 13, 2012

## **722 Pre-School Student Pick-Up and Drop-Off Transportation Policy**

### **I. PURPOSE:**

It is the purpose of this policy to provide a safe process for the pick-up and drop-off of pre-school students transported by school district vehicles.

### **II. GENERAL STATEMENT OF POLICY**

#### **A. Parental notification:**

At the time of registering a pre-school student, the pre-school supervisor will review this policy with the parent/guardian. This copy must be signed by the parent/guardian and copies given to the Transportation Office to be kept on file, to the appropriate driver, and to the parent/guardian.

#### **B. Students loading at home/daycare/open pick-up point, etc.:**

Pre-school students picked up on a morning route will be picked up according to regular pick-up procedures (the same as all other students are).

#### **C. Students loading at school:**

Pre-school students being transported to either their home or day care will be walked out to a regular route bus from the school by either a pre-school supervisor or an assistant.

#### **D. Students riding a regular route bus with a sibling:**

Pre-school students riding the regular route bus home with a sibling in the 4<sup>th</sup> grade or older will be dropped off at their residence or other home drop-off point with the older sibling according to regular drop off procedures. If the sibling is in the 3<sup>rd</sup> grade or younger, the parent/guardian must visibly acknowledge the driver or must provide a written statement that it is permissible for the bus driver to drop off the student even though there is no adult visibly present. Drivers will not wait for an adult to appear.

#### **E. Students riding a regular route bus alone:**

Pre-school students who are riding the regular route bus alone will be dropped off according to regular drop off procedures. At a home, an adult must visibly acknowledge the driver or the parent /guardian must provide a written statement that it is permissible for the driver to drop off the student even though there is no adult visibly present. If a house is so located that a driver cannot see an adult from the bus, it is the parent/guardian/day care provider's

responsibility to make themselves visible to the driver or to provide a written statement that it is permissible for the bus to drop off the student even though there is no adult visibly present. Drivers will not wait for an adult to appear.

At an open drop-off site (e.g. street corner, center of town), an adult must meet and physically take possession of the student as he/she gets off the bus. The adult must be a parent/guardian or a parent/guardian approved adult. If the parent/guardian will meet the bus, it is his/her responsibility to identify him/herself, in person, to the driver, if they are unknown to the driver, prior to any drop off. If an adult other than the parent/guardian will meet the student, the parent/guardian must give written permission for the adult to meet the pre-schooler, shall identify the adult in writing and , if the adult is not already known to the driver, shall introduce the approved adult to the driver, in person, prior to any drop-off.

Introduction of the parent/guardian, or parent/guardian and approved adult to the driver, must occur in person. The parent/ guardian shall call the transportation office to arrange an introduction. Introductions cannot occur on a route.

The driver shall be secure in his/her knowledge of whom he/she is to entrust the pre-schooler. Drivers will not wait for an adult to appear.

In the case of a substitute driver where the driver does not know the adult and personal introduction of the parent/guardian approved adult cannot be pre-arranged, the driver shall ask the student if he/she knows the adult, shall ask the adult to identify him/herself, and shall have the adult record his/her name and phone number on a form provided by the driver.

F. Adult not present or no written permission:

If a parent/guardian/daycare provider is not visibly present at a home, a driver does not have a written note permitting him/her to drop off a student at a home without an adult visibly present, an approved adult does not meet the bus at an open drop off point, or there is no written permission for the pre-schooler to be dropped off at an open drop-off point under the supervision of an adult, the pre-school student will be kept on the bus and returned to the elementary school or bus garage. Efforts will be made to contact the parent/guardian/day care provider from the bus garage or elementary school. Failing that, the police department will be notified.

G. Consequences:

At any time that these procedures are not followed, the parent/guardian will be contacted. If this policy is violated more than twice, the district reserves the right to deny transportation until the parent/guardian/day care provider complies with this policy.

## **719 Transportation Pick Up/Drop Off Policy**

### **I. PURPOSE**

Although State law does not require transportation for any students living within 2 miles of a school, it is the District's intention to do so under the following conditions and with some limited exceptions. It is the further intention of the district to run bus routes as efficiently, safely, and cost effectively as possible. To accomplish this, it authorizes the transportation director and superintendent to minimize the number of drop off and pick up points and, whenever possible, to concentrate routes on main roads, or those designated as such by the transportation director, in order to decrease route length and time.

### **II. GENERAL STATEMENT OF POLICY**

A. The following shall apply to the picking up and dropping off of all students; regardless of age, within city limits.

- 1) Students who live less than 1 mile from school and who are transported because they could encounter such things as high traffic, drug or crime hazards, etc shall be picked up/dropped off at designated points to be determined by the transportation director in consultation with the superintendent. Drop off pick up points shall be on main roads or those designated as such by the transportation director as much as possible.
- 2) Actual pick up/drop off points shall be determined by the transportation director. In determining pick up/drop off points, the transportation director shall consider safety conditions, turnarounds, etc.
- 3) Pick up/drop off points may be altered during the year to address changing needs.
- 4) Where new housing developments occur and students are transported for reasons listed in #1 above, the transportation director shall develop pick up/drop off points that are efficient and safe.
- 5) Parents are responsible for supervising their children at pick up/drop off points.
- 6) Exceptions may be made for students with significant demonstrated disabilities, safety issues, vehicle requirements, turnarounds, etc.

B. The following shall apply to the picking up and dropping off of students outside of city limits:

All students being transported are expected to be at the pick up/drop off point designated by the transportation director. It is expected that the student will be ready and waiting five minutes prior to pick-up time. This will ordinarily be a main road or road designated as such by the transportation director.

Exceptions:

At parent request a school bus will enter a private driveway to pick up a student only if,

- 1) A student is physically disabled or,
- 2) a student is in kindergarten, and is the only child attending school, and resides over  $\frac{1}{4}$  mile from a public road. The private drive must provide a safe and clear turnaround.
- 3) A student's home is in a driveway that must be entered to provide a safe and clear turnaround.
- 4) The driveway exceeds  $\frac{1}{2}$  mile in length.

Adopted: March 12, 2007

Royalton School District Policy 724

Revised: May 24, 2021

## **724 ECSE Student Drop-Off Transportation Policy**

### **I. PURPOSE**

It is the purpose of this policy to provide a safe process for the pick-up and drop-off of early childhood special education students transported by school district vehicles.

### **II. GENERAL STATEMENT OF POLICY**

#### **A. Parental notification:**

At the time of registering an ECSE student, the early childhood teacher will review this policy with the parent/guardian. This copy must be signed by the parent/guardian and copies given to the Transportation Office to be kept on file, to the appropriate driver, and to the parent/guardian.

#### **B. Students loading at school:**

ECSE students being transported to either their home or day care will be walked out to a van or regular route bus from the school by either a paraprofessional or early childhood teacher.

#### **C. Students riding in a van:**

ECSE students being transported will meet the van by the #2 door in the ECC. They will be taken to their residence or normal daycare as specified in writing by the parent/guardian. Upon arriving at the student's drop off point, an adult will come to the van to get the child or the parent/guardian must provide written permission stating that the child may walk to the residence alone and enter the house without a visible acknowledgement from an adult. In the case of written permission, the driver will wait until the student enters the house before leaving.

#### **D. Students riding a regular route bus with a sibling:**

ECSE students riding the regular route bus home with a sibling in the 4<sup>th</sup> grade or older will be dropped off at their residence with the older sibling according to regular drop off procedures. If the sibling is in the 3<sup>rd</sup> grade or younger, the parent/guardian must visibly acknowledge the driver or must provide a written statement that it is permissible for the bus driver to drop off the students even though there is no adult visibly present. Drivers will not wait for an adult to appear.

- E. Students riding a regular route bus alone:  
ECSE students who are riding the regular route bus alone will be dropped off according to regular drop off procedures. An adult must visibly acknowledge the driver or the parent/guardian must provide a written statement that it is permissible for the bus to drop off the student even though there is no adult visibly present. If a house is so located that a driver cannot see an adult from the bus, it is the parent/guardian/daycare provider's responsibility to make themselves visible to the driver or to provide a written statement that it is permissible for the bus to drop off the student even though there is no adult visibly present. Drivers will not wait for an adult to appear.
- F. Pre-School Pickup Eligibility Regulation:  
Pre-Schoolers need to be part of an already existing route to be eligible for pick-up or a 5 day per week schooler.
- G. Adult not present or no written permission:  
If a parent/guardian/daycare provider is not visibly present or a driver does not have a written note permitting him/her to drop off a student without an adult visibly present, the ECSE student will be kept on the bus and returned to the elementary school or bus garage. Efforts will be made to contact the parent/guardian/daycare provider from the bus garage or elementary school. Failing that, the police department will be notified.
- H. Car seat/booster type restraint procedure:  
It is the parent's responsibility when a child is picked up at their residence by a school vehicle, the parent or guardian must accompany the child to the vehicle and secure the child in the proper car seat/booster type restraint. The driver at no time to leave the vehicle unattended while other students are in the vehicle. If your child is picked up at a daycare and the provider is unable to come out of the house then the driver will turn off the vehicle, remove the keys, and proceed to buckle the child.
- I. Snow Procedures: It is the parent or guardian's responsibility to ensure driveways are cleared of snow. Drivers will not enter driveways that are not cleared and the parent/guardian is then responsible to come out to the road to get their child on or off of the school vehicle.
- J. Consequences:  
At any time that these procedures are not followed, the parent/guardian will be contacted. If this policy is violated more than twice, the district reserves the right to deny transportation until the parent/guardian/daycare provider complies with this policy.

Adopted: ~~April 25, 2016,~~  
Revised: ~~November 22, 2021,~~

~~Royalton School District Policy 902~~  
~~Reviewed:~~

## 902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT,

### I. PURPOSE

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

### II. GENERAL STATEMENT OF POLICY

The school board encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes.

### III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES

- A. The school district administration shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.
- B. Procedures for providing publicity, registration, and collection of fees shall be the responsibility of the ~~district's Community Education Office.~~
- C. Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

### IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

- A. The school board may authorize the use of school facilities by community groups or individuals. ~~It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.~~
- B. Requests for use of school facilities by community groups or individuals shall be made through the school district administrative office. ~~The administration will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.~~
- C. The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities. ~~A rental fee schedule, deposit or surety bond schedule, and payment procedure shall be presented for review and approval by the school board.~~
- D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made ~~by the Community Education Office~~ to find acceptable alternative meeting space.

### V. RULES FOR USE OF FACILITIES AND EQUIPMENT

The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment. ~~A certificate of insurance may be required by the school district to ensure payment for these damages and any liability~~

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¶ The administration will present a procedure to the school board for review and approval regarding the type of equipment that is available for community use, the extent to which it may be utilized, and the manner by which it may be scheduled for use and any charges to be made relating thereto. Upon approval of the school board, such procedure shall be an addendum to this policy. ¶

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for injuries. Fees will be reviewed annually by the Community Education Director and superintendent for school board approval.

**Legal References:** Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Non-school Purposes; Closings)

**Cross References:** Royalton School District Policy 801 (Equal Access to School Facilities)  
Royalton School District Policy 901 (Community Education)

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**Addendum A**

**Royalton Public Schools**  
Independent School District #485

**Facility Use Rules and Regulations**

1. School equipment and supplies are available to groups only through previous arrangements with the Community Education office and may incur a fee. Equipment needed in conjunction with rental requests must be scheduled by the Community Education office and should be scheduled at the time the rental application is completed. The renting party is responsible for damage or loss of all equipment.
2. Materials placed on bulletin boards or written on blackboards should not be disturbed.
3. Royalton Public Schools is a healthy, comfortable, smoke-free learning environment. The use of all tobacco products is prohibited in all school buildings and on all school property.
4. Possession or consumption of intoxicating beverages or drugs in any form on school premises is prohibited. See Royalton School District Policy 417, Policy 418, and Policy 419.
5. Gambling on school grounds is allowed in accordance with MN Statute 609.761.
6. Independent School District 485 Weapons Possession Policy 501 is observed.
7. No food or beverages are allowed in any ITV room, computer lab, or other specified areas.
8. All refuse and debris must be disposed of properly by the renter in designated receptacles.
9. Royalton Public Schools does not become a promoter, endorser, or sponsor of any meeting or event when renting facilities to outside organizations.
10. Any outside organization which uses a school facility and wishes to attract the public to its meeting/event via advertising shall, on the advertising, identify itself as the sponsoring organization and accurately represent the content activity of the event. The district may require an organization to include a disclaimer in its advertising stating that the activity/event is not sponsored by the school district.
11. The use of outside areas such as fields and parking lots will require a request to be completed. Organizations using inside or outside areas will be expected to clean up all trash and litter in facilities, on fields or surrounding areas. Groups not providing clean-up will be charged for required custodial fees. Groups using outside facilities will follow all school policies at all times.
12. Food service personnel are required to be on duty when **any district kitchen is in use.**
13. ISD 485 reserves the right to cancel or postpone a reservation due to an emergency condition. Examples include: closure of a school by the School Board, or weather cancellation. In the event of an emergency cancellation, the Community Education office will try to assist in finding another appropriate facility.
14. Administration and the School Board reserves all right to amend this policy as needed.

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**Supervisory Responsibilities**

1. All activities must have qualified adult supervision at all times.
2. Custodians will supervise the facility but not the rental group or its activities. Custodians are required unless it is determined by the Community Education Director or building principal that any problems can be taken care of by supervision of another district employee.

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3. All facilities must be left in the condition found. This includes room arrangement and placement of furniture. Damages to facilities or equipment will be charged to the group. Disregard of policies may result in cancellation of the reservation.
4. Facility Users must provide any special supervision required. (i.e., police protection, parking supervision, lifeguards, etc.)
5. Any equipment brought into the building by the user must be approved by the Community Education Office. Equipment must be removed directly following the activity.

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## APPLICATION PROCEDURES

1. All renters must complete a "Facility Request" online through the Community Education Office. This request must be made no less than seven working days prior to the requested use.
2. Use of school equipment should be requested at the same time the building use application is submitted.
3. All facility use fees must be paid prior to the event.
4. All fees must be paid at the time of request. Cancellations must be 72 hours in advance for a full refund to be given.
5. Exceptions to superintendent.

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**Addendum B**

**Royalton Public Schools**  
Independent School District #485

**Facility, Equipment, and Staffing Fees for Rentals**

Space	Location	Rental Cost/Hour
Aerobic Room	MS/HS	\$20
Cafeteria	Elementary	\$15
Cafetorium	MS/HS	\$40
Classroom	Elementary and MS/HS	\$10
Commons	MS/HS	\$30
Concession Stand-Indoor*	MS/HS	\$0
Concession Stand-Outdoor*	MS/HS	\$0
Field Space	Elementary and MS/HS	\$40
Gym	Elementary	\$15
Gym	MS/HS	\$40
Life Skills Lab*	MS/HS	\$40
Media Center	Elementary and MS/HS	
Rock Climbing Wall*	MS/HS	\$30
Wrestling Room	MS/HS	\$15

\*Additional fees will apply

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Category I — No fees will be assessed. Additional fees may be assessed if the district has additional staffing, refuse, or facility use expenses.

Category II — Certain circumstances may require fees, including but not limited to the following circumstances. Fees will be charged at a Class III rate.

Staffing Fees: When activity is held outside regularly scheduled hours and/or expected attendance.

Facility Rental Fees: When admission is charged for an event.

Garbage Removal Fee: When the District incurs additional refuse cost (\$200/dumpster).

Category III, IV, V Fees — Hourly Rates

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Class III Class IV Class V

MS/SH Gym (Full)

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Equipment	Rental Cost
Gym Equipment	\$35
Gym Floor Covering	\$25
Microphones Qty. 1-4	\$35
Microphones Qty. 5-8 with Sound Bar	\$45
Podium	\$25
Projector/Screen	\$35
Rock Climbing Wall Safety Equipment	\$50
Soundboard	\$35
Spotlight	\$35

**\*To be used at a school facility ONLY**

Groups/individuals using District 485 facilities are responsible for staff charges resulting from their use. A two-hour minimum charge will be assessed for any of the following required staff.

Staffing	Cost/Hour
District Auditorium Technician	\$35 per hour or employee double time, whichever is greater
District Custodian	\$35 per hour or employee double time, whichever is greater
District Facility Supervisor	\$35 per hour or employee double time, whichever is greater
District Food Service Staff	\$35 per hour or employee double time, whichever is greater
District Rock Climbing Wall Technician	\$35 per hour or employee double time, whichever is greater

**\*Additional fees may be incurred depending on the type of use as well as group needs.**

**ISD 485 has the right to waive or assess fees as deemed necessary.**

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Custodial - Could include opening or closing a building, set-up, clean-up - \$35 per hour or employee - or presence during a time when not otherwise staffed - time double time, whichever is greater

Food Service - Required to be present whenever a school kitchen is used. - \$35 per hour or employee - time double time, whichever is greater

Building - Placed by the District during times when the building is not - \$35 per hour or employee

Supervisor - otherwise staffed to protect and oversee the facility and represent the school district. - time double time, whichever is greater

Auditorium - Required when use of light and/or sound is requested. - \$35 per hour or employee

Technician - time double time, whichever is greater

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**Addendum C**

**Royalton Public Schools**  
Independent School District #485

## Facility Use Classification

### Class One: Top Priority - No Charge

- All Royalton Public Schools activities, school related organizations, and Community Education Programs
- Royalton Public Schools sponsored activities under the direct supervision of a District Employee may be allowed to utilize the specific areas
  - Must complete Facility Use Request
  - Any required costs incurred will be paid by the sponsoring school district activity.

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### Class Two: Second Priority - Fees for equipment may apply.

- Organized, in-district civic groups, political party meetings, religious/church youth groups, open meetings of tax supported agencies, non-religious school district nonprofit youth group meetings, youth sports groups, and charitable group meetings
  - Must complete Facility Use Request
  - Must have non-profit or 501(c)(3) status-Proof of 501(c)(3) status must be presented with the facilities request
  - Must employ District Facility Supervisor and other district staff as deemed necessary by Community Education Staff based on specific activity
  - Must provide Certificate of Liability Insurance listing the district as an additional insured party.
    - Minimum coverage shall be \$1,000,000 per occurrence and \$2,000,000 aggregate

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### Class Three: Third Priority

- All other groups, special large events, commercial and business organizations
  - Must complete Facility Use Request
  - Must have non-profit or 501(c)(3) status-Proof of 501(c)(3) status must be presented with the facilities request
  - Must employ District Facility Supervisor and other district staff as deemed necessary by Community Education Staff based on specific activity
  - Must provide Certificate of Liability Insurance listing the district as an additional insured party.
    - Minimum coverage shall be \$1,000,000 per occurrence and \$2,000,000 aggregate
  - Fees determined by schedule

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School-sponsored events and activities

Community Education classes

PTO and Grad Bash

Category II:

Nonprofit youth groups serving ISD 485

Nonprofit groups serving youth of ISD 485

Government agencies serving ISD 485

Political caucuses/meetings

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Organized nonprofit community service group serving ISD 485

Civic organizations located in or serving ISD 485

Commercial, business, or private organizations located in ISD 485

Individuals residing in ISD 485

Category IV:

Nonprofit groups not located in ISD 485

Civic organizations not located in ISD 485

Category V:

Commercial, business, or private organizations not located in ISD 485

Individuals not located in ISD 485

30% of participants are currently enrolled in Royalton Public Schools.



## Royalton Fitness Center Rules and Etiquette

- Members are required to have a Fob access-application completed. Please see Membership Parameters.
- Public Access-Supervision time only for under 19; over 19 must have fob.
- All students enrolled at Royalton Middle/High School are able to use the fitness center free of charge during the school day as part of their physical education classes. Students may use the fitness center free of charge after school if a supervisor has it open. A schedule will be posted for students.
- No student below grade 6 may use the fitness center. Because of the design of the equipment, no one under 6th grade can use or be in the fitness center. It is imperative that your children do not accompany you inside the fitness center.
- Students in grade 6th through 12th are allowed to use the fitness center with a parent/guardian after school hours
- Cameras will monitor the center- we will notify the fob user and let them know if they have breached the contract - Fob will be deactivated.
- PE/CommED classes take precedence to community members use. Times for PE class sessions will be posted.
- Please carry in your shoes. Street shoes are **NOT** allowed in the fitness center.
- Proper attire is required. This includes closed toe shoes, t-shirts, exercise shorts/pants.
- Proper attire for a school setting is required. Shirts must be worn at all times.
- Gym bags and jackets belong in the cubbies along entrance doors.
- Please do not store valuables on the floor or near equipment.
- No vulgar or obscene language will be tolerated.
- Water and sports drinks must be consumed from containers with a lid. No glass containers are allowed.
- Participants may use personal listening devices, but may not use the sound system in the fitness center, as not all users want to listen to someone else's music
- The volume control on the televisions will be turned down all the way and the closed captioning feature will be used
- Please wipe down your machine, weight bars, and handles after use. Cleaning agents will be provided.
- Members are required to pick-up after themselves and discard trash and remove personal items from fitness center when they are finished working out.
- There is a 30-minute time limit on all cardiovascular equipment if other members are waiting to use them.
- Please remove the weights from the machine after you are done.
- Return all equipment to its place. All barbells and dumbbells must be returned to the racks.
- Allow others to "work-in" or take turns on the equipment in the fitness room.
- Do not drop weights (if you can't handle it don't use it).
- Ease the weights into position on the machines; do not allow them to slam down.
- No gum or tobacco allowed in the facility.

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[ROYALTON FITNESS CENTER](#)  
[120 South Hawthorn St., Royalton, MN 56373](#)  
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Name

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MEMBERSHIP PARAMETERS: Membership age must be 16 years old. All persons under 16 must be accompanied by a contracted adult-approved member. Members are required to have a FOB access application completed and approved annually. The initial cost of a FOB is \$15. Each new FOB distributed requires a separate FOB fee. Failure to follow parameters and rules will put you at risk of losing your membership privileges. No guests are allowed.

NON-DISTRICT RESIDENTS: The Fitness Center is accessible to non-district residents at a fee of \$300 per year.

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CHECKING IN: During school hours, enter Door #2 and sign-in at the District Office. All other times, enter Door #3 (Activities Entrance) with your FOB. Your FOB will allow you to enter all Fitness Center Rooms.

MEMBERS AGREEMENT: All members agree to abide by all the membership rules of the facility. Because physical exercise can be strenuous and subject to risk of serious injury, the school district urges you to obtain a physical examination from a doctor before using any exercise equipment or participation in any exercise activity. You (each member or participant) agree that if you engage in any physical exercise or activity, or use any Fitness Center amenity on or off the premises at a school-sponsored event, you do so entirely at your own risk. This includes, but is not limited to, your use of the locker rooms, parking area, sidewalk area, or any equipment in the fitness facility and your participation in any class, program, or instruction. You agree that you are voluntarily participating in these activities and use of these facilities and premises and assume all risks of injury, illness, damage or loss by theft of any personal property. You expressly agree to release and discharge the school district, and all affiliates, employees, agents, representatives, successors, or assigns, from any and all claims or causes of action. This waiver and release of liability includes, but is not limited to, all injuries to you which may occur, regardless of negligence, as a result of (a.) your use of any exercise equipment, (b.) the sudden and unforeseen malfunctioning of any equipment, (c.) our instruction or supervision, and (d.) your slipping and/or falling while in the Fitness Center, or on the school district premises, including adjacent sidewalks and parking areas. You acknowledge that you have carefully read this waiver and release and fully understand that it is a release of liability. You agree to voluntarily give up any right that you may otherwise have to bring a legal action against the school district for negligence, or any other personal injury or property damage or loss action.

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

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**Disclaimer: Agreement is subject to change.**



**Royalton Public Schools**  
Independent School District #485

## Royalton Fitness Center Application

Name \_\_\_\_\_ DOB \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone # \_\_\_\_\_

### MEMBERSHIP TYPE

<ul style="list-style-type: none"> <li>▪ <u>Individual Membership \$120</u></li> <li>▪ <u>Family Membership \$204**</u></li> <li>▪ <u>Non-District Resident Membership \$300</u></li> <li>▪ <u>FOB Fee \$15</u></li> </ul>	<ul style="list-style-type: none"> <li>▪ <u>All memberships are valid for one year from date of registration/activation.</u></li> <li>▪ <u>Members of family memberships must resident within the same household.</u></li> <li>▪ <u>FOB fees apply to new members or to replace a lost or damaged FOB.</u></li> </ul>
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**\*\*If selecting a family membership, please include the names and DOBs for each family member, 16 years of age and older, living at the same address. Each family member will need a separate FOB.**

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Adopted: December 20, 2021,  
Revised: May 22, 2024

Royalton School District Policy 503  
Reviewed:

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### 503 STUDENT ATTENDANCE

#### I. PURPOSE

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

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#### II. GENERAL STATEMENT OF POLICY

##### A. Responsibilities

##### 1. Student's Responsibility

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

##### 2. Parent or Guardian's Responsibility

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

##### 3. Teacher's Responsibility

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

##### 4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the

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previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

- b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes section 120A.22, the students of the school district are required to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

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#### B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included in the student handbook.

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##### 1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

b. The following reasons shall be sufficient to constitute excused absences:

- (1) Illness.
- (2) Serious illness in the student's immediate family.
- (3) A death or funeral in the student's immediate family or of a close friend or relative.
- (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
- (5) Court appearances occasioned by family or personal action.
- (6) Religious instruction not to exceed three hours in any week.
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored outing.
- (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- (10) Family emergencies.
- (11) Active duty in any military branch of the United States.

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b. → Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. The school district will provide annual notice to students of the school ...

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(12) A student's condition that requires ongoing treatment for a mental health diagnosis.

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up. Students receive one day per day missed to make up missed work. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

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**[Note: State law provides that a school board may include other exemptions in the school district's attendance policy. See Minnesota Statutes §section 120A.22, Ssubdivision. 12. When considering whether to add other exemptions, school boards should consider the intent of the compulsory attendance law, which recognizes the educational value of regular attendance and class participation, and whether the proposed exemption is consistent with the intent of the law.]**¶

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2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.

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~~(5)~~ Any other absence not included under the attendance procedures set out in this policy.

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(5) - Vacations with family. ¶  
¶  
(6) - Personal trips to schools or colleges. ¶  
¶  
(7) - Absences resulting from cumulated unexcused tardies (\_\_\_\_ tardies equal one unexcused absence). ¶

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (4) Students with unexcused absences shall be subject to discipline in the following manner:

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(a) From the first through the 15 cumulated unexcused absence in a semester, the student will not be allowed to make up work missed due to such absence.

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(b) Depending on the county of residence, after a certain number of days, a student's parent or guardian will be notified that his or her child is nearing a total of 7 unexcused absences.

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(c) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.

(d) After 7 cumulated unexcused absences in a semester, the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student, and parent.

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(d) -> After \_\_\_\_\_ cumulative unexcused absences in a [quarter or semester] the teacher will reduce the student's letter grade by one increment for each unexcused absence thereafter (i.e. A to A-). However, prior to reducing the student's grade, an administrative conference must be held among the principal, student, and parent. ¶

(e) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minnesota Statutes, sections, 121A.40-121A.56.

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C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

2. Procedures for Reporting Tardiness

- a. Students tardy at the start of school must report to the school office for an admission slip.
- b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close friend or relative.
- d. Medical, dental, orthodontic, or mental health treatment.
- e. Court appearances occasioned by family or personal action.

- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Consequences of tardiness may include detention after 3 unexcused tardies. In addition, 3 unexcused tardies are equivalent to one unexcused absence.

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

- 1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
- 2. School-initiated absences will be accepted and participation permitted.
- 3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
- 4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
- 5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

**III. RELIGIOUS OBSERVANCE ACCOMMODATION**

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

**IV. DISSEMINATION OF POLICY**

A. Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

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B. The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for religious observance.

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**V. REQUIRED REPORTING**

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- A. Continuing Truant

Minnesota Statutes section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statutes section 120A.22 and is absent from instruction in a school, as defined in Minnesota Statutes section 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statutes section 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes section 120A.34;
4. That this notification serves as the notification required by Minnesota Statutes section 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statutes Chapter 260C;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statutes section 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school

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**[Note: Where truancy services and procedures programs under Minnesota Statutes Chapter 260A are available within the school district, the following provisions should also be included in the policy.]¶**

days per school year and who has not lawfully withdrawn from school.

2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under [Minnesota Statutes, chapter, 260A](#).

**Legal References:**

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

**Cross References:**

[Royaltan](#) Policy 506 (Student Discipline)

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Adopted: June 15, 2015  
Revised: January 27, 2020

Royalton School District Policy 704  
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## 704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM

### I. PURPOSE

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

### II. GENERAL STATEMENT OF POLICY

The policy of the school district is that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

### III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). In addition, the inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

### IV. REPORT

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board.

#### Legal References:

- Minn. Stat. § 123B.02 ([General Powers of Independent School Districts](#))
- Minn. Stat. § 123B.09 ([Boards of Independent School Districts](#))
- Minn. Stat. § 123B.51 (Schoolhouse and Sites; [Uses for School and Nonschool Purposes; Closings](#))

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#### Cross References:

[Royalton School District Model Policy 702 \(Accounting\)](#)

Adopted: May 22, 2024

Royalton School District Policy 807

Revised: \_\_\_\_\_

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## 807 HEALTH AND SAFETY POLICY

### I. PURPOSE

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

### II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.

B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under [Minnesota Statutes section, 182.676](#) carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under [Minnesota Statutes section, 182.676](#).

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**[Note: To receive health and safety revenue for any fiscal year, school districts must submit an application to the Minnesota Commissioner of Education, along with a health and safety budget adopted and confirmed by the school board as being consistent with the school district's health and safety policy. This policy has been approved by the Minnesota Department of Education. ¶  
 ¶  
 The subdivisions of Minnesota Statutes Section Minn. Stat. § 123B.57 that relate to a school district's ability to apply for health and safety revenue have been repealed effective fiscal year 2017. The provisions of this policy substantially reflect statutory requirements.]¶**

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### III. PROCEDURES

A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.

B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.

- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

**IV. PROGRAM AND PLANS**

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:

1. Asbestos
2. Fire and Life Safety
3. Employee Right to Know
4. Emergency Action Planning
5. Combustible and Hazardous Materials Storage
6. Indoor Air Quality
7. Mechanical Ventilation
8. Mold Cleanup and Abatement
9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
10. Infectious Waste/Bloodborne Pathogens
11. Community Right to Know
12. Compressed Gas Safety
13. Confined Space Standard
14. Electrical Safety
15. First Aid/CPR/AED
16. Food Safety Inspection
17. Forklift Safety
18. Hazardous Waste
19. Hearing Conservation
20. Hoist/Lift/Elevator Safety
21. Integrated Pest Management
22. Laboratory Safety Standard/Chemical Hygiene Plan
23. Lead
24. Control of Hazardous Energy Sources (Lockout/Tagout)
25. Machine Guarding
26. Safety Committee
27. Personal Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
32. Welding/Cutting/Brazing
33. Fall Protection
34. National Emission Standards for Hazardous Air Pollutants for School Generators established by the United States E.P.A.
35. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

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- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action

will be taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.

- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

**V. BUDGET**

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

**VI. ENFORCEMENT**

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

**Legal References:** Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)  
Minn. Stat. § 123B.57 (Health and Safety Projects)  
Minn. Stat. § 182.676 (Safety Committees)  
Minn. Rules Part 5208.0010 (Accident and Injury Reduction Program; Applicability)  
Minn. Rules Part 5208.0070 (Accident and Injury Reduction Program; Alternative Forms of Committee)

**Cross References:** ~~Royalton School District~~ Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)  
~~Royalton School District~~ Policy 701 (Establishment and Adoption of School District Budget)  
~~Royalton School District~~ Policy 806 (Crisis Management Policy)

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